



Great Witchingham Parish Council

I hereby give notice of a meeting of Great Witchingham Parish Council and summon members to attend.

Thursday May 28th, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Members of the press and public are welcome to attend.

Dawn Clarke,
Clerk to the Council.
May 20th, 2026

AGENDA

- 2026/030 To Elect a Chair and sign the Declaration of Acceptance of Office.
- 2026/031 To Elect a Vice Chair and sign Declaration of Acceptance of Office.
- 2026/032 Chairs Welcome and to consider apologies for absence.
To receive and note apologies for absence.
- 2026/033 Declarations of Interest.
Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda and to consider any dispensation requests.
- 2026/034 Co-option. To consider co-option of any candidate present.
- 2026/035 To agree the members of the Staffing Committee.
- 2026/036 To note and re-approve the scheme of delegation
- 2026/037 To review and (re-) adopt the Policies listed in Annex B
- 2026/038 To review the use of S137 to make payments
- 2026/039 To note the meeting dates for the next council year.
- 2026/040 Minutes. To approve the Parish Council minutes from the meeting held on Thursday March 26th 2026.

- 2026/041 To receive updates on any matters not elsewhere on the agenda.

- 2026/042 **Public Participation and Reports.**
 - a. County Councillor Dave Thomas.
 - b. District Councillor Peter Bulman.
 - c. Members of the Public.

- 2026/043 **Planning.**
 - a. To note no delegated consultee responses.
 - b. To make a response to
2026/1358 35 Norwich Road Lenwade Norfolk NR9 5SH
Demolition of existing conservatory and new rear first floor extension

and single storey extension and associated works.

2026/0712 46 Fakenham Road Lenwade Norfolk 1.5 storey self build dwelling Application

2025/1969 Appeal Land South of Hall Road Alderford Norfolk

c. Any application arriving after the publication of this agenda.

2026/044

Correspondence and Communications.

- a. To note any comment regarding correspondence items distributed.
- b. Any correspondence after this agenda.

2026/045

Financial items.

- a. To consider the bank signatories.
- b. To note the list of contractual payments and subscriptions. Annex C
- c. To consider the insurance for 2026-27 and choose a provider
- d. To confirm the asset list.

2026/046

Financial Matters.

- a. To agree payments as detailed in Annex A
- b. To receive the bank balances.
- c. To note the budget against actual for 2025-26.

2026/047

Audit

- a. To receive the year end balances and budget against actual, 2025-26.
- b. To note the auditor's remarks and accept the auditor's findings.
- c. Annual Governance Statement.
 - To hear the proposal to approve Section 1, Form 3 of the AGAR.
 - To hear the proposal to approve section 2 of the AGAR.
 - To delegate authority to the Clerk and Chair discharge the council's legal duties in respect to the AGAR.
- d. To note the dates for the Electors Rights.
- e. To consider appointing an auditor for 2026-27.

2026/048

Play Area.

To receive an update in respect to the work in the play area.

2026/049

Community Engagement.

2026/050

Environment.

- a. Grant funding ideas.

2026/051

Administrative Matters.

