

Notes of Financial Advisory Group Meeting - 21 April 2026

Members: Kevin Arnott (Chair), Clare Atkinson, Mark Harris, Louise Tarleton-Hodgson, Ray Kirby.

In Attendance: Clare Shinner (Clerk), Chris Neale (Audit Review Financial Affairs Advisory Group), Ed Hancocks.

1. AGAR

- 2023/24 AGAR - The Clerk advised the Group that PKF Littlejohn had asked that we amend the 2023/24 AGAR on the Council's website. Although the 2023/24 AGAR had been updated to correct the miscategorisation of the Clerk's salary they requested that we show the incorrect figures crossed out with the correct figures written above. This version has been produced and signed by the Chair. It will be uploaded to the website shortly
- 2024/25 AGAR - The Clerk advised the group that there were no responses to PKF Littlejohn queries outstanding
- 2025/26 Draft AGAR – The clerk presented the DRAFT AGAR to the Group.

i. Section 2: The Accounting Statements 2025/26

This was noted, subject to the review of the fixed asset register which had not taken place yet, and the Auditors Report which is yet to be received.

ii. Section1: The Annual Governance Statement 2025/26

The Group considered each of the questions, and subject to no issues being raised in the Auditors Report would recommend that the Council reply "Yes" to all questions other than Q9 where it is recommended to reply "N/A" and Q10, which is a new question, where it is recommended the Council reply "No"

1. During the discussion the Clerk reminded the Group that the Council replied "No" to Q1-3 in the previous year's Annual Governance Statement. The Group considered the reasons for these responses and concluded that the issues identified have been resolved and do not affect the 2025/26

Statement

2. The Group Considered whether they were aware of any new issues which would prevent the Council replying “Yes” to Q4 – Q8.

No issues were identified

3. Q9 does not apply to this council so “N/A” is the recommended reply.
4. Q10 is a new question. The Council does have an IT Policy but this was only approved at the March 2026 meeting so it did not apply for the whole of the period of the AGAR. Hence “No” is the recommended reply.

- iii. The AGAR needs to be approved by the Council at either its May or June meeting to enable the deadline to met. Subject to receiving the Auditor’s Report with no unexpected issues the AGAR will be presented to the May meeting.

2. Invoices examined for the second quarter:

- Invoice 102: YU Energy December 2025, £21.04, (Paid 8/1/26)
- Invoice 105: Unity Bank, £6.00, (Bank charges paid 31/1/26)
- Invoice 115: Glebe Contractors, £690.00 (Paid 4/2/26)

3. Bank Reconciliation v Bank Statements

The 31 March 2026 reconciliation was reviewed. The combined balance of the Unity Account and the Scottish Widows Account being £60,692.28. No issues were identified.

4. Budget Actual v Expected 2025/6

The Budget Actual v Expected position at the end of Q4 was reviewed. No issues were identified. It was noted that the expenditure was broadly in line with budget and the main variances were satisfactorily explained. Over the year 2025/26 the total amount spent is less than the budget and the Group recommends that the underspend is retained in a general reserve which can be used, if necessary, to

meet any unexpected costs in the 2026/27 financial year.

5. Review of Restricted Funds

The schedule of restricted funds at 31 March together with the projected schedule as of 1 May were reviewed and noted.

Following discussion, the Clerk was asked to update the 31 March schedule to include the following amounts shown in the projected 1 May schedule the Group believing that these items should also be reserved at the earlier date.

- Outstanding pension contributions for the Clerk, £526.14
- The minimum reserve of £10,000 held in the Scottish Widows account
- The Electrical work for the 2025 Christmas tree lights which has not been invoiced by the contractor yet, £400.00

No other issues were identified.

KJA 22 April 2026