Minutes of a Council Meeting of South Stoke Parish Council

Monday 29th June 2026 17:30, South Stoke Village Hall

Public Session – Prior to the Start of the Meeting
Members Present:

Chair	Cllr J Verrill (JV)
Members	Cllr T Haslam (TH)
	Cllr V Scholey (VS)
	Cllr N Proctor (NP)

Officers Present:

Locum Clerk for the Meeting	L White (LW)

Public and Press: None.

Meeting started 17:33

1 To receive apologies for absence and to approve the reasons given

Apologies were received in advance of the meeting from Cllr Scrivener.

2 Declarations of interest

None.

3 To consider requests for dispensations

None

4 Approve the minutes of the last meeting – 10th June 2026.

It was agreed to defer approving the minutes due to several typos.

5 To appoint a Locum Clerk for this meeting only

To appoint L White as Locum for the meeting only, who has volunteered their time as a local Clerk due to unavailability of the Council's Clerk.

Cllr J Verrill
Chair of the Council

13th July 2026

6 To approve the annual accounts for 2025/2026 Appendix A

6.1 To approve the supporting documents including

Resolved: Approved Unanimously all of the documents listed below with the following amendments, and to review the asset register in year to include land and updated Laptop.

To **amend** the s137 report, to remove £5,000 for the water meadows which was actually spent under Local Government (Miscellaneous Provisions) Act 1976 s.19(3).

- Variances Report
- Statement Of Accounts
- Reserve Balances
- Asset Register
- S137 Report
- CIL Report

6.2 To receive the Internal Audit report, consider recommendations and agree actions.

The Internal Audit report was **received** as below and it was agreed to bring an action list of the outstanding items will be brought to a future meeting.

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
26/02/2026 23/04/2026 30/04/2026	Theresa Goss

Signature of person who

Cllr J Verrill 13th July 2026
Chair of the Council

6.3 To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2025/2026

The Clerk advised that based on the Internal Auditor's report and data available on the website during the financial year, that likely a "No" response should be given for statements 2, 4 & 10.

After detailed discussion of each item, noting that Practitioners Guide is a "Guide" and not legislation, and confidence the AGAR was available online for the entire period of last year's public rights, the Council agreed the Statements.

Resolved: Approved unanimously the Annual Governance Statements as below.

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
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.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
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.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
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 — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

- Statement 10, an IT policy was not in place during the 2025/2026 year. This has been rectified since the end of the financial year. Some of our policies are also missing from the website or out of date. This will be rectified as soon as possible.

Cllr J Verrill 13th July 2026
Chair of the Council

6.4 To approve the Annual Governance and Accountability Return (AGAR) Section 2, "Accounting Statements"

Resolved: Approved unanimously the Accounting Statements as below, correcting the assets to match the asset register as approved earlier this meeting.

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	98,953	53,421	*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.*
2. (+) Precept or Rates and Levies	25,186	26,445	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	55,108	45,673	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	9,606	9,977	*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.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	116,219	49,857	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	53,421	65,705	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	53,421	65,705	*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.***
9. Total fixed assets plus long term investments and assets	22,920	67,023 ~~74,995~~	*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.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

Cllr J Verrill
Chair of the Council

13th July 2026

6.5 To approve the dates for the public rights of inspection: 1st July – 11th August 2026, being 30 working days including the first 10 working days of July

Resolved: Approved Unanimously the Public Rights dates as 1st July – 11th August 2026.

7 Matters for future discussion.

Matters to include:

- Asset Register, including Laptop and Borehole and Property.
- Trust and Property.

8 To confirm date of the next meeting - 13th July 2026

Confirmed.

There being no further business to be transacted the Chair closed the meeting **18.35**.

Cllr J Verrill
Chair of the Council

13th July 2026