- a. Clerk's report.
- b. To consider the subjects for the Wensum Diary

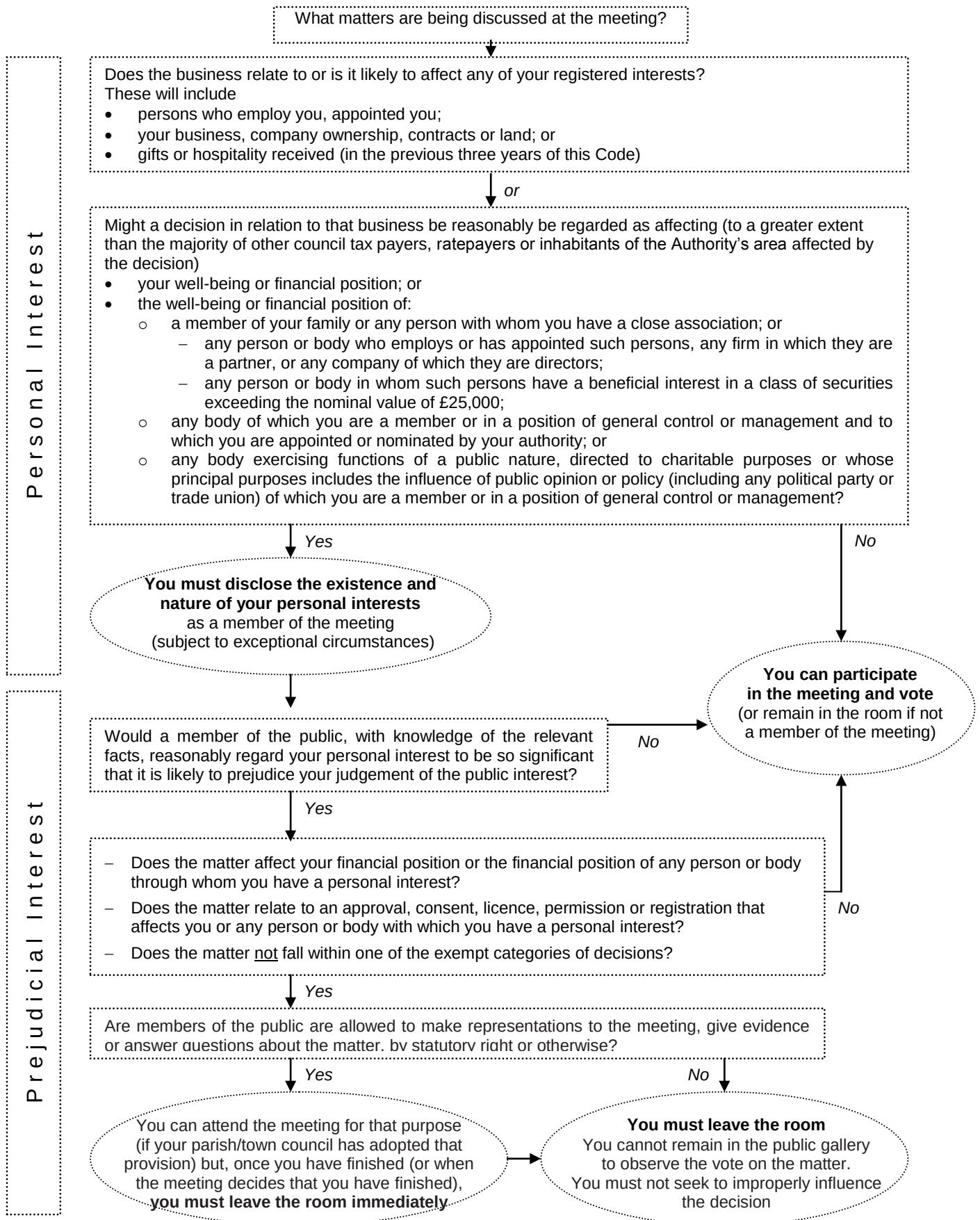
2026/052

Items for next meeting.

Items for information only.

To note the next meeting date: July 30th, 2026, at 7pm – Village Hall.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





GREAT WITCHINGHAM PARISH COUNCIL

Staffing Committee

Current Structure – Peta Banks (chair) Sally Acloque & Peter Collingsworth

Need 3 members, Chair of the council can not be a member.

Responsibility –

Chair carries out appraisal in November (prior to the budget meeting. Other members are usually present.

Chair checks the annual uplift calculation prior to being paid, alongside the back-pay calculation.

Short review of current needs and requirements – and this is then reported back to the full council in November – any financial implications can be added into the budget.

Full EC committee would be needed if there was

- An employment issue.
- A disciplinary issue.
- A re-hire situation.

Currently, on average 1 hour commitment a year.

DC – 20/5/26

2026-0036 Readopt the Scheme of delegation

Scheme of Delegation to the Parish Clerk (change highlighted in text the rest is just re-adopt previous version)

Introduction

This Scheme of Delegation was approved by Great Witchingham Parish Council on the 28th of May 2026

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

The powers and duties set out in this scheme are delegated to the Clerk.

