



Correspondence address: c/o Andrew Bramston, Chair  
Orr Farm, Chantry BA11 3LJ

**Summons & Notice for the Parish Council Meeting  
Being held on Wednesday 13<sup>th</sup> May 2026 at 7:00pm  
at St Georges, Whatley**

XX May 2026

**To: All Members of the Council**

Dear Councillor

You are hereby summoned to attend the Annual General meeting of the Whatley & Chantry Parish Council to be held at **St Georges, Whatley** on Wednesday 13<sup>th</sup> May 2026 at **6:30pm (please note earlier time)**. The meeting will consider the agenda items set out below.

Please inform the Clerk if you are unable to attend.

*RNash*

Rachel Nash, Clerk

- Agenda and papers are available at <https://www.whatleyandchantry.co.uk/agenda-and-minutes>
- To attend in person:
  - Residents are welcome to join the meeting in person and are asked to contact the Parish Clerk if they wish to discuss a matter and participate in the meeting [clerk@whatleyandchantry.co.uk](mailto:clerk@whatleyandchantry.co.uk)
  - Where there are confidential or exempt items which may need to be considered, residents will be asked to leave at that point

## Agenda

- 052026.1 Chairs Welcome**
- 052026.2 Apologies for absence:**  
To receive, and consider for acceptance, apologies for absence (LGA 1972 s85)
- 052026.3 Declaration of Councillors' interests and requests for dispensation:**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)
- 052026.4 Approval of Minutes of the previous meeting held on Wednesday 11<sup>th</sup> March 2026**  
To confirm and sign as a correct record of the meeting held - attachment 1.

- 052026.5 Election of Chair, Vice Chair and RFO**  
All councillor roles to be re-elected.
- 052026.6 Somerset County Councillors' report**  
To receive an update from Somerset Councillors, if in attendance.
- 052026.7 Public Participation relating to meeting agenda items**  
If you would prefer to submit questions in advance, please email [clerk@whatleyandchantry.co.uk](mailto:clerk@whatleyandchantry.co.uk)
- 052026.8 Presentation from external organisations:**  
To receive a verbal presentation from external organisations in attendance. If you wish to present to the Council, please email [clerk@whatleyandchantry.co.uk](mailto:clerk@whatleyandchantry.co.uk)
- 052026.9 Clerk's Report**  
Update regarding activities undertaken by the Clerk - attachment 2.
- 052026.10 Finance: (Responsible Finance Officer)**  
The council are requested to review & approve:
- Expenditure at 31 March 2026 – attachment 3
  - Current Expenditure on 30 April 2026 – attachment 4
  - Invoices for payment in May 2026 – attachment 5
  - Invoices for pre-approval for payment in June 2026 – attachment 6
  - Annual return for external auditors – attachment 7
  - Insurance renewal quote of **£475.19** (last year was £436.94)
- 052026.11 Policies to be Approved**  
None for approval
- 052026.12 Local Farmers Liaison**  
Update from Cllr Byrne
- 052026.12 Roads & Highways Liaison**  
Update from Cllr Scott and Cllr Bramston regarding CCTV cameras.
- 052026.14 Chantry Village Liaison**  
Update from Cllr Evans and Cllr Bramston.
- 052026.15 Whatley Village Liaison**  
Update from Cllr Palmer
- 052026.16 Quarry Liaison**  
Update from Cllr Bramston
- 052026.17 Communications**  
Update to be received.
- 052026.18 Local Business Liaison**  
Update from Cllrs Evans & Palmer

- 052026.19 Planning Applications**  
No planning applications received.
- 052026.20 WCGT Update**  
No report received
- 052026.21 Items for next Agenda / Items to Report**
- 052026.22 Date and venue of Next Meeting**  
Wednesday 8<sup>th</sup> July 2026 at 7:00pm in Holy Trinity, Chantry
- 052026.23 Exclusion of press and public**  
Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting due to the following items being a confidential matter.



