



HINTS WITH CANWELL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

held at Hints Village Hall on Tuesday 19th May 2026 at 7:15pm

Present: Cllr. S Petford (Chair), Cllr. S Clarke, Cllr. G. Kynaston and Cllr. P Kynaston.

Guests in Attendance: None

Public in Attendance: One

Minute Taker & Clerk Gemma Burgess, clerk@hintswithcanwellparishcouncil.gov.uk

26/19. Chair: Cllr. S Clarke proposed that Cllr. S Petford be elected as Chair, seconded by Cllr. G Kynaston and agreed by all present.

RESOLVED: That Cllr. S Petford be elected as Chair and sign the declaration of acceptance of office.

26/20. Vice-Chair: Cllr. S Clarke proposed that Cllr. P Fice be elected as Vice-Chair, seconded by Cllr. S Petford and agreed by all present.

RESOLVED: That Cllr. P Fice be elected as Vice-Chair.

26/21. Apologies: Apologies were received from Cllr. P Fice & Cllr. D Lucas.

RESOLVED: That the apologies of Cllr. P Fice and Cllr. D Lucas be approved.

26/22. Declarations of Interest and Dispensations: Cllr. G Kynaston declared an interest in CIL spending discussions (26/33c) as a member of the PCC at Canwell Church.

26/23. Councillor Attendance: the attendance of councillors at meetings in 25-26 was noted.

Councillor Attendance 2025-26		Actual	Possible	Apologies	Absent	%
CLARKE	Simon	4	6	2	0	67%
FICE	Peter	5	6	1	0	83%
KYNASTON	Geoff	5	6	1	0	83%
KYNASTON	Pam	5	6	1	0	83%
LUCAS	Duncan	4	6	2	0	67%
PETFORD	Sue	6	6	0	0	100%
SHEPHERD	Sally	2	3	1	0	67%

Council	Council	Council	Council	Council	Council
13-May-25	08-Jul-25	16-Sep-25	18-Nov-25	20-Jan-26	17-Mar-26
1	1	A	1	A	1
1	A	1	1	1	1
A	1	1	1	1	1
A	1	1	1	1	1
1	A	A	1	1	1
1	1	1	1	1	1
1	1	A			

26/24. Committees: It was agreed that no committees were necessary.

26/25. Minutes:

RESOLVED: That the Minutes of the Parish Council meeting held on Tuesday 17th March 2026, having been circulated, be confirmed and signed as a correct record.

26/26. County and District Councillors: Apologies were received from SCC Cllr. Alex Farrell.

26/27. Public Participation: A member of the public queried the Quinney Hall Lease. It was confirmed that the parish council is responsible for the structure of the building. It was suggested that the responsibilities of the parish council and the Quinney Hall Management Committee (QHMC) should be reviewed, especially where the parish council may suffer consequential losses from QHMC's actions. The example given was that a load-bearing wooden window was replaced with a UPVC window by the QHMC which now requires the parish council to install a supporting lintel. It was noted that following a survey, tree work at Quinney Hall has now been undertaken.

26/28. Finance, Staffing and Administration:

a. Bank reconciliations:

i. The reconciliation as of 31st March 2026 was checked and approved.

Reconciliation at 31st March 2026

<u>Accounts</u>		<u>Bank balances</u>	
a. Balance b/f 1st April	32,729.04	26-Mar Lloyds Current	2408.28
b. Total Receipts	11,233.07	26-Mar Lloyds Savings	30,828.95
c. Total Payments	10,711.88	Petty Cash	13.00
		Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	521.19	Less unrepresented cheques	0.00
e. Closing Balance (a+d)	33,250.23		33,250.23

ii. The reconciliation as of 30th April 2026 was checked and approved.

Bank Account Reconciliations Summary

Start of year 01/04/26

Lloyds Current

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£2,408.28	£15,841.78	£15,841.78	01/04/26	30/04/26	1

Lloyds Savings

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£30,828.95	£30,842.04	£30,842.04	01/04/26	30/04/26	1

Petty Cash

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
1	£13.00	£13.00	£13.00	01/04/26	30/04/26	1

b. The transfer of funds between current and savings accounts was considered.

RESOLVED: That £9000 be transferred to savings and that the Clerk be authorised to transfer funds to the current account to keep the balance around £4000.

c. The Receipts and Payments for year ending 31st March 2026 were noted. (attached pp5-6)

d. The 25-26 VAT return reimbursement of £786.68, received on April 9th was noted.

e. The 25-26 Budget out-turn report was noted. (attached p7)

f. The insurance renewal of £457.82 on the second year of a long-term agreement was considered. It was noted that this is the minimum cover level therefore changes to the asset register had no impact on the premium.

RESOLVED: That insurance cover be renewed at a cost of £457.82 to be paid by BACS.

g. **Payment Methods:** the current payment methods were considered and agreed as appropriate.

RESOLVED:

- To make all payments by bank transfer where possible.
 - To pay bank charges and Flotek IT Support by direct debit.
 - That contractual/statutory payments for grass cutting (April to September £94.50+VAT per cut), HMRC deductions and the Clerk's salary be approved. The Clerk was directed to make payment for contractual services between meetings when necessary.
- h. **Bank Mandate:** It was noted that Cllrs. Petford, Clarke, G Kynaston, P Kynaston and Fice are full access signatories but that Cllr. Fice still needs access to online banking. Cllr. Lucas will be asked at the next meeting if he wishes to be added.
- i. The continued use of Petty Cash for small purchases including the village hall coin-operated heating was considered.
RESOLVED: That Petty Cash continues to be used for small purchases and topped up by the Clerk when necessary.
- j. The list of payments for May and June 2026 was approved. (attached at pp8-9)
- k. It was noted that the precept of £10,796 and CIL funding of £3343.08 had been received from LDC on the 17th April 2026.