The Clerk is also the Councils Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Clerk is appointed.

1. Extent of Delegation

1.1

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2

The Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements.

1.3

The Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4

In addition the Clerk is authorised to undertake the day to day administration of the Council to include:

- Emergency expenditure up to £500 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
- Payment of all invoices, within agreed budget and subject to authorisation by the bank signatories. Authorisation can be made by email or face to face.
- Payment of invoices for suppliers identified as 'contractual payments'
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances)

2. Urgent Decisions of Council

2.1

Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.

2.2

Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.

2.3

Under this delegation, where appropriate, the clerk may decide that an extra meeting of the council be called to deal with the urgent matter.

3. Planning Delegation to the Clerk

3.1

For any planning application that arrives with a date that closes prior to the next scheduled meeting and a response can be easily agreed upon, The Clerk will respond using the emailed comments and submit to the District Council.

3.2

For any planning application that arrives with a date that closes prior to the meeting and council can not easily agree a response the clerk shall request an extension to the closing date for comments. Should an extension not be granted the Clerk will convene an additional meeting of the Council.

3.4

All planning responses will be submitted by The Clerk.

Delegated decisions will be reported to, and recorded in the minutes of, the next council meeting.

3.5 Applying for grants that are aligned with current projects or ideas that have been

discussed, a email letting council know will be sent when an application has passed through the first level of sorting.

3.6 Items without charge, the clerk is authorise to apply for items without charge that align with current or proposed projects, when the application has been accepted the clerk will email council.

4. Written Records

4.1

The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will include reference to these on the next appropriate agenda,

Re-adopted 5-26
Review 5-27

2026-0037 – Annex B – Policies to re-adopt or adopt

Overall format should be regularized, with logo and similar lay out.

Clerk to check when updating, and amend format as necessary.

Arial 12 for main text, Ariel Bold for subheadings

Arial 14 Bold for titles, and sub info on titles

Change Clerk details – Change email and website addresses

Policy	Amendment
Biodiversity	No change – re-adopt
Code of Conduct	No change – re-adopt
Co-option	No change – re-adopt
Complaints	No change – re-adopt
Document retention & Data Map	No change – re-adopt
Equality & Diversity	No change – re-adopt
Filming & Photography	No change – re-adopt
Financial Regulations	No change – re-adopt
Employment Committee	No change – re-adopt
GDPR - Data Protection	No change – re-adopt
Internal Audid	No change – re-adopt
IT	No change – re-adopt
Model Standing orders	No change – re-adopt
Press & Media	Needs updating – but re-adopt then address later in the year.
Privacy	No change – re-adopt
Planning	Needs updating – but re-adopt then address later in the year.
Risk – Financial	No change – re-adopt
Risk management	No change – re-adopt
Social Media	Needs updating – but re-adopt then address later in the year.
Scheme of Delegation	(separately)
Freedom of information	check links
Staffing	
Disciplinary, Grievance, Sickness	NALC documents – new ones have been issued with recent updates.
Need:	
Green Spaces Policy	Nik this one to cover grass and park area. – adopt when we have it
Grant Policy	Missing from Web – find and format/return to council



Great Witchingham Parish Council

I hereby give notice of meetings of Great Witchingham Parish Council
and summon members to attend.

Date Of Meeting	Cut Off Date
Thursday 28 th May 2026 (APCM)	Wednesday 20 th May.
Thursday 30 th July 2026	Wednesday 22 nd July.
Thursday 24 th September 2026	Wednesday 16 th Sept.
Thursday 26 th November 2026	Wednesday 18 th Nov.
Thursday 28 th January 2027	Wednesday 14 st Jan.
Thursday 25 th March 2027 *maundy Thursday*	Wednesday 18 th March.
Wed 19 th / ** ELECTION ** Thursday 20 th May 2027 (APCM)	Wednesday 20 th May.

Any items for consideration, invoices, or correspondence to arrive before the cut-off date.

Parish Council meetings are held in the
Great Witchingham Village Hall, Hubbards Loke, commencing at 7.00 pm.

