

Winfarthing Parish Council

Parish Clerk: Karen Rix

Email: clerk@winfarthingparishcouncil.gov.uk

Councillors are hereby summoned and the public invited to attend the Annual Parish Council meeting to be held at Winfarthing Village Hall on **Monday 11 May 2026 at 7.30 pm.**

Agenda

1. To elect a Chair (2 mins)
2. To receive the Chair's declaration of office (2 mins)
3. To elect a Vice Chairperson (2 mins)
4. To agree and appoint councillor roles: (3 mins)
 - 4.1. Finance Scrutineer(s)
 - 4.2. Footpath Officer(s)
 - 4.3. Maintenance Officer (noticeboard, bench and glebe land)
5. To receive and consider apologies for absence (1 min)
6. To receive or update any declarations of pecuniary interest (1 min)
7. To approve minutes of previous meeting held on 13 April 2026 (2 mins)
8. To consider any matters arising from minutes (not covered by an agenda item) (2 mins)
9. To receive an update on actions from previous minutes (5 mins)
10. To receive questions or comments from Parishioners (15 mins)
11. To receive a report from County and District Councillors (20 mins)
12. To discuss application for Certificate of Lawfulness of Proposed Use at Mitchell's Yard, Mill Road (10 mins)
13. To receive Clerks report and an update on correspondence received (5 mins)
14. FINANCE
 - 14.1. To approve payments (2 mins)
 - 14.2. Receipts (1 min)
 - 14.3. To receive a report from the Responsible Finance Officer (2 mins)
 - 14.4. To consider the Internal Auditor's report for year ending 31st March 2026 (5 mins)
 - 14.5. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form (2 mins)
 - 14.6. To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and the Chair to sign (5 mins)
 - 14.7. To consider and approve the Accounting Statements 2025/26 and to authorise the Chair to sign (5 mins)
15. To comment on any planning applications (10 mins)
 - 15.1. To Discuss application no. 2026/0694
Applicant: Mr & Mrs Toby and Jess Pepper
Location: 1 Hall Road Winfarthing Norfolk IP22 2EP

Proposal: Demolition of the existing rear extension. Construction of a new two storey rear extension. Conversion of an outbuilding to form a utility room.
Application Type: Householder

- 15.2. To discuss application no. 2025/0004 - Mill Road
- 15.3. To discuss application no. 2024/2476 - Hall Road
- 16. To receive and discuss updates concerning parish infrastructure
 - 16.1. Village Hall Governance (5 mins)
 - 16.2. Parish Footpaths (5 mins)
 - 16.3. Installation of Speed Awareness Monitor (5 mins)
 - 16.4. Award parameters of Winfarthing Town Estate Charity (2 mins)
- 17. To receive items for next agenda and confirm date of next meeting (2mins)

Meeting to close 21:30

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 13 April 2026 at 7.30 pm at
Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ

Councillors Present: Cllr Richard Steel, (Chair), Cllr Eric Cole, Cllr David Rix, Cllr Lynne Rogers, Cllr Jono Smith (Two Cllr vacancies)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 5 increased to 6 at 19.40

1. To receive and consider apologies for absence

None received.

2. To receive or update any declarations of pecuniary interest

None received.

3. To receive a written application for the vacancy for Parish Councillor and to co-opt a candidate to fill such vacancy

An application for co-option had been received from Mr Peter Mackay and circulated to Cllr's prior to the meeting. Mr Mackay was invited to make a short presentation where he explained he had lived in the village for 25 years, that his work involved the farming industry and that he wanted to become more involved in the development of the village.

Cllr Smith asked Mr Mackay what attributes he thought he could bring to the parish council. Mr Mackay hoped that he could represent the youthful voice of the community. Cllr Steel asked Mr Mackay if his working patterns would allow him sufficient time to attend meetings. Mr Mackay advised that his employers were flexible and with advance warning of meeting dates his schedule could be adjusted to ensure his attendance. Cllr Cole advised Mr Mackay that significant time was also required to read the documentation prior to a meeting and asked if Mr Mackay would have the time to complete this. Mr Mackay confirmed he would be able to do this. Cllr Cole asked Mr Mackay if he was aware of the Nolan Principles. The Clerk explained the Nolan Principles and agreed to provide Mr Mackay a copy for his information. Cllr Rogers advised that the role of a parish councillor involved a lot more than reviewing planning applications. The Clerk advised councillors that Mr Mackay had already been directed the parish council website to access documentation and to understand the role of a councillor.