26/29. Internal Auditor's Report for the Year Ending 31st March 2026:

- a. The conclusion of Internal Audit for year ended 31st March 2026 report was noted. Comments relating to approving the risk register were noted and will be addressed at item 26/34c. (Att at pp10-12)
- b. The Annual Internal Audit Report 2025/26 p4 AGAR was noted. (Attached at p16)

26/30. Annual Governance and Accountability Return 2025/26: (Attached at pp13-21)

- a. The Certificate of Exemption was considered.
RESOLVED: That the Certificate of Exemption be approved. It was signed by the Chair, having previously been signed by the RFO.
- b. Section 1 - Annual Governance Statement 2025/26 was considered.
RESOLVED: That Section 1 - Annual Governance Statement 2025/26 be approved. It was signed by the Chair, having previously been signed by the Clerk.
- c. Section 2 – Accounting Statements 2025/26 was considered.
RESOLVED: That Section 2 – Accounting Statements 2025/26 be approved. It was signed by the Chair, having previously been signed by the RFO.
- d. Period for the exercise of Public Rights for the 2025/26 AGAR: the proposed dates from the Clerk were considered.
RESOLVED: That the period for the exercise of public rights for the 2025/26 AGAR be approved as 3rd June – 14th July 2026.
- e. The explanation of significant variances required for the AGAR was approved.

26/31. Appointments: after consideration, the following appointments were agreed:

- a. **Internal Audit 2026/27:** Current arrangements were agreed as successful.
RESOLVED: To appoint Kim Squires as the Internal Auditor for 2026/27.
- b. Cllr. D Lucas was appointed as the Representative on Quinney Hall Management Committee.
- c. Cllr. S Petford was appointed as representative for Hints Quarry Liaison Group, which is due to restart. Cllr. S Clarke will deputise as necessary.
- d. **Parish Network:** The next meeting is not yet known.

26/32. Reports from Chair, Councillors and Clerk:

- Cllr. S Petford reported on the sad news that former Chairman and longstanding councillor Roy Clarke had passed. Condolences were sent to the family on behalf of the council.

- Progress on matters raised on the Clean & Green Fund was noted. A new bin by the ford is anticipated, the pavement on London Road has been partially cleared and the blocked gullies are scheduled for attention.
- Quinney Hall re-pointing and lintel for kitchen window are still needed and a written quote was not available. Councillors will ask alternative contractors to quote for a comparison.
- Thanks received from Staffordshire Search & Rescue for the £100 donation were noted.
- The new PCSO team's details were noted.
- It was noted that the terrorism threat level has been increased to severe.
- The SCC audit of grit bins was noted. The parish council doesn't currently own any bins but the costs for new bins and refilling were noted. Proposed locations will be considered in July.

26/33. CIL:

- a. The 2025-26 Annual CIL Report was noted & verified by the Chair. (attached at pp20-21)
- b. It was noted that £3343.08 has recently been received, with £71.69 carried over from 25-26 therefore the current balance to spend is £3414.77.
- c. It was noted that an oak gate at Canwell Church is rotten and needs replacing. This area is used by the wider community and falls within the scope of CIL. Cllr. G Kynaston abstained from voting.
RESOLVED: That a replacement oak gate be installed at a cost of £1298+VAT from CIL funding.

26/34. Policies: The following policies were approved (published online):

- a. Standing Orders
- b. Financial Regulations
- c. Risk Register
- d. Data Audit Policy

26/35. Meetings: The following meetings at Hints Village Hall were agreed.

Jul 14th 2026, Sep 15th 2026, Nov 17th 2026, Jan 19th 2027, Mar 16th 2027, May 18th 2027, Jul 13th 2027

The Chairman thanked all those present for their attendance and participation and declared the meeting closed at 8.39pm.