[Members of the public are very welcome to attend.](#)

There is the opportunity at each meeting for members of the public to ask questions.

How to contact your Parish Council



Clerk - Dawn Clarke
Phone: 07379 451727

email: clerk@greatwitchinghamparishcouncil.gov.uk

Parish Council Website (scan the QR code)
www.greatwitchinghamparishcouncil.gov.uk



Great Witchingham Parish Council

Thursday March 26th, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Members of the press and public are welcome to attend.

Present: Rowan Banks (RB) Chair
Paul Hines (PH) Vice Chair
Rachel Thorpe (RT)
Sally Acloque (SA)

Dawn Clarke Clerk & RFO to the Parish Council

5, 3 residents and District Councillor Peter Bulman (DCPB) County
Councillor Greg Peck (CCGP)

Minutes

- 2026/015 **Chairs Welcome and to consider apologies for absence.**
The Chair welcomed everyone to the meeting.
Peta Banks and Peter Collingsworth sent apologies, and these were accepted.
District Councillor Peter Bulman sent his apologies.
- 2026/016 **Declarations of Interest.**
None.
2026//0026 b Rowan Banks & Sally Acloque
- 2026/017 **Co-option.**
None.
- 2026/018 **Minutes.**
It was agreed that the minutes of the meeting held Thursday January 22nd, 2026, were a true record and signed.
- 2026/019 **To receive updates on any matters not elsewhere on the agenda.**
The 7 Chairs meeting discussed the Breckland Local Plan and housing development at Hockering. A joint letter has been sent to Breckland in respect to the development. Feedback has been sent as a group.
Discussions have focused on road safety at the B1535/A1067 Junction

and exploring opportunity of savings within the group. A comparison of precept, salaries and costs between the parishes has been made.

2026/020

Public Participation and Reports.

a. County Councillor Greg Peck.

b. District Councillor Peter Bulman.

c. Members of the Public.

- a. County Councillor Greg Peck (CCGP) will retire from local government after 9 years with the upcoming elections. The structure of the Unitary areas was discussed. Gt Witchingham will fall into East Norfolk should the plan go ahead. He notes that the budget is balanced. There has been dialogue about the B1535 and A1067 at county level.
- b. District Councillor Peter Bulman (DCPB) thanked CCGP for his comradeship over the past years and notes he will be standing for the County Councillor post. The district council budget is balanced. He spoke about his continual opposition to the use of good agricultural land for solar farms when it is needed for food production. The case taken to the ombudsman determined that Broadland District Council had followed procedure, it did not look at the decisions and the rationale which was disappointing.
- c. A resident spoke about the theft of a piece of machinery and their disappointment with the lack of service provided. They were sign posted to Jerome Mayhew. Clerk to invite new community police officer along to a meeting.

2026/021

Planning.

a. To note no delegated consultee responses.

b. Any application arriving after the publication of this agenda.

a. None.

b. None.

2026/022

Correspondence and Communications.

a. To note any comment regarding correspondence items distributed.

b. Any correspondence after this agenda.

a. Noted.

b. Resident re-policing and a letter has arrived in respect of NWL funding, this will enable NCC to look at alternative routes.

2026/023

Financial Matters.

a. To agree payments as detailed in Annex A.

b. To receive the bank balances.

c. To note the budget against actual for 2025-26.

- a. It was resolved to accept the payments listed in Annex A. Proposed RB, seconded PH, Agreed. (below)
The clerk noted that the Grant for the refurbishment work to the brick bus stop had arrived (£1,760 and a small refund on the insurance premium (however the reasons are unclear as the premium paid matched the quote)

Income

Norfolk CC	Westcotec Bus Shelter Grant	£	3,984.00
Crowd Funder	Grant (notice board	£	600.00