County Councillor Rowett arrived 19.40.

Cllr Smith proposed that Mr Mackay be co-opted as a parish councillor, a vote took place by a show of hands. The vote was unanimous.

Mr Mackay signed the Declaration of Acceptance which was witnessed by the Clerk. The Clerk provided Mr Mackay with a copy of the register of pecuniary interests to complete, sign and return before the next meeting. Mr Mackay joined the meeting as councillor.

Signed Chair

Action: Clerk to provide Cllr Mackay with a copy of the Nolan Principles, parish council standing orders and a digital copy of the register of pecuniary interests.

Action: Clerk to add Cllr Mackay to the PC WhatsApp group and circulate Cllr email addresses to all Cllr's.

Action: Clerk to book Cllr Mackay onto Councillor induction training with Norfolk Parish Training and Support.

4. To approve minutes of previous meeting held on 2 March 2026

Minutes were proposed by Cllr Rogers, seconded by Cllr Rix, unanimously agreed and signed by the chair.

5. To consider any matters arising from minutes (not covered by an agenda item)

No matters arising.

6. To receive an update on actions from previous minutes

September 2025

- **Item 14.4 - Clerk to circulate an Emergency Plan template to all councillors – deferred.**
- **Item 14.5 - Clerk to circulate an Action Plan template to all councillors – deferred.**

March 2026

- **Item 6 – from September 2025, Item 13.4 Clerk to email Adam Mayo NCC Highways Engineer again regarding the moving of the 30 MPH speed limit sign to past Lodge Drive. A response was received confirming that the location had been moved to the other side of Lodge Drive.**
- **Item 6 – from February 2026, Item 13 Clerk to obtain email for IDB Operations Manager Alastair Bloomfield and contact regarding the annual maintenance of the water course. A response had been received advising the work had been completed in February. This was confirmed by Cllr Cole.**

All other actions were completed or were listed as an agenda item.

7. To receive questions or comments from members of the public.

A MOP asked if the tree planting had gone well. Cllr Steel confirmed it had and thanked all those who had helped.

8. To receive a report from County and District Councillors

- County Cllr Rowett report was circulated prior to the meeting and can be found with these minutes. County Cllr Rowett highlighted the key items in her report.

Action: Clerk to advertise the Norfolk Heating Oil Crisis Fund on the Parish Council and Village Facebook pages.

- District Cllr Easter's report was circulated prior to the meeting and can be found with these minutes. District Cllr Easter highlighted the key items in his report.

Signed Chair

Cllr Cole asked if District Cllr Easter could provide some 'No Fly Tipping' signs. 10 signs were agreed.

Action: District Cllr Easter to deliver 10 'No Fly Tipping' signs to the Chair/Clerk

It was noted that this was the last meeting for County Cllr Rowett who was stepping down from her position. Cllr Steel thanked County Cllr Rowett for her support and the work she had completed on behalf of the parish council.

County Cllr Rowett and District Cllr Easter left the meeting after agenda item 8.

9. To receive the Clerk's report and update on correspondence

The Clerk reported:

- She had registered for the next Clerk's Networking meeting in June 2026.
- Work on the audit and AGAR return had started.
- A fault report had been submitted to NCC Highways regarding the broken signpost in Hall Road opposite the Goose Green Lane turning, together with the bent 'Recycling Centre' signpost in The Street opposite the entrance to the pub car park.
- The Community Infrastructure Levy (CIL) report for 2025-26 had been submitted.

Email correspondence had been received from:

- The Norfolk Ramblers Association suggesting an annual footpath audit which could be included in the Chair's annual report to the parish in May. The Clerk agreed to respond explaining that the council's footpath officers already regularly inspect and maintain the footpaths and that the community are also actively reporting any issues to the parish council or NCC asap. Actions on footpaths are regularly reported at meetings.
- Norfolk River Trust promoting a 'Free Sceptic Tank' offer to help protect local rivers. Cllrs investigated the offer to find this area was not covered by the scheme.

Action: Clerk to respond to Norfolk Ramblers Association explaining the regular inspection and maintenance of the footpaths in the parish.

10. FINANCE

10.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100332	K Rix	Reimbursement of website domain fee and purchase of defibrillator sign	26.19	2.54
100333	Norfolk Parish Training and Support	2026/27 Subscription	109.48	18.25
100335	K Rix	March 2026 salary	193.00	
		Total	328.67	20.79

Signed Chair

Payments were unanimously approved.

