

**HOLLYM PARISH COUNCIL**  
**MINUTES TO MONTHLY MEETING HELD ON THE 12th MARCH 2026.**  
**HOLLYM VILLAGE HALL, NORTH LEYS ROAD, HOLLYM, HU19 2SB.**

**Present:** Cllr. Adrian Boasman AB – Chair  
Cllr. Fred Dearing FD – Vice Chair  
Cllr. Keith Bedson KB  
Cllr. Rob GH Clubley RGHC  
Cllr. Fred Dearing FD  
Cllr. Annie Ives AI  
Cllr. Rebecca Lindgren RL

**Clerk:** Rachel Foster                      **Ward Councillor(s):** 1                      **Members of Public:** 3

<b>Minute</b>	<b>Discussion and Agreement</b>	<b>Action</b>
<b>26/03/014</b>	<b>To note apologies for absence and absentees</b>	
	No apologies.	
<b>26/03/015</b>	<b>Councillors' disclosure of interests in matters on the Meeting Agenda</b>	
	None Declared	
<b>26/03/016</b>	<b>To confirm the minutes of the meeting</b>	
	Ordinary Meeting held on 12/02/2026 ' <b>Agreed</b> ' by all and signed by Chair.	
<b>26/03/017</b>	<b>Co-Option for Vacancy</b>	
	One application received. George Tuplin was voted onto the Council. Acceptance of Office was duly signed.	
<b>26/03/018</b>	<b>Clerks(s) Report</b>	
	Clerk gave a brief report on some updates from the previous agenda.	
<b>26/03/019</b>	<b>Public Forum</b>	
	<p>MOP gave a small flooding update. Despite the weather, there has been no issues with the flooding. Maintenance seems to have been carried out this month so there seems to be some sort of resolution.</p> <p>An issue brought forward by Cllr. RGHC from a MOP who couldn't attend. The road on Crofts Lane is in a very poor state. HPC to send an e-mail to ERYC in support.</p> <p>Cllr. AB gave some information on the Coffee Morning at the Village Hall on Saturday 21<sup>st</sup> March between 10am and 12pm. It is an initial meeting regarding the Pride in Place fund.</p>	
<b>26/03/020</b>	<b>Ward Councillor Update</b>	
	<p>Cllr S. McMaster provided further insight into how the Pride in Place fund will be implemented. A neighbourhood board will be established to determine how the funding will be allocated.</p> <p>He also followed up on the feasibility study for a pedestrian crossing in Hollym. A survey conducted in early January showed that a crossing guard is not viable due to the low number of children crossing the road. According to a Senior Engineer at ERYC, while the concerns raised are understood and the points made are valid, the pedestrian numbers fall below the threshold required to justify a crossing. At this stage, Cllr McMaster does not expect the proposal to progress further.</p> <p>He will instead explore potential funding options for a slow-speed sign for Hollym. Other matters Cllr McMaster has addressed this month include the damaged sign on North Leys Road, which will be repaired or replaced, and ongoing issues relating to potholes.</p>	