To note payments made

Scribe	Feb, Mar - 2 at	£	14.40
Norfolk Pension Fund	Monthly , D, J, F, M at	£	145.92
Robin English	Tree Work	£	428.00
Norman Wenn	Skip	£	290.00
HMRC	PAYE	£	247.26
Westcotec	Bus Shelter (full amount)	£	5,976.00
Payroll	Feb, Mar 2 at	£	425.66
Clerk Exp	WFH March	£	26.00
Ebay	Litterpicking Equipment	£	238.51
Broadland DC	Waste (litter)	£	296.40
ICO	Yearly Fee	£	47.00
Unity Trust Bank	Service Charge Feb	£	6.00
Norse	Maintainance 2 of 2	£	928.76
Neil Attew	Maintainance	£	820.00

For authorisation

Clerk	Clerks Expenses	£	74.60
Clerk	Clerk office Expenses	£	86.31
Wensum Diaries	Advertising	£	200.00
Rowan Banks	Litter Pick expenses	£	15.50

2026-27

Parish Online	Yearly Fee	£	64.80
Clerk Exp	WFH April	£	26.00
Robin English	Brick Bus Shelter	£	2,200.00

- b. Unity Current £6,073.06 Savings £44,651.29
Total bank balance £50,724.35

- c. Noted

2026/024

Play Area.

- a. **To agree the next steps in respect to the work planned to install new play equipment.**

- a. It was resolved to instruct Creative Play to install 3 pieces of new playground equipment, wet pour surfacing and additional wet pour surfacing to 4 pieces (round about, spinning disc, older swings and basket swing) The council has endeavoured to find similar quotes, and resolves to accept the quote of £29,750 plus VAT for the works. S106 monies of £15,184.84 are being held by Broadland District Council strictly for the provision of playground equipment. The clerk was instructed to act on behalf of the council to action this. Proposed RB Seconded PH Agreed

The clerk to look at possible grants.

It was agreed that the balance be taken from earmarked funds for playground maintenance (Ear marked reserves are currently £9,000, £13,500 in 2026-27 after precept payment)

2026/025

Community Engagement.

a. To note the work at 'Johnsons Garage'.

It was noted that the work has re-commenced and the site looks more organised.

2026/026

Environment.

a. To receive a report of the litter pick.

b. To note tree work on Common Lane (Old play ground).

c. To discuss the trees needing work at the back of the Village Hall/Hall Walk.

d. To note and respond to reports of noise at 'Rogers Yard'.

a. Litter pick - congratulations and thanks for the 13 residents aged 5-80 years who came out and collected 16 bags. There was noticeably less litter this year as efforts by residents have been consistent. The Queen of Hearts hosted, and with the cookie shop provided refreshments, thanks to both businesses.

b. Broadland District Council have removed dead and re-planted trees and will be fixing/removing the chain link. It is open for community access.

c. The clerk was asked to contact Broadland DC to understand when the last tree survey was completed, the necessary work and supply a copy of the tree report..

d. Noted.

2026/027

Administrative Matters.

a. Clerk's report.

b. To consider adopting policies presented.

a. Councillor were asked to consider if they would like their council emails on the website, it was agreed to keep all contact via the clerk. Notice board – funding was nearly in place to order the notice board with the grants and budgeted monies. Both Peter and Greg were thanked for their grants. Robin or Neil to be asked to install.

The clerk needs to spend time at Norfolk records office, and a letter of authorisation was given.

The clerk gave a brief report about the SLCC Practitioners Conference in January and the sessions attended. They felt it was excellent in terms of value, learning and networking.

Audit paperwork has arrived and it is a standard audit. The internal audit fee was confirmed to be £135 this year (S. Blythe)

b. It was resolved to adopt the Financial Regulations, Financial Risk, Risk Management, IT, Internal Audit, data map, Equality and Diversity policy.

The asset register was checked and agreed it was up to date.

2026/028 **To consider a resolution to exclude the press and public,**
in accordance with the Public Bodies (Admissions to Meetings) Act 1960
in consideration of the following item due to the confidential nature of the
items to be discussed. An update in respect to legal matters.

It was resolved to exclude the public.

The sale of a small piece of land was discussed on the back of the
valuation received.

2026/029 **Items for next meeting.**
Items for information only.
To note the next meeting date: May 28th, 2026, at 7pm – Village Hall
(APM prior to main meeting).