10.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
		Total	0.00

10.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	6089.03		
Receipts in Mar 26 (listed above): B	0.00		
Payments in Mar 26 (listed above): C		328.67	
Cash book balance carried forward (A+B-C) Community Account Balance			5760.36

10.4. To receive spend against budget to 31/03/26 and approve explanation of variances

Income Details	Budget Ex VAT	CR to Date Ex VAT	Balance	Comments
HMRC VAT Refund	£ -	£ 67.42	£ 67.42	Additional income not budgeted
SNC Litter Pick	£ 20.00	£ 20.00	£ 20.00	
Winfarthing Parish Trust – VE Day	£ -	£ 500.00	£ 500.00	Additional income not budgeted
Total Income	£20.00	£587.42	£587.42	
Expenditure De-tails	Budget Ex VAT	DR to Date Ex VAT	Balance	Comments
Clerk Salary	£3,531.00	£3,482.58	£48.42	
Clerk Expenses	£100.00	£105.86	£-5.86	
Training	£200.00	£170.40	£29.60	
Insurance	£250.00	£241.00	£9.00	
Membership/ Subscriptions	£110.00	£153.93	£-43.93	
Dog Bin Maintenance	£300.00	£278.00	£22.00	
Defibrillator Maintenance	£150.00	£145.85	£4.15	
Donations (S137)	£50.00	£50.00	£0.00	
Rent (Glebe Land)	£10.00	£10.00	£0.00	
Village Hall Hire	£150.00	£180.00	£-30.00	
Internal Audit	£75.00	£65.00	£10.00	

Signed Chair

Microsoft Office 365	£60.00	£0.00	£60.00	
Information Commissioners Office	£50.00	£47.00	£3.00	
Grass Cutting	£840.00	£0.00	£840.00	
Litter Picking Equipment	£0.00	£157.27	-£157.27	Expenditure from CIL funding
VE Day	£0.00	£500.00	-£500.00	Expenditure from Winfarthing Parish Trust Donation
Total Expenditure	£5,876.00	£5,586.89	£289.11	

An explanation of variances between the 2024/25 and 2025/26 budgets was circulated prior to the meeting and can be found on the parish council website www.winfarthingparishcouncil.gov.uk/finances Approval of the variances were proposed by Cllr Cole, seconded by Cllr Rogers and unanimously agreed.

10.5. To receive and approve the year end bank reconciliation for 2025/26

The year end bank reconciliation for 2025/26 had been circulated prior to the meeting and can be found on the parish council website www.winfarthingparishcouncil.gov.uk/finances Approval of the bank reconciliation was proposed by Cllr Cole, seconded by Cllr Smith and unanimously agreed.

11. To comment on planning applications

11.1. To discuss application no. 2025/0004 - Mill Road

No further update.

11.2. To discuss application no. 2024/2476 - Hall Road

No further update.

12. To receive and discuss updates concerning parish infrastructure

12.1. Village Hall Governance

A draft copy of the new village hall governance document with the parish council as sole trustee had been circulated to councillors. The Clerk took Cllrs through the document explaining the queries that had been raised with Tonya Winsley at Community Action Norfolk early that day:

- Can the village hall committee keep the same structure i.e. Chair, Vice Chair and Treasurer? Therefore, the Treasurer would continue to maintain the accounts as they do now rather than this being the responsibility of the parish council as sole trustee. The village hall committee want to retain as much autonomy as possible.
- Would name on insurance need to be changed. To save money can the parish council take out insurance for the village hall as suggested in Bucklesham village hall paperwork.
- Whether there was a need to report the connection of the hall cleaner to a trustee to the Charity Commission.
- Disparity between clause 5.6.2 and clause 10 as to how many of the cheque signatories should be parish councillors.

Signed Chair

The Clerk explained that there would be an update on these queries by the end of the week. The Clerk also advised that as separate trustee meetings would need to be held the work would incur additional hours for the Clerk. Cllrs accepted this would be the case.

The Clerk asked Cllrs if they still wanted to go ahead with trustee training once the change in governance had taken place. It was agreed this was a good idea and an in-person meeting would be planned for later in the year.

12.2. Parish Footpaths

Cllr Smith reported that work had still not taken place on the new stile for FP 21. Cllr Smith to report the issue again.

Cllr Cole reported that there were 2 FP's on his land that required maintenance. Cllr Smith agreed to review these with Cllr Cole.