26/03/021	<b>Finance</b>							
	<p>a) Receipts '<b>noted</b>' – Bank Interest – February £9.98.</p> <p>b) Payments '<b>resolved</b>' as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Clerk Salary – February Salary</td> <td style="text-align: right;">197.72</td> </tr> <tr> <td>Lloyds Bank Fee - February</td> <td style="text-align: right;">4.25</td> </tr> <tr> <td style="text-align: right;"><b>Total Payment – March 2026</b></td> <td style="text-align: right;"><b>201.97</b></td> </tr> </table> <p>c) Bank Reconciliation <b>noted</b> – 28<sup>th</sup> February 2026.</p>	Clerk Salary – February Salary	197.72	Lloyds Bank Fee - February	4.25	<b>Total Payment – March 2026</b>	<b>201.97</b>	<b>Clerk</b>
Clerk Salary – February Salary	197.72							
Lloyds Bank Fee - February	4.25							
<b>Total Payment – March 2026</b>	<b>201.97</b>							
26/03/022	<b>Planning and Consultations</b>							
	<p><u>The following Planning Consultations were considered.</u></p> <p>a) <u>Planning Consultation Ref: 25/03178/OUT</u>  Erection of 9 dwellings with associated access, parking, turning and landscaping following demolition of existing buildings (access and Layout to be considered)  Location: Land North Of 1 To 6 Smook Hills Road, Hollym, East Riding of Yorkshire, HU19 2QQ  Applicant: Messrs Cash  Application Type: Outline Planning Permission  HPC Consultee Comment: <b>Resolved</b>. Not Supported with comments added to the Planning Portal.</p> <p><b>Noted</b> the following Planning Decisions:</p> <p><u>Planning Appeal Ref: 25/00062/REFUSE</u>  Proposal: Erection of a self-build dwelling (all matters reserved)  Location: Land South of North Dene, North Leys Road, Hollym, East Riding of Yorkshire, HU19 2SB  Applicant: Mr James Nolan  ERYC Decision – Refusal of planning permission.</p>							
26/03/023	<b>Community and Parish Council items</b>							
	<p>a) <b>Resolved</b> the date for the Annual Parish Meeting – 21<sup>st</sup> May 2026 at 7.30pm, it will be followed by the Annual General Meeting.</p> <p>b) The Pedestrian Crossing Feasibility Study was reviewed. Rather than progressing with the crossing, it appears more feasible to seek support for addressing speeding issues. An email will be sent to the Senior Engineer with whom Cllr S. McMaster has been liaising.</p> <p>c) <b>Considered</b> the next steps for Councillor B. Jull Memorial. Cllr. RGHC has spoken to a resident who knows Cllr B. Jull’s daughter. They are happy for a plaque to be added to the bench. Cllr AB to look at the plaque before the next meeting.</p> <p>d) <b>Resolved</b> to appoint Cllr. KB to the Village Hall Committee.</p> <p>e) <b>Resolved</b> to appoint Cllr. RGHC to the SHAPE Committee.</p> <p>f) <b>Resolved</b> to leave the Health Committee as it is for now.</p>	<b>Clerk</b>          <b>AB</b>						

<b>26/03/024</b>	<b>Reports received from Committees and/or Councillors on External Bodies</b>	
	<p>a) Health – No Report</p> <p>b) Shape – Cllr. KB gave a report on the SHAPE meeting in Keyingham. It was more about the Hydrogen Pipeline rather than coastal erosion. A draft Pell Frischmann report was released, awaiting on ERYC historic planning to complete the report. Next meeting at Withernsea Leisure Centre on 24<sup>th</sup> March 2026 at 6pm regarding the Pell Frischmann report.</p> <p>c) Village Hall – No Report</p>	
<b>26/03/025</b>	<b>To note correspondence received</b>	
	<p><u>Agenda items</u></p> <p>25/02/2026 – SHAPE – Articles from the Hull Live Website</p> <p>25/02/2026 – SHAPE – Article link</p> <p>03/03/2026 – ERYC Planning – Planning Consultation for 25/03178/OUT</p> <p>04/03/2026 – Notification of appeal for 25/00187/OUT</p> <p><u>For Information and reporting only</u></p> <p>30/01/2026 – ERNLLCA – Handling complaints</p> <p>04/02/2026 – Parish Open Door – Sexual Awareness Week</p> <p>19/02/2026 – ERNLLCA – Free Cybersecurity Workshops</p> <p>20/02/2026 – Parish Open Door – Local Plan Webinar</p> <p>23/02/2026 – ERNLLCA – February Newsletter</p> <p>23/02/2026 – Humber Hydrogen Pipeline – Project Update</p> <p>24/02/2026 – ERNLLCA – H&amp;S Webinar</p> <p>26/02/2026 – ERNLLCA – Free HR Webinars</p> <p>04/03/2026 – ERNLLCA – Training plan 2026-27</p>	
<b>26/03/026</b>	<b>Items raised for the next agenda</b>	
	None raised	
<b>26/03/027</b>	<b>Date and time of next meeting(s):</b>	
	9 <sup>th</sup> April 2026	
	<b>Meeting Closed at: 20.50pm</b>	

Signed .....