..... Signed

..... Date

Receipts and Payments 01.04.25 - 31.03.26

Invoice Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
01/04/2025	2526-001	BACS	Earth Anchors	SURREY RECYCLED TRADITIONAL SEAT 1.8 METRES	863.78	143.96					719.82
16/04/2025	2526-002	BACS	Clerk	Salary M1	296.17		296.17				
22/04/2025	NOT RECD	DD	Lloyds	Account Charges to 31.03.25	4.25			4.25			
07/05/2025	2526-003	BACS	HMRC	M1 Deductions	67.40		67.40				
13/05/2025	2526-005	BACS	SPCA	Annual Subscription	145.60			145.60			
13/05/2025	2526-006	BACS	Tonks Brothers	Canwell Mowing April & May	216.00	36.00			180.00		
13/05/2025	2526-007	BACS	Microshade	Annual Application Hosting & set up	592.61	98.77		493.84			
13/05/2025	2526-008	BACS	Kim Squires	Internal Audit 24-25	173.50			173.50			
13/05/2025	2526-009	BACS	Clerk	M2 Salary	295.97		295.97				
13/05/2025	2526-004	BACS	ICO	Annual Subscription	52.00			52.00			
17/05/2025	2526-013	DD	Lloyds	Account Charges 10.03-09.04	4.25			4.25			
07/06/2025	2526-010	BACS	HMRC	M2 Deductions	67.60		67.60				
10/06/2025	2526-012	BACS	Clerk	M3 Salary	296.17		296.17				
27/05/2025	2526-014	BACS	Clear Councils	Insurance Cover 01.06-31.05.26	402.82			402.82			
17/06/2025	NOT RECD	DD	Lloyds	Account Charges 10.04-09.05.25	4.25			4.25			
09/07/2025	2526-015	BACS	Clerk	M4 Salary	295.97		295.97				
09/07/2025	2526-011	BACS	HMRC	M3 Deductions	67.40		67.40				
09/07/2025	2526-019	BACS	Tonks Brothers	Canwell Mowing June	108.00	18.00			90.00		
21/07/2025	2526-020	DD	Lloyds	Account Charges 10.05-09.06.25	4.25			4.25			
06/08/2025	2526-016	BACS	HMRC	M4 Deductions	67.60		67.60				
12/08/2025	2526-017	BACS	Clerk	M5 Salary	296.17		296.17				
19/08/2025	2526-023	DD	Lloyds	Account Charges 10.06-09.07.25	4.25			4.25			
16/09/2025	2526-021	BACS	Tonks Brothers	Canwell Mowing July & August	216.00	36.00			180.00		
21/09/2025	2526-024	DD	Lloyds	Account Charges 10.07-09.08.25	4.25			4.25			
06/09/2025	2526-016	BACS	HMRC	M5 Deductions	67.40		67.40				
16/09/2025	2526-025	BACS	Clerk	M6 Salary	347.97		347.97				
16/09/2025	2526-022	BACS	Edge Business Systems	Webhosting for hintsvillage.com	102.00	17.00		85			
22/09/2025	2526-033	BACS	Laptops Direct	New laptop & phone	719.97	119.99		£599.98			
21/10/2025	2526-029	DD	Lloyds	Account Charges 10.08-09.09.25	4.25			4.25			
08/10/2025	2526-026	BACS	HMRC	M6 Deductions	80.60		80.60				
21/10/2025	2526-031	BACS	Clerk	M7 Salary	304.81		304.81				
07/11/2025	2526-032	BACS	HMRC	M7 Deductions	69.60		69.60				
18/11/2025	2526-027	BACS	Tonks Brothers	Canwell Mowing September & October	216.00	36.00			180.00		
18/11/2025	2526-028	BACS	BWP Creative Ltd	Annual website hosting & domain renewal	329.04	54.84		274.20			
18/11/2025	2526-034	BACS	Clerk	M8 Salary	304.61		304.61				
18/11/2025	2526-036	BACS	Tamworth Have a Heart	Grant funding for defib maintenance	500.00					500.00	
08/12/2025	2526-035	BACS	HMRC	M8 Deductions	69.80		69.80				
16/12/2025	2526-037	BACS	Clerk	M9 Salary	304.81		304.81				
21/11/2025	2526-030	DD	Lloyds	Account Charges 10.09-09.10.25	4.25			4.25			
21/12/2025	2526-040	DD	Lloyds	Account Charges 10.10-09.11.25	4.25			4.25			
06/01/2026	2526-042	BACS	Andrew White Fencing Ltd	Fencing near Hints Church (CIL)	768.00	128.00					640.00
08/01/2026	2526-038	BACS	HMRC	M9 Deductions	69.60		69.60				
19/01/2026	2526-041	DD	Lloyds	Account Charges 10.11-09.12.25	4.25			4.25			
20/01/2026	2526-039	BACS	FloTek	Antivirus 01/12/25 to 31/12/25	7.20	1.20		6.00			
20/01/2026	2526-045	BACS	FloTek	Antivirus 01/01/26 to 31/01/26	7.20	1.20		6.00			
20/01/2026	2526-043	BACS	Clerk	M10 Salary	304.61		304.61				
20/01/2026		Petty Cash	Hints Village Hall	Heating	2.00			2.00			
17/02/2026	2526-048	DD	Lloyds	Account Charges 10.12-09.01.26	4.25			4.25			
25/02/2026	2526-053	DD	FloTek	Antivirus 01/02/26 to 28/02/26	7.20	1.20		6.00			
23/02/2026	2526-046	BACS	Clerk	M11 Salary	304.81		304.81				
09/02/2026	2526-044	BACS	HMRC	M10 Deductions	69.80		69.80				
06/02/2026	2526-049	BACS	Hints Village Hall	2025 Village Hall Hire	60.00			60.00			
09/03/2026	2526-047	BACS	HMRC	M11 Deductions	69.60		69.60				
17/03/2026	2526-057	DD	Lloyds	Account Charges 10.01-09.02.26	4.25			4.25			
17/03/2026	2526-054	BACS	Clerk	M12 Salary	304.81		304.81				
17/03/2026	2526-055	BACS	HMRC	M12 Deductions	69.60		69.60				
17/03/2026	2526-050	BACS	GeoXSphere	Parish Online Subs	45.00	7.50		37.50			
17/03/2026	2526-056	BACS	Cartridgepeople.com (reimburse)	LC227XL&225XL Printer Cartridges	69.28	11.55		57.73			
17/03/2026	2526-052	BACS	Asda Mobile (reimburse)	Phone top up	10.00			10.00			
17/03/2026	2526-051	BACS	Asda Stores Ltd (reimburse)	Paper	8.80	1.47		7.33			
20/03/2026	2526-060	BACS	Staffordshire Search & Rescue	Donation towards search drone	100.00					100.00	
20/03/2026	2526-059	BACS	Edge IT Systems	Set up and 1st year avantEDGE software	436.80	72.80		364.00			
17/03/2026		Petty Cash	Hints Village Hall	Heating	2.00			2.00			
25/03/2026	2526-058	DD	FloTek	Antivirus 01/03/26 to 31/03/26	7.20	1.20		6.00			
					10,711.88	786.68	4,492.88	2,842.50	630.00	600.00	1,359.82

Items marked * are expenditure incurred under LGA 1972 s137

Receipts

Date	Payee	Details	TOTAL	VAT Refund	Precept	Employee Costs	Grounds Maint	Bank Interest	Other
09/04/25	Lloyds Bank	Interest	21.07					21.07	
16/04/25	LDC	Precept 25-26	10,584.00		10,584.00				
24/04/25	HMRC VAT	24-25 VAT refund	449.58	449.58					
09/05/25	Lloyds Bank	Interest	17.57					17.57	
09/06/25	Lloyds Bank	Interest	19.32					19.32	
09/07/25	Lloyds Bank	Interest	17.66					17.66	
11/08/25	Lloyds Bank	Interest	19.43					19.43	
09/09/25	Lloyds Bank	Interest	17.00					17.00	
09/10/25	Lloyds Bank	Interest	15.16					15.16	
10/11/25	Lloyds Bank	Interest	16.18					16.18	
10/12/25	Lloyds Bank	Interest	14.67					14.67	
09/01/26	Lloyds Bank	Interest	15.69					15.69	
09/02/26	Lloyds Bank	Interest	13.92					13.92	
09/03/26	Lloyds Bank	Interest	11.82					11.82	
			£11,233.07	£449.58	£10,584.00	£0.00	£0.00	£199.49	£0.00