Cllr Mackay agreed to become a Footpath Officer to support Cllr Smith.

Action: Cllr Smith to report the broken stile on FP21.

Action: Cllr's Smith and Cole to meet to review maintenance required on two FP's on Lodge Farm.

12.3. Application to Parish Partnership Fund for Speed Awareness Monitor

The clerk advised that the installation of the equipment must be paid in full by the parish council on completion of the work. This was before they could receive the grant from NCC. It was agreed the Clerk should check installation lead in times with Westcotec and when the first instalment of the precept is due so the parish council is not without funds for the interim period. Once established it was agreed that the Clerk should give the go ahead for the installation.

Action: Clerk to contact Westcotec to establish installation lead in time and check when the first instalment of the precept is due.

12.4. South Norfolk in bloom grant application

A draft of the grant application had been circulated to Cllrs prior to the meeting. Cllr's discussed the merits of the application and it was agreed not to submit this year but to use the remainder of the money from the grant to the Winfarthing Parish Trust to purchase bulbs that could be planted in various locations around the village.

12.5. Update on registration of land in Chapel Close

The Clerk reported that during a meeting with James Laband at Jackamans Solicitors regarding the registration of the Trust land, she and Cllr Cole asked Mr Laband to investigate what was happening with the registration of the land in Chapel Close. Mr Laband was advised that land had been given a land registry number which suggested a registration application had been made, however it did not seem to have been completed. Mr Laband agreed to look into this and would confirm the outcome of the meeting in an email. The Clerk reported that an email had not been received, so it was agreed the Clerk should visit Jackamans again to stress the urgency of this work as it had been going on for so long.

Signed Chair

Action: Clerk to visit Jackamans Solicitors to chase email from Mr Laband and stress the urgency of the work.

13. To receive items for the next Agenda and confirm date of next meeting

The Clerk advised that the next meeting would start with the Annual Parish Meeting at 7.00pm followed by the Annual Meeting of the Parish Council at 7.30 pm. The Annual Meeting of the Parish Council's first agenda item would be the election of Chair.

To receive an update from Cllr Rix on the parameters of the donations awarded by the Winfarthing Town Estate Charity.

Next parish council meeting: Monday 11 May 2026

Meeting Closed: 21.50

Action List

September 2025

- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred**.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred**.

April 2026

- **Item 3 - Clerk** to provide Cllr Mackay with a copy of the Nolan Principles, parish council standing orders and a digital copy of the register of pecuniary interests.
- **Item 3 - Clerk** to add Cllr Mackay to the PC WhatsApp group and circulate Cllr email addresses to all Cllr's.
- **Item 3 - Clerk** to book Cllr Mackay onto Councillor induction training with Norfolk Parish Training and Support.
- **Item 8 – Clerk** to advertise the Norfolk Heating Oil Crisis Fund on the Parish Council and Village Facebook pages.
- **Item 8 - District Cllr Easter** to deliver 10 'No Fly Tipping' signs to the Chair/Clerk/Item 6 – from February 2026,
- **Item 9 - Clerk** to respond to Norfolk Ramblers Association explaining the regular inspection and maintenance of the footpaths in the parish.
- **Item 12.2 - Cllr Smith** to report the broken stile on FP21.
- **Item 12.2 - Cllr's Smith and Cole** to meet to review maintenance required on two FP's on Lodge Farm.
- **Item 12.3 - Clerk** to contact Westcotec to establish installation lead in time and check when the first instalment of the precept is due.
- **Item 12.5 - Clerk** to visit Jackamans Solicitors to chase email from Mr Laband and stress the urgency of the work.

Signed Chair

14. Finance Report April 2026

14.1 To Approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100336	K Rix	April 2026 salary	248.96	
100337	Robin Goreham	Internal audit	70.00	
100338	Community Heartbeat	Defibrillator battery	361.20	60.20
		Total	680.16	60.20

14.2 Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
17/04/26	HMRC	VAT claim 2025/26	143.35
27/04/26	South Norfolk Council	Precept	4561.50
		Total	4704.85

14.3 To receive the Responsible Finance Officer's Report

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5760.36		
Receipts in Apr 26 (listed above): B	4704.85		
Payments in Apr 26 (listed above): C		680.16	
Cash book balance carried forward (A+B-C) Community Account Balance			9785.05

Winfarthing PC Clerk Timesheet

Month: Apr-26 Hours b/fwd 18.25

Week	Date	Start Time	Finish Time	Total hours/ mins	Work Description
6-12 April					
	08/04/26	9.00	12.00	3	Meeting and audit prep
	11/04/26	16.00	17.30	1.5	Emails and responses, Trust work, Facebook posts
Weekly Total				4.5	0.5
13-19 April	13/04/26	9.30	11.30	2	Meeting prep, CIL report, NCC fault reporting,
	13/04/26	7.30	22.15		PC and Trust meeting
	14/04/26	8.30	13.00	4.5	PC and Trust minutes, actions, emails, parish partnership work, audit prep and submission to auditor, rollover of accounts, rollover of HMRC basic tools, village hall governance document, VAT claim, archiving of documentation
	14/04/26	14.00	18.00	4	
Weekly Total				10.5	6.5
20-26 April					
					Holiday
Weekly Total				0	-4
27 April - 3 May					Holiday
					Holiday
					Holiday
					Holiday
					Holiday
					Holiday
					Holiday
Weekly Total				0	-4
Weekly Total				0	
Total				33.25	

Hours c/fwd to be worked (-) or paid (+)

17.25

Prepared by: Karen Rix - RFO

**Master Bank Rec
Winfarthing
Parish Council**

Statement Date **31/04/26**

BANK RECONCILIATION

Balance per bank statements as at: 31/04/26

Current Account

£
10,465.21

£

10,465.21

Petty Cash Float

N/A

Less Unpresented Cheques as at: 31/04/26

Chq No.

Payee

Value

100336 K Rix

248.96

100337 Robin Goreham

70.00

100338 Community Heartbeat

361.20

680.16

Any unbanked cash at: 31/04/26

Nett Balances as at: 31/04/26

9,785.05

CASH BOOK

Opening Balance 01 April 2026

5,760.36

Add Receipts in the year

4,704.85

Less Payments in the year

680.16

Closing Balance per Cash Book as at: 31/04/26

9,785.05



Transactions

COMMUNITY

20-26-34 03002934

Available balance	£10,465.21
Last night's balance	£10,465.21
Overdraft limit	£0.00

Showing 5 transactions between 15/04/2026 and 30/04/2026 from 01/04/2026 to 30/04/2026

Date	Description	Money in	Money out	Balance
30/04/2026	Cheque 100333 100333		-£109.48	£10,465.21
27/04/2026	Counter Credit SOUTH NORFOLK DC BGC SOUTH NORFOLK DC BGC	£4,561.50		£10,574.69
17/04/2026	Counter Credit HMRC VTR XRV126000105958 BGC	£143.35		£6,013.19
15/04/2026	Cheque 100335 100335		-£193.00	£5,869.84
15/04/2026	Cheque 100332 100332		-£26.19	£6,062.84

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
 If you don't have online statements, then statements may still be visible in Barclays Cloud It
 If you can't find the relevant statement/transactions online, you can order a copy statement

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WINFARTHING PARISH COUNCIL
Annual Internal Audit Report
(as required by section 151 of the Local Government Act 1972)
Financial Year ending 31st March 2026

I have in the (virtual) presence of Mrs Karen Rix (Parish Clerk) inspected the parish council documents as appropriate, and line with, the scope of the audit requested.

Karen also acts as the Responsible Finance Officer for the council.

Councillor Richard Steel is presently Chairperson of the Council.

I would like to thank the Parish Clerk for providing me with all the information required to carry out the audit.

PREVIOUS INTERNAL AUDITOR REPORT

It was suggested that the Council adopt a Reserves policy.

ANNUAL PRECEPT REQUEST & BUDGETARY PROCESS

Winfarthing Parish Council has calculated and agreed an annual precept for 2025/26 of £6,269 (the Council's meeting of 3rd February 2025 refers).

There are no significant unexplained variances in the budget.

Full explanations of minor variances have been provided.

Budgetary process is outlined in the Financial Regulations, item 3.

BOOK KEEPING / TO INCLUDE END OF YEAR PROCEDURES

The cashbook is well maintained.

The bank is reconciled on a monthly basis.

Financial reports are made monthly to each council meeting by the Clerk.

Spend against budget is reported at each meeting.

End of Year Bank Reconciliation has been correctly prepared.

Banking is with Barclays.

The Council has certified itself as exempt from a limited assurance review, met the exemption criteria and made the correct declaration.

No petty cash is transacted.

ACCOUNTING & INTERNAL CONTROLS

(To include regular review of key policies)

Receipts & Payments is used as the basis for accounting.

Risk Assessment and Risk Register - reviewed February 2026 and must be reviewed annually.

Financial Regulations – reviewed February 2026 and annually.

Standing Orders – reviewed October 2024 and every three years.

The council acts as custodian trustee to the Winfarthing Parish Trust.

An Internal Control Statement was approved in February 2024.

An Internal Control check is carried out by two councillors (presently Councillors Smith and Steel).

The Council adopted a Reserves policy in July 2025.

Cllr, Richard Steel acts as the Council's Finance Scrutineer.

PAYROLL / PROPER IMPLEMENTATION OF PAYE / NIC / VAT

PAYE and NIC have been properly operated.

Payroll is self administered using HMRC Basic Tools.

VAT has been properly operated, the latest Return covering the period 1st April 2025 to 31st March 2026.

GOVERNANCE PROCEDURES

The Council meets on the first Monday of each month (no meetings in January or September).

The clerk's salary is paid in accordance with members approval and statutory guidance and documented in the relevant minutes.

A Policy Review Schedule was introduced in October 2024.

The Clerk shared the latest version with me. It appears to be a useful administrative tool.

Council policies include:

Code of Conduct, General Data Protection, Equality & Diversity, FOI Model Publication Scheme & Guide and Safeguarding

Clerk & Councillor training is provided by NPTS.

COMPLIANCE WITH ASSERTION 10: laws, regulations & proper practices relating to digital and data compliance

1. An IT policy was adopted in November 2025.

2. The Council has adopted a gov.uk domain website.

Councillors do not currently use gov.uk email addresses but plans are in place to change this in 2026.

3. The Council's website provides accessible information which is

regularly updated.

4. The Council has published a Website Accessibility statement and a Data Audit policy. It has also adopted a Records Management policy.

5. Roles & Responsibilities of councillors are outlined on the website.

Members should be encouraged to attend training on data protection and digital governance.

The Clerk is currently considering relevant NPTS courses.

INSPECTION OF ASSETS REGISTER & INSURANCE REQUIREMENTS

Winfarthing Parish Council holds assets which include:

a defibrillator;

the village sign;

the village noticeboard and bench;

Council owned laptop;

and it is responsible for grass cutting and general maintenance around the village.

I have inspected the Assets Register which is well presented.

The Assets Register was last reviewed in February 2026.

Insurance was renewed in May 2025 and the provider is Zurich Municipal.

CONCLUSIONS AND ANY RECOMMENDATIONS

I would make no formal recommendations at this time.

I believe that governance procedures and accountancy records for this council continue to be of a very good standard.

In conclusion, I am satisfied that this parish council is functioning well and is fully discharging its legal and statutory responsibilities.

In accordance with the above I have duly signed and completed Form 2 of the Annual Governance and Accountability Return 2025/26.

ROBIN GOREHAM
(Internal Auditor)

April 2026

Annual Internal Audit Report 2025/26

Winfarthing Parish Council

www.winfarthingparishcouncil.gov.uk 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. (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 Name of person who carried out the internal audit

16th April 2026

ROBIN GOREHAM AUDITOR

Signature of person who carried out the internal audit



Date 16/4/2026

*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).

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.

Winfarthing Parish Council

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: £6,857 **PER AMOUNT £00,000**

Total annual gross expenditure for the authority 2025/26: £5,730 **PER 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	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	11/05/2026		11/05/2026
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	11/05/2026	14.5	MINUTE REFERENCE
Generic email address of Authority	Telephone number		
clerk@winfarthingparishcouncil.gov.uk EMAIL ADDRESS	07818661901 NUMBER		

*Published web address

www.winfarthingparishcouncil.gov.uk **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.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Winfarthing Parish Council
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:

11/05/2026

and recorded as minute reference:

14.6 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.	✓	

www.winfarthingparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Winfarthing Parish Council

	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 must agree to underlying financial records.</i>
1. Balances brought forward	3,661	4,634	<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	5,134	6,269	<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	385	588	<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	3,037	3,483	<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	1,508	2,248	<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	4,634	5,760	<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	4,634	5,760	<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	6,446	6,635	<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
Karen Rix

Date

11/05/2026

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

11/05/2026

as recorded in minute reference:

14.7 MINUTE REFERENCE

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

SIGNATURE REQUIRED