Correspondence address: c/o Andrew Bramston, Chair  
Orr Farm, Chantry BA11 3LJ

**Minutes of a meeting of the Parish Council Meeting  
held on Wednesday 11<sup>th</sup> March 2026 at 7:00pm  
at Holy Trinity, Chantry**

17<sup>th</sup> March 2026

**Council Members Present:**

Councillor Andrew Bramston  
Councillor Jon Scott  
Councillor Will Palmer  
Councillor Richard Evans

**Officers Present:** North Somerset Councillor Barry Clarke

**012026.1 Chairs Welcome**

**012026.2 Apologies for absence:**  
Apologies received from Cllr Byrne.

**012026.3 Declaration of Councillors' interests and requests for dispensation:**  
None declared

**012026.4 Approval of Minutes of the previous meeting held on Wednesday 14<sup>th</sup> January 2026**  
The minutes were confirmed and signed as a correct record of the meeting held on 14<sup>th</sup> January 2026.

**012026.5 Somerset County Councillors' report**  
Councillor Clarke had previously circulated a report and gave a verbal update.

**012026.6 Public Participation relating to meeting agenda items**  
None in attendance

**012026.7 Presentation from external organisations:**  
None in attendance

**012026.8 Clerk's Report**  
The Clerk had submitted their report with the agenda.

The Clerk was reminded to look into getting a payment card for the council and to check when the defibrillators require servicing.

**012026.9 Finance:** (Responsible Finance Officer)

The council **resolved** to approve:

- Current Expenditure at 28 February 2026
- Invoices for payment in March 2026 of £644.73
- Invoices for pre-approval for payment in April 2026

The Clerk was asked to check the requirements of defibrillator servicing before the following would be approved.

- An annual service/inspection per defibrillator at £224.90 + VAT per defib

**032026.10 Policies to be Approved**

The council **resolved** to approve:

- Freedom of Information policy
- CCTV policy

**012026.11 Local Farmers Liaison**

No updated provided.

**012026.12 Roads & Highways Liaison**

The Council noted that the Whatley Road was due to be closed for a month. Cllr Bramston is still working on getting SIDs installed.

**012026.13 Chantry Village Liaison**

Land opposite the church is being discussed so that it can be utilised as a car park to help support the events in the church.

**012026.14 Whatley Village Liaison**

A fete is being organised. Volunteers are required from both villages to work on this to make it happen.

**012026.15 Quarry Liaison**

Cllr Bramston gave a verbal update following attendance at a meeting today.

**012026.16 Communications**

Nothing to report.

**012026.17 Local Business Liaison**

Nothing to report.

**012026.18 Planning Applications**

Proposal: Conversion of existing outbuilding into annex with alterations including replacement roof, new insulation and addition of rear windows.

Location: Eden House Old Wells Road Chantry Frome Somerset

**Notification Only**

Proposal: Application for prior notification of agricultural development for a proposed building.

Location: Land At 372341 146613 Stony Lane Chantry Frome

Proposal: Erection of C3 Residential Dwelling.

Location: Willow Barn Mells Lane Chantry to Mells Green Chantry Frome

- 012026.19 WCGT Update**  
Nothing to report.
- 012026.20 Items for next Agenda / Items to Report**
- 012026.21 Date and venue of Next Meeting**  
Wednesday 11<sup>th</sup> May 2026 at St Georges, Whatley
- 012026.22 Exclusion of press and public**  
Not required

The meeting finished at 8:00pm



## **Clerks Report for May 2026**

Activities undertaken during March & April, along with managing the Clerk's inbox, circulating information to councillors and responding to general enquiries. Some specific emails actioned are listed below.

### **Annual Return for External Auditor**

The annual return has been completed. This has been added to the Agenda for approval at the May meeting.

### **Purchasing Card & Deposit Account**

A payment card has been applied for, as well as an additional deposit account. We are waiting for confirmation of this from the bank.

### **Play Area Inspection**

The play area will receive its annual inspection in June.

### **Planters for Chantry**

Assisted Friends of Chantry with ordering planters. These are due w/c 11 May.

### **Emails received from residents**

None received

### **Emails received from Somerset council**

- Regular newsletters – passed to Ellie for website/social media

### **Other emails**

- Crime report from Avon & Somerset Policy

### **Monthly Meeting**

Creation of the monthly meeting Agenda and Summons and circulating with supporting papers. Uploading Agenda and papers onto the website. Producing the previous meeting minutes.