DRAFT

Summary of Receipts and Payments

All Cost Centres and Codes

Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Admin Expense				900.00	936.91	-36.91	-36.91 (-4%)
14	Election Fees							(N/A)
9	Expenses Room Hire				275.00	50.00	225.00	225.00 (81%)
17	Grants				725.00	775.00	-50.00	-50.00 (-6%)
13	Ins, Audit & Professional Fees				925.00	1,287.61	-362.61	-362.61 (-39%)
11	Maintenance General				2,875.00	3,126.98	-251.98	-251.98 (-8%)
10	Maintenance Playground				3,800.00	962.97	2,837.03	2,837.03 (74%)
20	Project					7,256.64	-7,256.64	-7,256.64 (N/A)
18	Reserves 1							(N/A)
19	Reserves 2				9,400.00		9,400.00	9,400.00 (100%)
15	S.137							(N/A)
6	Staff Costs				8,300.00	7,613.34	686.66	686.66 (8%)
7	Staff Working Expenses				586.00	592.30	-6.30	-6.30 (-1%)
8	Subscriptions & Memberships				380.00	254.42	125.58	125.58 (33%)
16	Training				800.00	322.00	478.00	478.00 (59%)
SUB TOTAL					28,966.00	23,178.17	5,787.83	5,787.83 (19%)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Bank Interest		931.18	931.18				931.18 (N/A)
5	CIL							(N/A)
2	Grants/Donations		8,439.00	8,439.00				8,439.00 (N/A)
1	Precept	28,966.00	28,966.00					(0%)
4	VAT Refund							(N/A)
SUB TOTAL		28,966.00	38,336.18	9,370.18				9,370.18 (32%)

Summary

NET TOTAL	28,966.00	38,336.18	9,370.18	28,966.00	23,178.17	5,787.83	15,158.01
V.A.T.		1,322.99			1,800.02		
GROSS TOTAL		39,659.17			24,978.19		

Annual Internal Audit Report 2025/26

NO0192 Great Withingham Parish Council

ENTERED: www.greatwithinghamparishcouncil.gov.uk PRESS

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.

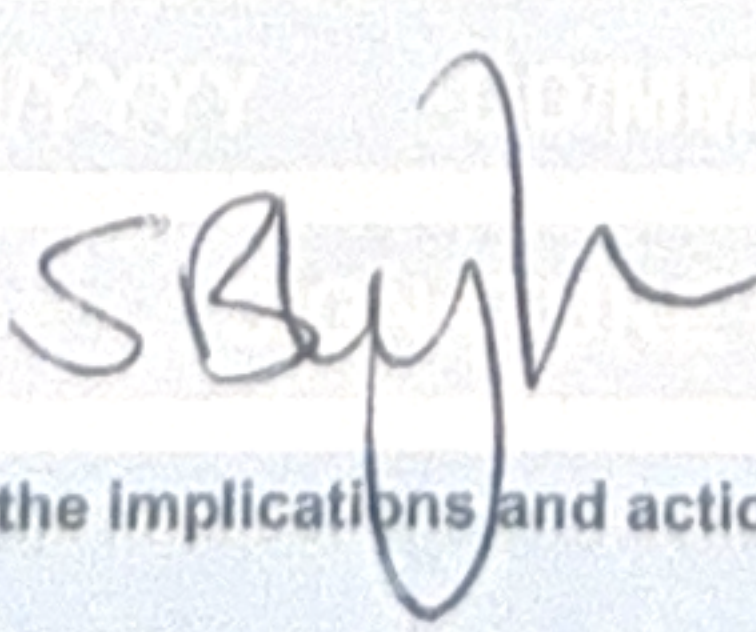
The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the 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. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
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 (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).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) 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: 18/05/2026

Name of person who carried out the internal audit: S Blythe

Signature of person who carried out the internal audit: 

Date: 18/05/2026

*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).