Date .....

**Hollym Parish Council -  
Monthly Payment Schedule**

<b>Date</b>	<b>Description</b>	<b>Ref:</b>	<b>Amount</b>	<b>Budget Item</b>	<b>Notes</b>	<b>Power to Spend</b>
07/04/2026	Clerk Salary		197.72	Salaries	March Salary	LGA 1972, s112
	Bank Charges		4.25	Expenses	March Bank Charges	LGA 1972, s111
	ERNLLCA & NALC Fees		365.35	Expenses	Annual Fee	LGA 1972, s143
	<b>April Monthly Payment</b>		<b>567.32</b>			
	* Clerk Expenses being reclaimed as paid upfront					
<b>Note:</b>	Payments are to be made via Bank Transfer once authorised at the meeting by the Chair and Clerk and ' <b>Resolved</b> ' by the PC					
<b>12/03/2026</b>	<b>Authorised:</b>					
	<b>Chair:</b>					
	<b>Clerk:</b>				<b>Minute Ref: 26/04/</b>	

**Hollym Parish Council - Bank Reconciliation 2025/2026**

	A	B	C
1	<b>01/04/2025</b>		
2	Opening Balance - Treasurer Account		225.31
3	Opening Balance - Saver Account		11473.45
4			
5	Income		15,594.42
6	<b>Total</b>		<b>27293.18</b>
7			
8	Less:		
9	Payments		16414.47
10			
11	<b>Reconciliation at 31/03/2026</b>		<b>10878.71</b>
12			
13			
14	<b>Closing Balances as at 31/03/2026:</b>		417.16
15	Treasurer Account		10461.55
16	Saver Account		
17			
18	<b>Less Uncleared Items</b>		
19			
20			<b>10878.71</b>
21			
22	<b>Signed By Chair:</b>		<b>Date:</b>
23			
24	<b>Signed By Clerk:</b>		<b>Date:</b>
25			
26			
27			
28	<b>Minute Ref: 26/04/</b>		