	BUDGET CODE	EXPENDITURE at 31.03.26	25-26 Budget	Balance	
P a y m e n t s	Salary	4,492.88	4,581.15	88.27	
	Stationery	65.06	100.00	34.94	
	Map	37.50	40.00	2.50	
	Member	197.60	200.00	2.40	
	Insurance (P)	402.82	450.00	47.18	
	Bank (P)	51.00	60.00	9.00	
	Audit	173.50	220.00	46.50	
	Pro Fees	0.00	500.00	500.00	
	Training	0.00	100.00	100.00	
	Web	359.20	361.20	2.00	
	Phone	10.00	10.00	0.00	
	Hall	64.00	100.00	36.00	
	Defib	0.00	500.00	500.00	
	Election	0.00	0.00	0.00	
	IT	1,481.82	1,488.80	6.98	
	Petty(P)	0.00	30.00	30.00	
	Mow	630.00	720.00	90.00	
	Gen Maint	0.00	1,250.00	1,250.00	
	QH Maint	0.00	0.00	0.00	
	Grants (P)	600.00	1,500.00	900.00	
CIL (P)	1,359.82	1,431.51	71.69		
VAT(P)	786.68	0.00		TOTAL	
Conting	0.00	0.00	0.00	10,711.88	
R e c e i p t s	Precept	10,584.00	10,584.00	0.00	
	CIL[R]	0.00	0.00	0.00	
	VAT [R]	449.58	0.00		
	Bank[R]	199.49	240.00	40.51	TOTAL
	Petty[R]	0.00	30.00	30.00	11,233.07

Hints with Canwell Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

Payment Run 2026-05-19

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
1001	BACS	£275.71	£0.00	£275.71	01/04/26	85	Staffordshire Parish Council's Association - SPCA & NALC memberships 26-27	£275.71
1006	BACS	£181.50	£0.00	£181.50	01/04/26	Invoice 26/07	Kim Squires Audit - Internal Audit 25-26	£181.50
1019		£4.25	£0.00	£4.25	11/04/26	484106530	Lloyds Bank - Charges incurred from 10 March 2026 to 9 April 2026	
1004	BACS	£69.60	£0.00	£69.60	21/04/26	M1 HMRC	HMRC (PAYE) - Month 1 HMRC deductions from salary	£208.80
1027	BACS	£457.82	£0.00	£457.82	29/04/26	LCO01297	Clear Councils - Local Councils Insurance Renewal from 01.06.26	£457.82
1029	BACS	£113.40	£18.90	£94.50	30/04/26	TBC	Tonks Brothers - Grass Cutting on Canwell Field - April	£226.80
1028		£472.61	£78.77	£393.84	10/05/26	TBC	Microshade Business Consultants Ltd - Annual Fee for Hosted Application Service (estimated cost)	
1020		£4.25	£0.00	£4.25	11/05/26	tbc	Lloyds Bank - Charges incurred from 10 April 2026 to 9 May 2026	
1022	BACS	£304.81	£0.00	£304.81	19/05/26	M2 Salary	Clerk - Month 2 Salary & Allowance	£609.62
1024	BACS	£69.60	£0.00	£69.60	19/05/26	M2 HMRC	HMRC (PAYE) - Month 2 HMRC deductions from salary	£208.80

Signature Guburgess Signature S Pelford

Date 19/05/26

Hints with Canwell Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

Payment Run 2026-05-19

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference Total
1008		£7.20	£1.20	£6.00	£7.20 25/05/26	TBC	Flotek Group Limited - IT Services (Anti-Virus)	
1030	BACS	£113.40	£18.90	£94.50	£113.40 31/05/26	TBC	Tonks Brothers - Grass Cutting on Canwell Field - May	£226.80
1026	BACS	£52.00	£0.00	£52.00	£52.00 06/06/26	0051d4160655	Information Commissioner's Office - Annual Data Protection Fee	£52.00
1021		£4.25	£0.00	£4.25	£4.25 11/06/26	tbc	Lloyds Bank - Charges incurred from 10 May 2026 to 9 June 2026	
1023	BACS	£304.81	£0.00	£304.81	£304.81 16/06/26	M3 Salary	Clerk - Month 3 Salary & Allowance	£609.62
1025	BACS	£69.60	£0.00	£69.60	£69.60 16/06/26	M3 HMRC	HMRC (PAYE) - Month 3 HMRC deductions from salary	£208.80

Total £2,504.81 £117.77 £2,387.04 £2,504.81

Signature Gm Burgess Signature S Bedford

Date 19/05/26

Kim Squires Internal Audit Services

52 HANDSACRE COURT
CANON LANE
RUGELEY
STAFFORDSHIRE
WS15 1PQ

15 April 2026

The Chairman,
Hints with Canwell Parish Council,
262, Penns Lane,
Sutton Coldfield.
B76 1LQ

Dear Councillor,

Conclusion of Internal Audit of your Parish Council for the year ended 31st March 2026

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Form 2 (AGAR) without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2025/26 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Smaller Authorities Proper Practices Panel Practitioners Guide March 2025.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures
- Digital and Data compliance
- Charitable Trusts (when appropriate)

This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews (one remotely) during the fiscal year and were accorded with full co-operation by your Clerk. We were impressed by the high quality of record-keeping and commend the Council for this. We also noted the efficient use of IT to facilitate communications and information sharing that has been implemented during the last year.

A copy of our Annual Internal Audit certification (page 4 of the AGAR) for 2025/26 is attached.