Great Witchingham Parish Council

Internal Audit Report
Financial Year 2025/26

Prepared by Sonya Blythe
18 May 2026

I have completed an internal audit of the accounts for Great Witchingham Parish Council for the year ending March 2026.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes (Scribe)
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	May 25
	Date Financial Regulations last reviewed	May 25
	Has a Responsible finance officer been appointed with specific duties?	Yes, Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, selection of payments followed from invoice, to bank statement and minutes
	Has VAT on payments been identified, recorded and reclaimed?	Accounted for separately in cashbook, claimed May 25
	Is s137 expenditure separately recorded and within statutory limits?	Separate cost code on Scribe
Risk management arrangements	Have S137 payments been approved and included in the minutes as such?	Within limits and recorded in minutes
	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes, general and financial RAs carried out in March 26
	Is insurance cover appropriate and adequate?	Yes, liability cover in place
	Are internal financial controls documented and regularly reviewed?	No separate document, but financial regs followed

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	25/26 – January 25 minutes 26/27 – January 26 minutes
	Has the precept been calculated from the budget and been approved?	25/26 – recorded as £28,996 26/27 – recorded as £30,041
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes, each meeting
Income controls	Are there any significant unexplained variances from budget?	No
	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Statement £28,966 Remittance £28,966
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
Payroll controls	Is petty cash reimbursement carried out regularly?	N/A
	Do all employees have contracts of employment with clear terms and conditions?	Yes, seen previously
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes July - national pay award implemented
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes P60 seen, payments made to HMRC

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	May 25 minutes 25/26 assets added
	Do asset insurance valuations agree with those in the asset register?	Yes, schedule seen
Bank reconciliation Year-end procedures	Is there a bank reconciliation for each account and is this reported to council?	Yes, reported each meeting
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	AGAR – £50,156 Statements - £50,156,32
	Has a year-end bank reconciliation been undertaken?	Reconciliation - £50,156.32
	Is there an audit trail from underlying financial records to the accounts?	Yes, cashbook checked against bank statements
Procedural	Where appropriate, have debtors and creditors been properly recorded?	N/A
	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Reclaim VAT at least annually -Yes, claimed May 25 S137 - When using S137 for payments, the payment should clearly be identified within the meeting minutes -Yes
Transparency: For smaller councils	Minutes for whole year on website?	Yes

Internal control	Test	Observations
with turnover under £25,000	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	Yes, all within minutes
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
Burial Authorities only	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only	Has a list of allotment holders with amounts paid to Council been submitted?	N/A
	Have fees for the allotments been reviewed and agreed by Council?	N/A
Councils with charities only	Have Charities reported and accounted separately?	N/A
	Has the Council been named as Sole Trustee on the Charity Commission Register?	N/A
	Are the Charity meetings and accounts recorded separately from those of the Council?	N/A
ICO	Is data processed appropriately / Is Council registered with the Information Commissioners Office?	Yes, annual fee paid March 26

Internal control	Test	Observations
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes
Assertion 10 – Digital and Data compliance	Email address - Does authority must have a generic email account hosted on an authority owned domain,	Yes
	Website – Does website meet legal accessibility guidelines	Yes
	Has IT policy been adopted?	Yes, March 26
Other		N/A

Thank you to Dawn for supplying everything so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.
- I have confirmed that your Financial Regulations and Standing Orders are up to date.
- I have noted that your VAT has been claimed within the past year
- I have verified that your insurance is adequate and that your risks have been assessed
- I confirm that your payroll management meets requirements
- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information
- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Notes / recommendations for 26/27:

-Annual Parish Council Meeting – It is mandatory under Local Government Act 1972, Section 15, that Election of Chairman should be the first item on the agenda, even before apologies. In May 2025 apologies were taken first.

Sonya

Sonya Blythe
Internal auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

NO0192 Great Withingham Parish Council

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	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
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>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

28/05/2026

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

www.greatwithinghamparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

NO0192 Great Withingham Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	21,562	35,475	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	26,259	28,966	<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	1,569	10,693	<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	6,384	7,613	<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	0	0	<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	7,531	17,365	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	35,475	50,156	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	35,475	50,156	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	59,025	62,719	<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	0	0	<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

28/05/2026

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