**Hollym Parish Council**  
**Budget 2026 to 2027 - 31st March 2026**

Description(s)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026		2026/2027		Comments
	Actual	Actual	Actual	Actual	Budget	Actual	Budget	Estimated	
<b>EXPENDITURE</b>									
Accountants Fees	200.00	210.00	220.00	240.00	250.00	250.00	260.00	260.00	
Pinfold	237.50	100.00	373.00	100.00	100.00	205.00	300.00	300.00	
Village Hall Hire	84.00	132.00	160.00	160.00	176.00	160.00	176.00	176.00	Based on existing hourly rate of £8.00
Insurance	271.76	241.00	241.00	241.00	400.00	241.00	270.00	250.00	
Flyers	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	
Defibrillator	0.00	668.00	124.00	0.00	200.00	0.00	250.00	250.00	
ERNLLCA/SLCC	366.77	380.50	391.02	401.12	450.00	450.00	580.00	580.00	
Bins	0.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	
Events - J/C/D-Day	0.00	1481.40	752.65	176.72	200.00	0.00	0.00	0.00	
Gritting	0.00	0.00	0.00	159.82	0.00	0.00	200.00	0.00	
Xmas Party	100.00	100.00	150.00	150.00	200.00	200.00	200.00	200.00	
Planters/Plants Etc	70.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	
Salaries	2166.66	2456.09	2653.39	2808.88	3064.00	2850.61	3100.00	3100.00	Inc HMRC
Expenses	377.08	174.16	1406.50	525.07	520.00	1028.31	651.00	651.00	Inc cost of new gov.co.uk emails etc.
Seat(s)	1806.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bus Shelters	0.00	84.86	0.00	0.00	100.00	10615.20	250.00	250.00	
Training Courses	75.00	25.00	55.00	10.42	250.00	250.00	250.00	250.00	
Donations/Grants	100.00	200.00	10000.00	0.00	0.00	0.00	0.00	0.00	
Chairman Fund	0.00	0.00	0.00	0.00	100.00	71.99	100.00	100.00	
	<b>5855.20</b>	<b>6253.01</b>	<b>16591.56</b>	<b>4973.03</b>	<b>6110.00</b>	<b>16322.11</b>	<b>6587.00</b>	<b>6367.00</b>	
<b>INCOME</b>									
Precept	5200.00	5400.00	5600.00	5800.00	6000.00	6000.00	6200.00		
Bank Interest	1.51	13.57	416.57	129.03	125.00	85.00	100.00		Rates are dropping so this could reduce
Donations	810.04	96.00	0.00	0.00	0.00	0.00	0.00		
Yorkshire Water	15000.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grants(s)	0.00	500.00	500.00	176.82	200.00	9090.00	0.00		
VAT	276.10	732.46	554.46	0.00	100.00	213.72	158.60		
	<b>21287.65</b>	<b>6742.03</b>	<b>7071.03</b>	<b>6105.85</b>	<b>6425.00</b>	<b>15388.72</b>	<b>6458.60</b>		
<b>Nett - I less E</b>	<b>15432.45</b>	<b>489.02</b>	<b>-9520.53</b>	<b>1132.82</b>	<b>315.00</b>	<b>-933.39</b>	<b>-128.40</b>		
<b>Estimated Reserve</b>	<b>01/04/2027</b>								
General	9000.00								
Grants	0.00								
	<b>9000.00</b>								
<b>SUGGESTED PRECEPT</b>									
Expenditure	6587.00								
Income	258.60								
Precept	6200.00								
Income - Expenditure	<b>128.40</b>								<b>Green - Estimated Final Figure</b>

**Notes:**

**Reserves**

Guidance recommends a reserve be kept between 50% and 100% of Precept for Smaller Councils.

**Grants**

This is the remainder of the money paid to the village from Yorkshire Water.

**Hollym Parish Council  
Asset Register**

Description	Minute Ref:	Replacement	Purchase Cost	Notes		
<u>Office Equipment</u>						
EPSON EcoTank 2950 Printer	25/12/142 (b)	250.00	250.00			
Dell LapTop including Windows 11Pro and 3 years McAfee Virus	23/09/091 (e)	521.00	521.00			
4 Drawer Metal Filing Cabinet		200.00	100.00			
Local Council Administration 8th Edition ( CAB)		137.00	119.00			
Samsung Mobile Phone - Galaxy A13 Black	22/11/129 (c)	107.50	107.50			
		<b>1215.50</b>	<b>1097.50</b>			
<u>Parish Furniture</u>						
Noticeboard - Northside Road Hollym	23/07/077 (b)	820.00	819.68			
Bus Shelter x 4 ( 3 Aluminium and 1 Concrete Shelter)	25/12/42 (b) - replacem	40000.00	21000.00			
Seat x 5	21/05/52 and others	5385.00	4265.00	Replacement Glasdon 25 costs		
Planter(s) - Tubs x 17		2000.00	1751.00			
Salt Bins x 5		1000.00	1030.00			
2 x Defibrillator (s)		3000.00	3540.00	Powerheart G5 & Cabinet 25 costs		
		<b>52205.00</b>	<b>32405.68</b>			
<b>Total Value of Assets</b>		<b>53420.50</b>	<b>33503.18</b>			
<u>Land situated Northside Road Hollym</u>						
Pinfold - Occupied as Village Garden			0.00			
<b>Notes:</b>						
1.Figures do not include VAT which is can be reclaimed						
2.Purchase costs are minuted where information is available						
3.Items which have been donated to the Parish Council may have a 0 cost base						
4.Replacment cost is used for 'Insurance Purposes'						
5.Purchase Cost is used for the 'Asset Value' as per JPAG Guidance						
Rachel Foster - Clerk/RFO						
<b>Asset Register reviewed as at 31 March 2026</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

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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.

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## 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