It is your Council's responsibility to consider the attached report and the comments below during a council meeting and to consider, if necessary, what actions should be taken to remedy any points raised in the report.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £22,552) is 1.0 year. We consider this to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter but draw your attention to page 38 of the Practitioners Guide 2025 which in para 5.34 gives guidance on General Reserves;
2. We note that the Risk Assessment was not approved during the financial year, but are satisfied that risks were considered and that a fully updated risk assessment will be ratified at an upcoming full council meeting. In future, the document should be fully reviewed, updated (if necessary) and ratified on an annual basis. Your council should then minute its ratification.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. We shall base our future internal audit plans on the version of the regulations ratified by your council. We are satisfied that your Financial Regulations meet the standard set by those published by NALC in May 2025;
2. Copies of your current Standing Orders, Financial Regulations, Risk Assessment and Publication Scheme should be displayed on the council website and must show the latest date of revision and ratification;

3. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching);
4. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2025/26 and offer ourselves for re-appointment. You may use either our company name (Kim Squires Internal Audit Services) or refer to Kim Squires by name in the minutes. I confirm that I have no familial relationship with any councillors or the Clerk, and that I act independently of the Council;
5. If your council wishes to carry forward earmarked funds at the year-end these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

Can we take this opportunity to remind you that 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 a public website before 1 July 2026 and also to display the accompanying notice of Public Rights on each of your usual notice boards. All published documents (as listed on p.1 of the AGAR) must be retained and made available, at a reasonable cost, for 5 years after the audit year and must remain on the Council's website for the same period.

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act.

We will make our next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

K. Squires

Enc.
IA report
Invoice

Annual Governance and Accountability Return 2025/26 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2026** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2025/26 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review **must** do so at a meeting of the authority after 31 March 2026. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption **must** be returned to the external auditor no later than **30 June 2026** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- 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.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority **must** publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and 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 for a single period of 30 working days for inspection (this excludes weekends and public Holidays) which **must** include the first ten 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 been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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', is an explanation available for publication?	✓	
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 31 March 2026 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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.

Hints with Canwell 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: **£11,233** R AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26: **£10,712** R 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

GMBurgess

19/05/2026

I confirm that this Certificate of Exemption was approved by this authority on this date:

19/05/2026

Signed by Chair

Date

S Pelford

19/05/2026

as recorded in minute reference:

M26/30a

Generic email address of Authority

Telephone number

clerk@hintswithcanwellparishcouncil.gov.uk EMAIL ADDRESS

07942 508820 NUMBER

*Published web address

www.hintswithcanwellparishcouncil.gov.uk PUBLISHED PUBLICLY 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**.

Annual Internal Audit Report 2025/26

Hints with Canwell Parish Council

ENTER YOUR ADDRESS www.hintswithcanwellparishcouncil.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)	Yes	No	Not applicable
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

02/02/2025

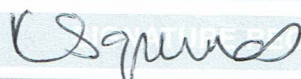
14/04/2026

DD/MM/YYYY

Kim Squires

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

15/04/2026

*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:

Hints with Canwell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' 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.	✓		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.

*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:

19/05/2026

and recorded as minute reference:

M126/306 NCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

S Petford

Clerk

EM Burgess

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.hintswithcanwellparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Hints with Canwell 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	30,904	32,729	<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	9,800	10,584	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,015	649	<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	4,363	4,493	<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	4,627	6,219	<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	32,729	33,250	<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	32,729	33,250	<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	2,863	959	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.

Am Burgess

Date

19/05/2026

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

19/05/2026

as recorded in minute reference:

MI 26/30 C R E N C E

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

S Petford E R E Q U I R E D

Statement of Variances - Year ended 31 March 2026

Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a difference and a percentage change between years.
2. If the variance is within 15%, no explanation is required (except fixed assets). However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in each section, quantified to show the figures for each year. This will automatically calculate the remaining difference and the percentage unexplained.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as green in the 'adjusted' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

Item	2024-25	2025-26	Difference	%	Additional comments / explanations
Box 2: Precept or Rates and levies	9,800,00	10,584,00	784,00	8.0%	
Box 3: Total other receipts	1,015,00	649,07	-365,93	-35.1%	CIL funds of £403.73 were received in 24-25 but no CIL funds received in 25-26
Box 3: Total other receipts (adjusted)		403.73	-		
Box 3: Total other receipts (adjusted)			37.80	3.7%	No further explanation needed
Box 4: Staff costs	4,363,00	4,492,88	129,88	3.0%	
Box 4: Staff costs (adjusted)			129,88	3.0%	No further explanation needed
Box 5: Loan interest/capital repayments	-	-	-	#DIV/0!	
Box 5: Loan interest/capital repayments (adjusted)			-	0.0%	No further explanation needed
Box 6: Other payments	4,627,00	6,219,00	1,592,00	34.4%	Community bench bought with CIL funds
Box 6: Other payments (adjusted)		863.78	863.78		Fencing work undertaken in community with CIL funds
Box 6: Other payments (adjusted)		640.00	640.00		
Box 6: Other payments (adjusted)			88.22	1.3%	No further explanation needed
Box 9: Fixed assets plus long-term investments	2,863,00	959,00	-1,904,00	-66.5%	Hins Village Hall defibrillator purchased in 2015, gifted to "Tamworth Have A Heart"
Box 9: Fixed assets plus long-term investments (adjusted)		400.00	400.00		Quinney Hall defibrillator purchased in 2022, gifted to "Tamworth Have A Heart"
Box 9: Fixed assets plus long-term investments (adjusted)		895.00	895.00		Hins Village Hall defibrillator box purchased in 2015, gifted to "Tamworth Have A Heart"
Box 9: Fixed assets plus long-term investments (adjusted)		540.00	540.00		Quinney Hall defibrillator box purchased in 2015, gifted to "Tamworth Have A Heart"
Box 9: Fixed assets plus long-term investments (adjusted)		540.00	540.00		New laptop bought for £471 replacing old model purchased in 2016 for £292 therefore under AGAR asset threshold
Box 9: Fixed assets plus long-term investments (adjusted)		471.00	471.00	0.0%	No further explanation needed
Box 10: Total borrowings	-	-	-	#DIV/0!	
Box 10: Total borrowings (adjusted)			-	0.0%	No further explanation needed

Attachment 1.4 - Earmarked Reserves - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025

Point 1.13 - "The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves"

Point 5.208 - "As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is less than three months or more than twelve months of net revenue expenditure an explanation should be provided to the external auditor".