### **Rachel Nash**

Clerk for Whatley & Chantry Parish Council

# Budget Statement

Whatley Parish Council  
1 April 2025 to 31 March 2026

31-Mar-26

## Revenue

Held in Bank at 1st April 2025  
VAT Refund  
Grant Received  
Grant Received  
Precept  
**Total Revenue**

£8,611.85	Plus £1470 remaining in NatWest bank
£821.00	Friends of whatley
£2,500.00	Somerset Council
£8,500.00	
	<b>£20,432.85</b>

## Admin Costs

Clerk's Service & Mileage  
Councillor Expenses & Training  
Parish Insurance  
ICO Registration  
Audit Fees  
Church Hall Hire  
Admin - Bank Fees  
**Total Admin Costs**

**Budget**  
£3,200.00  
400  
£422  
£47.00  
£150  
£150.00  
£72.00

**Spend**

£2,537.50	upto 7 hours per month
£76.44	
£421.95	
£47.00	
£0.00	
£205.00	
£73.00	
	<b>£3,360.89</b>

## Other Expenditure

Churchyard Maintenance  
Website costs  
Grass Cutting  
Rospa Inspection  
Hedge Cutting  
Google Subscription  
Defibrilators  
SALC subscription  
Skittle Alley  
Noticeboards  
Credit  
Grant  
Xmas Present

£600  
£400  
£2,100.00  
£80  
£200  
£432  
131.88

£600.00
£25.78
£1,405.00
£88.00
£0.00
£461.15
£0.00
£131.88
£2,767.50
£450.00
£50.00
£150.00
£100.98

VAT to be refunded

£1,999.06
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**Total Expenditure**

£8,384.83

<b>£8,129.35</b>
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**Budget Available**

<b>£8,942.61</b>	plus £1470 remaining in Natwest bank
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## Invoices for payment in May 2026

Date of Invoice	Invoice No	Amount of Invoice	Supplier	Description of Goods / Service	Payment Type
02-Mar-26	1088	£227.50	Smart Office Support	Clerk Services	BACS
02-May-26	5554915142	£42.00	Google Workspace	Subscription for Google	DD
22-Apr-26	1 of 2026	£280.00	Trug & Lettuce	Grass Cutting	BACS
01-Apr-26	2847	£135.36	Somerset Assoc of Local Councils		BACS
		<b>£684.86</b>	<b>Total of above</b>		

## Confirmation of Invoices paid in April 2026

09-Apr-26	5524618479	£42.00	Google Workspace	Paid in April (pre-approved in March 26)	DD
09-Apr-26	INV-1197	£180.00	Tom Sheppard - Hedgetrimming at the Playground, Whatley	Paid in April (pre-approved in March 26)	BACS
09-Apr-26	INV-1075	£253.75	Smart Office Support	Paid in April (pre-approved in March 26)	BACS
09-Apr-26	n/a	£553.50	Friends of Whatley re Skittle Alley	Paid in April (pre-approved in March 26)	BACS
27-Apr-26	11464	£817.97	Tulip Ltd payment for planters	Paid in April (pre-approved in March 26)	BACS
		<b>£1,847.22</b>	<b>Total of above</b>		

## Invoices for pre approval payment in April 2026

Date of Invoice	Invoice No	Amount of Invoice	Supplier	Description of Goods / Service	Payment Type
tba	tba	£250.00	Smart Office Support	Clerk Services	BACS
tba	tba	£140.00	Trug & Lettuce	Additional Grass cutting	BACS
tba	tba	£42.00	Google Workspace	Subscription for Google	D/D
		<b>£432.00</b>	<b>Total of above</b>		

# Annual Governance and Accountability Return 2025/26 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2026** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - c) **Annual Internal Audit Report (page 4)** **must** be completed by the authority's internal auditor.
    - d) **Section 1 – Annual Governance Statement (page 5)** **must** be completed and approved by the authority.
    - e) **Section 2 – Accounting Statements (page 6)** **must** be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2026**

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2025/26 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review **must** do so at a meeting of the authority after 31 March 2026. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption **must** be returned to the external auditor no later than **30 June 2026** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority **must** publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026)
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights for a single period of 30 working days for inspection ( this excludes weekends and public Holidays) which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is ‘no’, is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority’s approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

\* **Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2026.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

Yes No

The authority website is up to date and the information required by the Transparency Code has been published.

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED