



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

You are duly summoned to the Annual Meeting of Slinfold Parish Council on 20<sup>th</sup> May 2026 at Slinfold Village Hall commencing at 6:00pm

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

Mike Simpson

Clerk to the Council  
14<sup>th</sup> May 2026

## AGENDA

### 1. Election of Chair and Vice Chair

- (a) To elect a Chair
- (b) To elect a Vice Chair

### 2. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

### 3. Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

To receive any declarations of interests from Members in respect to items on the agenda.

### 4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair

To note any comments.

### 5. Minutes from the previous meeting on 30<sup>th</sup> April 2026

To review and approve

### 6. General Power of Competence

To review eligibility and adopt the General Power of Competence for 2026-27

### 7. Committees and Working Groups

- (a) To form and appoint members to committees
- (b) To adopt terms of reference for committees

### 8. Appointments to outside bodies

To confirm any councillor appointments to outside bodies.

### 9. Meeting dates

To consider and adopt meeting dates for 2026-27

### 10. Councillor Reports

To receive reports from the District and County Councillors

## **11. Annual Governance and Accountability Return (AGAR) 2025-26**

- (a) Internal Audit Report**  
To review and approve
- (b) Section 1 of the AGAR**  
To review and approve
- (c) Section 2 of the AGAR**  
To review and approve
- (d) Notice of electors' rights**  
To confirm dates

## **12. Planning Applications**

### **(a) To consider the following applications**

**DC/26/0185** Land On The South West Side of Rowhook Hill Rowhook West Sussex: Regrading of land levels to form a hardstanding area associated with horticultural use.

**DC/26/0592** Land at Lower Broadbridge Farm Billingshurst Road Broadbridge Heath Horsham Reserved matters application for the erection of 133 dwellings following approval of outline application DC/22/1052 as amended by DC/25/1886, relating to appearance, landscaping, layout and scale

**DC/26/0584** Spinners, Hayes Lane siting if a mobile home for ancillary use to the main development (Lawful Development Certificate)

**DC/26/0629** The Old Dairy and The Granary Crosby Farm Lyons Road Slinfold Removal of Condition 5 of previously approved application reference DC/24/0796 (Conversion of the existing office buildings (Use Class E) into two residential units (Use Class C3) relating to water neutrality.

### **(b) To consider any applications received since the publication of the agenda**

### **(c) To receive an update on any planning appeals**

### **(d) To receive an update from the Neighbourhood Plan Working Group**

## **13. Finances and Administration**

- (a) To review the schedule of payments and bank reconciliation since the 30<sup>th</sup> April 2026
- (b) To review the latest variance report

## **14. Highways and Byways**

- (a) To receive an update on Community Speedwatch
- (b) To discuss the use of laybys in the parish for parking

## **15. Grounds and building maintenance**

To receive an update on Slinfold Stores

## **16. Local Government Reorganisation**

- (a) To consider a response to the consultation for a Community Governance Review in Horsham District
- (b) To consider a response to the second consultation on Local Government reorganisation in Sussex

## List of Payments made between 01/05/2026 and 20/05/2026

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/05/2026	Amazon EU	BACS	248.00		Nintendo Switch
12/05/2026	Tata Warm Ltd	BACS	9.99		Nintendo Switch case
18/05/2026	Slinfold Village Hall	BACS	108.50		2324/2345/2352
20/05/2026	Mulberry & Co	BACS	382.50		Internal Audit 2026 (2099)
20/05/2026	The Cut Flower Garden	BACS	139.50		geraneums
20/05/2026	Slinfold Community Shed	BACS	150.00		Notice Board (001)
20/05/2026	SSE	BACS	142.99		April 2026
20/05/2026	Mike Simpson	BACS	2,163.71		Salary May
20/05/2026	Tony Burroughs	BACS	179.40		Salary May
20/05/2026	John Pilkington	BACS	241.20		Salary May
20/05/2026	LGPS	BACS	620.02		May 2026

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Total Payments	<u>4,385.81</u>
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## View Mini Statement

**Account: 0892996534736800**

## Balance Details

Available balance: **£ 56,663.73**Current balance: **£ 56,663.73**Overdraft limit: **£ 0.00**Remaining overdraft: **£ 0.00**Your balance as of: **13/05/2026**

## Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
13/05/2026	Michael Simpson		Standing Order		£ -257.99	£ 56,663.73
06/05/2026	HorshamLottery	CLIENTS DEPOSIT	Faster Payment	£ 12.50		£ 56,921.72
01/05/2026	2198	4 The Youth Ltd	Standing Order		£ -2,307.57	£ 56,909.22
01/05/2026		Michael Simpson	Standing Order		£ -2,178.51	£ 59,216.79
01/05/2026	569	OSBORNE CD	Standing Order		£ -1,130.00	£ 61,395.30
01/05/2026	0120	WEST SUSSEX ALC LI	Standing Order		£ -747.20	£ 62,525.30
01/05/2026	NR0503 APR2026	WSCC Pension Fund	Standing Order		£ -620.02	£ 63,272.50
01/05/2026	From Slinfold PC	Slinfold Village H	Standing Order		£ -313.00	£ 63,892.52
01/05/2026	SM34034	Rialtas Business S	Standing Order		£ -252.00	£ 64,205.52
01/05/2026	Slinfold PC	John Pilkington	Standing Order		£ -248.80	£ 64,457.52
01/05/2026		Tony Burroughs	Standing Order		£ -179.40	£ 64,706.32
01/05/2026	Slinfold PC	Mrs J Slipper	Standing Order		£ -126.36	£ 64,885.72
01/05/2026	45UF021-0010	Local Authority Te	Transfer		£ -530.40	£ 65,012.08
27/04/2026		HORSHAM DISTRICT C	BACS Credit	£ 39,165.00		£ 65,542.48

23/04/2026	0000538159	HMRC SDDS	Direct Debit	£ -3,824.97	£ 26,377.48
22/04/2026	559	OSBORNE CD	Standing Order	£ -470.00	£ 30,202.45
16/04/2026	010000100352000001	HORSHAM DISTRICT C	Direct Debit	£ -29.70	£ 30,672.45
15/04/2026	XWV126000104572	HMRC VTR	BACS Credit	£ 1,105.98	£ 30,702.15

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	01/05/2026		56,909.22
			<u>56,909.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			56,909.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			56,909.22
		Balance per Cash Book is :-	56,909.22
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

## Detailed Receipts &amp; Payments by Budget Heading 18/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
118 Horsham Lottery	28	0	(28)			0.0%	28
1076 Precept	39,165	78,330	39,165			50.0%	
1080 Bank Interest	0	4,000	4,000			0.0%	
1100 Grants Received	0	2,800	2,800			0.0%	
1120 Environment Cleansing	0	1,800	1,800			0.0%	
Income :- Receipts	<u>39,193</u>	<u>86,930</u>	<u>47,738</u>			45.1%	<u>28</u>
Net Receipts	<u>39,193</u>	<u>86,930</u>	<u>47,738</u>				
6001 less Transfer to EMR	28						
Movement to/(from) Gen Reserve	<u>39,165</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	7,052	55,500	48,448		48,448	12.7%	
4025 EO Expenses	0	250	250		250	0.0%	
4055 Training	0	150	150		150	0.0%	
4060 Audit	319	650	331		331	49.0%	
4080 Subscriptions	747	753	6		6	99.2%	
4091 Chair's Allowance	0	400	400		400	0.0%	
4100 Insurance	0	2,389	2,389		2,389	0.0%	
4130 Hall Hire	0	850	850		850	0.0%	
4135 FC Office Hire	0	300	300		300	0.0%	
4140 Website and email	442	570	128		128	77.5%	
4150 Software	210	320	110		110	65.6%	
Administration :- Indirect Payments	<u>8,770</u>	<u>62,132</u>	<u>53,362</u>	<u>0</u>	<u>53,362</u>	14.1%	<u>0</u>
Net Payments	<u>(8,770)</u>	<u>(62,132)</u>	<u>(53,362)</u>				
<u>250 Football Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	400	400			0.0%	
1210 Grounds Maintenance Reclaim	650	400	(250)			162.5%	
Football Club :- Receipts	<u>650</u>	<u>950</u>	<u>300</u>			68.4%	<u>0</u>
Net Receipts	<u>650</u>	<u>950</u>	<u>300</u>				
<u>255 Tennis Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	360	360			0.0%	
1210 Grounds Maintenance Reclaim	0	900	900			0.0%	
Tennis Club :- Receipts	<u>0</u>	<u>1,410</u>	<u>1,410</u>			0.0%	<u>0</u>
Net Receipts	<u>0</u>	<u>1,410</u>	<u>1,410</u>				

