



Kate Pritchard

Clerk of the Parish Council

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## **Clerk's Report**

### **a) Highways**

- Temporary Road Closure – Fisherwick Road, Whittington on 15<sup>th</sup> December 2025 for utility repair and maintenance repair

### **b) Correspondence**

- A resident emailed the Council about the grass on the picnic area car park and the litter bin
- The Council sent a letter to Birmingham City Council regarding the litter bin in the picnic area car park
- The monthly update was sent to Tarmac and LDC regarding the playground project
- The Lichfield District Parish Network meeting took place on Tuesday 30<sup>th</sup> September 2025
- The 84-bus timetable link for Elford has been advertised on the face book page
- SPCA – Data Protection training
- Correspondence received from Walton Homes regarding a phishing attack on 12<sup>th</sup> September
- Tamworth have a heart confirmed the battery and pads had been replaced in September, and the device has been re-registered on the circuit
- Co – op confirmed the change of signatories' forms had been received and successfully completed
- Howard School sent details of their Open Day which was advertised on the face book page
- New Councillor's Statement of Assurance champions civility and respect in parish and town councils
- FOI request from LDC relating to the location of public litter bins
- Free Home Office/NALC/SLCC Martyn's Law webinar - Noon - 13:15, 21 October 2025

### **c) External Audit**

The external audit for 2024/25 is now complete. The completion notice was published Friday 26<sup>th</sup> September 2025 on the website and the noticeboard.

Please note the feedback from Mazars:

Minor scope for improvement in 2025/2026: In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published and to do so as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations. Although the Council provided explanations for all significant variances the reasons initially given for unusual income or expenditure in a particular year did not always include values, so it was not possible to determine if the variance was sufficiently explained from the information submitted for audit. In future, all explanations provided on the variance analysis should be quantified.

**d) Training**

The Clerk has attended the following training courses since the last meeting:

- An Introduction to age-friendly communities
- Planning for non-planners
- Scribefest 2025
- Continued study on Certificate in Local Council Administration

**e) Interim Internal Audit**

The interim internal audit for 2025/26 took place 6<sup>th</sup> October 2025 with Kim Squires Internal Audit Services.

Please note the feedback from internal auditor:

The Vat reclaim will be undertaken quarterly, advised to make the Councillors aware. The auditor advised the Council to prepare for possible election costs. The Internal Auditor is happy with the exercise of public rights date & feels Mazars was mistaken in the feedback on this.

**Please see Activity Tracker attached for further information.**