## Detailed Receipts &amp; Payments by Budget Heading 18/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	92	92			0.0%	
Community Shed :- Receipts	<u>0</u>	<u>92</u>	<u>92</u>			0.0%	<u>0</u>
Net Receipts	<u>0</u>	<u>92</u>	<u>92</u>				
<u>270 Slinfold Stores</u>							
1200 Rental Income	0	1,000	1,000			0.0%	
1205 Insurance Reclaimed	0	300	300			0.0%	
Slinfold Stores :- Receipts	<u>0</u>	<u>1,300</u>	<u>1,300</u>			0.0%	<u>0</u>
Net Receipts	<u>0</u>	<u>1,300</u>	<u>1,300</u>				
<u>275 Cherrytree</u>							
4406 CT Bin Collection	30	0	(30)		(30)	0.0%	
Cherrytree :- Indirect Payments	<u>30</u>	<u>0</u>	<u>(30)</u>	<u>0</u>	<u>(30)</u>		<u>0</u>
Net Payments	<u>(30)</u>	<u>0</u>	<u>30</u>				
<u>300 Community Services</u>							
4310 Community Events	0	2,800	2,800		2,800	0.0%	
4320 Youth Services	2,453	8,000	5,547		5,547	30.7%	
4321 Youth Services Other	235	0	(235)		(235)	0.0%	217
4370 Newsletters/Promotions	0	3,000	3,000		3,000	0.0%	
4390 Grants Made	0	2,500	2,500		2,500	0.0%	
4395 Cosy Café	276	2,800	2,524		2,524	9.9%	276
Community Services :- Indirect Payments	<u>2,964</u>	<u>19,100</u>	<u>16,136</u>	<u>0</u>	<u>16,136</u>	15.5%	<u>493</u>
Net Payments	<u>(2,964)</u>	<u>(19,100)</u>	<u>(16,136)</u>				
6000 plus Transfer from EMR	493						
Movement to/(from) Gen Reserve	<u>(2,471)</u>						
<u>350 Recreation</u>							
4400 Bin collection	177	750	573		573	23.6%	
4405 Dog bins	177	1,050	873		873	16.8%	
4412 Grounds Maintenance Extra Cuts	485	850	366		366	57.0%	
4420 King George V	310	1,260	950		950	24.6%	
4421 KGV playground inspection	0	270	270		270	0.0%	
4425 Six Acres	400	2,875	2,475		2,475	13.9%	400
4426 Six Acres playgroundinspection	0	125	125		125	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 18/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Grounds Maintenance Cherrytree	375	1,300	925		925	28.8%	
4436 GM Football Club	40	400	360		360	10.0%	
4437 GM Tennis Club	130	900	770		770	14.4%	
Recreation :- Indirect Payments	<u>2,093</u>	<u>9,780</u>	<u>7,687</u>	<u>0</u>	<u>7,687</u>	<u>21.4%</u>	<u>400</u>
Net Payments	<u>(2,093)</u>	<u>(9,780)</u>	<u>(7,687)</u>				
6000 plus Transfer from EMR	400						
Movement to/(from) Gen Reserve	<u>(1,693)</u>						
<u>400 Highways &amp; Byways</u>							
4510 Streetlights & Maintenance	0	2,100	2,100		2,100	0.0%	
Highways & Byways :- Indirect Payments	<u>0</u>	<u>2,100</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(2,100)</u>	<u>(2,100)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	1,106	0	(1,106)			0.0%	
VAT Data :- Receipts	<u>1,106</u>	<u>0</u>	<u>(1,106)</u>				<u>0</u>
515 VAT on Payments	235	0	(235)		(235)	0.0%	
VAT Data :- Indirect Payments	<u>235</u>	<u>0</u>	<u>(235)</u>	<u>0</u>	<u>(235)</u>		<u>0</u>
Net Receipts over Payments	<u>871</u>	<u>0</u>	<u>(871)</u>				
Grand Totals:- Receipts	40,948	90,682	49,734			45.2%	
Payments	14,092	93,112	79,020	0	79,020	15.1%	
Net Receipts over Payments	<u>26,857</u>	<u>(2,430)</u>	<u>(29,287)</u>				
plus Transfer from EMR	893						
less Transfer to EMR	28						
Movement to/(from) Gen Reserve	<u>27,722</u>						

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- 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.
- **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that 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 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.
- 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 have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
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', has an explanation been published?		
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?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*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)

# Annual Internal Audit Report 2025/26

Slingford Parish Council  
WWW.SLINGFORD-PC.GOV.UK

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.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

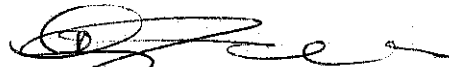
Date(s) internal audit undertaken

Name of person who carried out the internal audit

05/05/2026

TRACY EVESDEN MULBERRY HAS

Signature of person who carried out the internal audit



Date

05/05/2026

\*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).

## 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>

**\*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:

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

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

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

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# SLINFOLD PARISH COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

1. Date of announcement Tuesday 2 June 2026 (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

(b) Mike Simpson, Clerk, Slinfold Football Club, Hayes Lane, Slinfold, RH13 0SQ [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)  
07894858048

commencing on (c) Wednesday 3 June 2026

and ending on (d) Tuesday 14 July 2026

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore East Midlands (Ref AP/HD)  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ



5. This announcement is made by (e) Mike Simpson (Clerk)

## **LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

### **The right to inspect the accounting records**

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

### **The right to ask the auditor questions about the accounting records**

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

### **The right to make objections**

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

### **A final word**

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.