Instructions for completing this template

1. Please populate the Annual Governance and Accountability Return (AGAR) figures for the total current year expenditure i.e., Boxes 4, 5 and 6.
2. The template will calculate the total value of revenue expenditure incurred in the period (which is the upper limit for the value of unearmarked/general reserves).
3. Please enter the value of balances carried forward (Box 7) for the level of general reserves held by the authority. A warning will appear if an explanation is required regarding the level of reserves held.
4. Please outline any earmarked reserves the authority hold in the 'Earmarked Reserves' section. Once a sufficient explanation is provided, this will be shown as 'Yes' in the 'Explanation sufficient?' line.

Annual Governance and Accountability Return (AGAR)		2025-26
Box 4 Staff Costs		4,492.88
Box 5 Loan interest/capital repayments		-
Box 6 Other payments		6,219.00
Total Revenue Expenditure		10,711.88
Box 7 Balances carried forward		33,250.00
Explanation required?		Yes
Earmarked Reserves		
Quinney Hall Maintenance Fund		£20,000.00
Election costs		£1,500.00
CIL		£71.69
Quinney Hall Tree Work		£980.00
Total Earmarked Reserves		22,551.69
Unearmarked / General Reserves		10,698.31
Explanation sufficient?		Yes

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Neighbourhood CIL Annual Report 2025/2026

Hints and Canwell Parish Council

This report is required by CIL Regulation 121B of the CIL Regulations 2010 (as amended). It must be published by **31 December** each year and made available on the Parish Council website, and the District Council website.

The Town or Parish Council must send a copy of the report to Lichfield District Council no later than **31st October 2026** and the District Council must publish this on their website no later than **Wednesday 23rd December 2026**. Please email your report to cil@lichfielddc.gov.uk or post to Spatial Policy and Delivery, Lichfield District Council, Frog Lane, Lichfield, WS13 6YY.

Date: 15/04/26

Name of Clerk: Gemma Burgess

a) CIL receipts

Total amount of CIL received in financial year 2025/26	£0
Total amount of CIL received in financial year 2024/25	£403.73
Total amount of CIL received in financial year 2023/24	£1,027.78
Total amount of CIL received in financial year 2022/23	£0
Total amount of CIL received in financial year 2021/22	£0
Total amount of CIL received in financial year 2020/21	£0
Total amount of CIL received in financial year 2019/20	£0
Total amount of CIL received in financial year 2018/19	£0
Total amount of CIL received in financial year 2017/18	£0
Total amount of CIL received in financial year 2016/17	£0
TOTAL RECEIVED	£1,431.51

b) CIL expenditure

Total amount of CIL spent in financial year 2025/26	£1359.00
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c) Items on which CIL has been spent

Infrastructure Scheme/Project	CIL expenditure (amount)
Composite "Chatty Bench" installed in Hints	£719.82
Fencing along public footpath in Hints	£640.00

d) Monies requested/recovered from Parish Council (Regulation 59E, 59F)

Monies which have been requested, or recovered, from the Parish Council in the financial year 2025/26	£0
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e) CIL retained

Total amount of CIL received in financial year 2025/26 and retained (unspent) at the end of the reported year 2025/26	0
Total amount of CIL received in previous year(s) and retained (unspent) at the end of the reported year 2025/26	£71.69
TOTAL CIL RECEIPTS RETAINED (UNSPENT)	£71.69

Signed: G.M. Burgess Position: Clerk

Verified: S. Petford Position: Chair



HINTS WITH CANWELL PARISH COUNCIL

Standing Orders

Status	Date
Adopted	20 th January 2026 (26/08a)
Re-approved	19 th May 2026 (26/34a)
Date of review	May 2027

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INTRODUCTION

These standing orders are based on the National Association of Local Council (NALC) model standing orders updated July 2018.

V2 This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

v3 Updates to Model Standing Orders 8b, 14 & 18 plus gender neutral wording.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. The Hints with Canwell Parish Council's standing orders are based on the NALC model standing orders which incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated here.

These standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. The Hints with Canwell Financial Regulations are contained in a separate document available to all members.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they have been adopted as drafted or amended to suit this council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, 'he' is used for both male and female persons. The word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. **NB** Hints with Canwell parish council has no 'non-councillors with voting rights'. All members of the council have been either elected or co-opted and all have full voting rights. The only time there will be a 'non-councillor with or without voting rights' will be if a committee appoints a non-councillor to assist; such an appointment may not be made to a committee with financial responsibilities.

Committee members who are non-councillors will be entitled to vote only if the committee's function relates to:-

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority;
- any function relating to the promotion of tourism;
- any function relating to the management of a festival

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation;

- v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairperson of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(s) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- a If a resolution made under standing order 2(b) above is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings
- Committee meetings
- ◆ Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
The normal venue is Hints Village Hall.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes, subject to the Chairperson's discretion.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak. A member shall remain seated when speaking unless the Chairperson requests councillors stand.
- j A person who speaks at a meeting shall direct their comments to the Chairperson of the meeting. Whenever a member speaks during a debate all other members shall be silent.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see**
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or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about the meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in their absence be done by, to or before the Vice-Chairperson of the Council.
- p The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and

vote on that matter.

See also Standing Order 13

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present. The quorum at Hints with Canwell Parish Council is three members for all council meetings. In no case shall the quorum of a meeting be less than three council members. See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.**
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. At the Chairperson's request members may stay to discuss business but without agreeing any decisions. Decisions relating to business on the agenda for the meeting shall be adjourned to another meeting.
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- x A meeting shall not exceed a period of 2½ hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairperson and Vice-Chairperson of the Council.**
- f **The Chairperson of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairperson of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chairperson of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairperson of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairperson of the Council and Vice-Chairperson of the Council at the annual meeting of the council, the business of the annual parish council meeting shall include:
 - i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an**

election year, delivery by the Chairperson of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the previous meeting of the council;
- iii. Receipt of the minutes of the previous meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees and election of Chairmen;
- viii. Appointment of any new committees and election of Chairmen in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;

Items xii to xxi will be considered either at the Annual Meeting or within three months of it ie over the 6-month period March – August inc:

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972;
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- a The Chairperson of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairperson of the Council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The Chairperson of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chairperson of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE NOTICE TO BE GIVEN TO THE PROPER OFFICER IN WRITING

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least eight clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, at least six clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings
- Committee meetings
- ◆ Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the (Council/Committee) held on [date] in respect of Item () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u)

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors, by delivery or post at their residences, or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3 (c) for the meaning of clear days for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least eight days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in their office;**
- iv. facilitate inspection of the minute book by local government electors;
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. respond to requests made under freedom of information legislation and rights

exercisable under data protection legislation, in accordance the council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if one);
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements;
- xii. arrange for legal deeds to be executed; *See also standing order 23*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every notified planning application and the council's response to the local planning authority in an electronic workbook for such purpose;
- xv. refer a planning application received by the council to the Chairperson or in their absence vice-Chairperson within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

c. Authority is hereby delegated in accordance with Local Government Act 1972, section 101, such that the Proper Officer shall be authorised to use the following executive powers:-

- i. As the head of paid service, the Proper Officer supervises the day-to-day management of facilities that are the responsibility of Officers, working under the Proper Officer's supervision.
- ii. Urgent matters that require a decision before the next ordinary meeting are delegated to the Clerk to the Council, following consultation with the Council's Chairperson and the Chairperson and/or Vice-Chairperson of the Committee, as appropriate, to decide.
- iii. Matters arising between Ordinary Meetings of the Council that are considered urgent by the Chairperson and at least two other members (one of which shall, if possible, be the vice-Chairperson), shall be referred to the Proper Officer of the Council with recommendations for action. The Proper Officer shall have regard to these recommendations and make the appropriate decision(s).
- iv. The Proper Officer shall report details of the decision(s) made to the next Ordinary Meeting of the Council. In the case of a critical emergency, where it is not practical, or appropriate, to comply with the foregoing procedure, the Proper Officer may make a decision on behalf of the Council in accordance with powers similarly delegated, and shall report retrospectively thereon as soon as is reasonably possible.

- d The Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the council to do including anything reasonably implied or incidental to the power or duty. Provided that such authorisation is not prohibited by statute, the Clerk, to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to the officer acting in the name of the Clerk. The Clerk is authorised to:
- i. Sign, or where appropriate, have sealed on behalf of the council, any orders, deeds or documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the council.
 - ii. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the council.
 - iii. Alter the date or time of a council committee meeting but, before doing so, shall consult the Chairperson of the Council or Chairperson of the Committee concerned.
 - iv. Decide arrangements for the closure of the council offices in the Christmas/New Year period.
 - v. Deal with day-to-day matters relating to the use of office accommodation space.
 - vi. Manage all of the Council's services including:
 - Shows and events
 - Facilities Management
 - Services agreed under contract
 - Websites and social media accounts relating to the Council and council activities.
 - vii. Vary as necessary fees and charges for the delivery of Council services and report same to the next meeting of the Council.
 - viii. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and GDPR queries.
 - ix. To apply for planning consent for the carrying out of development by the Council.
 - x. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee or the collated e-mail comments from members of the Planning Committee.
 - xi. Under the Regulation of Investigatory Powers Act 2016 to authorise directed surveillance.
 - xii. To respond to complaints made under the Council's complaints procedure.
 - xiii. To manage, monitor and review the Council's internal control procedures.
 - xiv. To manage, monitor and review the Council's Corporate Risk Management Strategy.
 - xv. Take and discontinue legal proceedings in any Court or at any Tribunal.
 - xvi. Take counsel's advice or instruct counsel to represent the Council.
 - xvii. Agreeing the terms of any lease, licence, conveyance or transfer.
 - xviii. The granting or refusal of the council's consent under the terms of any lease.
 - xix. Variations of restrictive covenants of a routine nature.
 - xx. The granting of easements, wayleaves and licences over council land.
 - xxi. Initiating legal action or proceedings against unauthorised encampments or encroachments on council land, in conjunction with any two councillors.

- xxii. Directing the custody of parish council property and documents in accordance with the provisions of Local Government Act 1972 s226.
- xxiii. Exercising responsibility for the safe custody and maintenance of civic regalia.
- xxiv. Authorise officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- xxv. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- xxvi. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to Standing Orders and Financial Regulations.

16. RESPONSIBLE FINANCIAL OFFICER

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s income and expenditure for each quarter;
 - ii. the council’s aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts required by statute (Receipts and Payments) for the year to 31 March. A completed draft annual governance and accountability return shall, where possible, be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the council, which is subject to external audit, and includes the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June unless otherwise directed by statute.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised via the council's own website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing, either electronically or in a sealed marked envelope addressed to the Proper Officer and date-stamped upon receipt, by resolution of the Council;
 - v. any paper tenders thus received shall be opened on the specified date and time by the Proper Officer in the presence of at least one councillor and signed by both Proper Officer and councillor;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility
- d. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council, is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson (or Vice-Chair in their absence) of absence occasioned by illness or other reason and that person(s) shall report such absences longer than 7 days to the Council at its next meeting.
- c The Chairperson plus one other member shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer in accordance with the Appraisal Policy. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff shall contact the Chairperson or in their absence, another appointed member in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairperson, this shall be communicated to another member, which shall be reported back and progressed by resolution of the Council. Where a grievance is raised against the Council, it will be referred to a third party.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked being returned to the Clerk at conclusion of the process. Electronic records shall be held on the restricted server.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- i The Clerk is given delegated powers to manage the council staff in accordance with the council's policies, procedures and budget, including:
- i. Appointments to posts, including apprentices.
 - ii. Employment of temporary employees.
 - iii. Preparation of the job description and person specification, placing of the advertisement, short-listing of applicants and carrying out all interviews. (Interviews should be attended by Chair of Council). NB appointment of Clerk will be subject to separate procedure.
 - iv. Management of staff performance.
 - v. Control of discipline and performance, including the power of suspension and dismissal.
 - i. Exercise of disciplinary and grievance procedures in accordance with

- the Council's procedures.
- ii. Determine approved duties for the payment of travel and subsistence expenses to council members and officers.
 - iii. Consider, approve or refuse as part of the Annual Appraisal System applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments
 - iv. Approve additional hours of work where absolutely necessary.
 - v. Agree minor variations to the condition of employment subject to prior discussion with the council's HR advisor, if any.
 - vi. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the council's policies.
 - vii. Authorise training in line with the council's policies.
 - viii. Authorise the provision of protective personal clothing.
 - ix. Negotiate and agree settlements on behalf of the council in relation to any Employment Tribunal proceedings.
 - x. Agree to premature retirement on the grounds of duly certified ill health, in consultation with up to two identified council members.
 - xi. Terminate employment during probation and review salary on completion of probationary periods in consultation with two identified council members.
 - xii. Commission legal and professional advice on staffing matters for consideration by the Council.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. DATA PROTECTION LEGISLATION RESPONSIBILITIES

Below is not an exclusive list

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii)

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution
- b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH UNITARY COUNCILLORS

A list of meeting dates of the council shall be sent annually to the District & County councillors. An email reminder shall be sent electronically, referring to the display of the agenda on the parish council website, to the councillor(s) representing the area of the council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.



HINTS WITH CANWELL
PARISH COUNCIL

Financial Regulations

Status	Date
Adopted	20 th January 2026 26/08.b
Re-approved	19 th May 2026 26/34b
Date of review	May 2027

HINTS WITH CANWELL PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 20th January 2026.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £25,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and bank statements (or similar document) as evidence of this.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in October for the following financial year and the final version shall be evidenced in the minutes & budget.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget, with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- ~~5.4.~~ **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £100 excluding VAT.
 - the Clerk, in consultation with the Chair and Vice-Chair of the Council for any items below £1,000 excluding VAT.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. The Clerk may nominate an Officer to fulfil their responsibilities in their absence.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such

action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the. The council has resolved to bank with Lloyds. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, a duly delegated committee or a delegated decision by an officer in conjunction with the Chair, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.

- ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council/delegated committees, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance & general purposes committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council, or either delegated committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone.
- 7.4. The RFO (or an officer delegated by the RFO) shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Clerk/RFO, a delegated councillor shall set up any payments due.
- 7.6. One councillor who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all receipt and payments shall be provided to the Council and appended to the minutes.

- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council or duly delegated committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the finance and general purposes committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except where pre-authorised by the Clerk up to £100 including VAT.

10. Petty Cash

- 10.1 The RFO shall maintain an appropriate petty cash account, to be topped up by £30 when necessary and may provide petty cash to officers & other staff for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or under contract.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. All termination payments shall only be authorised by Full Council.
- 11.8. Before employing interim staff, the Clerk must consider the specific salary budget and need, referring any queries to the Council.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by full Council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for a Reserves and Investment Strategy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. The Clerk is authorised to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 13.5. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.6. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.7. The RFO shall ensure that VAT is correctly recorded in the council's accounting records and that any VAT Return required is submitted by the due date.

13.8. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at reasonable levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15.5. An external stock check of high-value stock (alcohol) should be instructed at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

19. Emergency Delegation to the Clerk

19.1. In the event of emergency measures being necessary, the following delegation is made to the Clerk subject to resolution of the Council or on the written authorisation of at least half of all current councillors if it is not possible for the Council to meet:

- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belong
- Incur expenditure on revenue items within the approved estimates and budgets

- Incur expenditure on capital schemes within the Council's approved capital programme.
- Ensure the day-to-day running of the Council and its facilities.

This emergency delegation must be renewed every 3 months.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



HINTS WITH CANWELL PARISH COUNCIL

Risk Register 2026-27 Adopted 19/05/26 (26/34c)

Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 31 st March 2027 is adequate. Includes 2 No. laptop PC, printer, etc. Quinney Hall insured by Management Committee with Parish Council interest noted on policy.
	Money	Existing cover for year ending 31 st March 2027 is adequate (£500 not in safe) though cash handling is limited and a petty cash float of up to £30 is maintained.
	Business interruption	Not covered, but not required.
	Employers' Liability claim	Existing cover for year ending 31 st March 2027 of £10 million is adequate.
	Public and products liability claim	Existing cover for year ending 31 st March 2027 of £10 million is adequate.
	Fidelity Guarantee	Existing cover for year ending 31 st March 2027 of £250,000 is adequate.
	Libel and Slander	Existing cover for year ending 31 st March 2027.
	Personal Accident.	Existing cover for year ending 31 st March 2027 of £10,000 is adequate.
	Legal Expenses	Existing cover for year ending 31 st March 2027 of £250,000 is adequate.
Accounts	Annual precept too high/too low or not the result of detailed consideration.	Continue current system with detailed budget based on past year, current year accounts and analysis of spending plans.
	Inadequate monitoring of income/expenditure against budget	Full list of accounts to date presented to each bi-monthly council.
	Unlawful expenditure	Follow NALC Model Financial Regulations as adopted by Council 20 th January 2026 and reapproved each year. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices. Bank transfers authorised within Financial Regulations and checked against reconciled statements. Petty

Service Area	Risk	Action/Mitigation
		Cash book taken to each meeting for verification.
	Accounts not reconciled	Bank reconciliation presented to each bi-monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as adopted by Council. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint competent internal auditor and ensure recommendations in reports are followed.
	Loss of computer-based accounting records	Finance Management software through EDGE IT with important documents backed up with Microshade VSM.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC. Pay clerk's membership of SLCC if requested.
	Loss of computer-based records	Records backed up and managed by Microshade VSM.
	Loss of hard document records	Only essential paper records are kept which are maintained in Clerk's home. Key records to be stored as digital copies. Documents to be archived in Stafford when accepting new.
Property ownerships	Loss of title deeds	All land ownerships have registered title so replacements available
Council owned land	Accident arising from unsafe areas, diseased trees, etc. and resultant public liability claim	Regular inspections for any risks. NB No play equipment exists.
Quinney Hall	Claims against the Council as building owner, uninsured loss of building	Operation of the building is undertaken by separate Management Committee who should report to Council any defects in areas of Council responsibility. Quinney Hall insured by Management Committee with Parish Council interest noted on policy.
	Failure by council to maintain structure of building	Repairs and renewals fund established.
Contractors	Activities of uninsured contractor could give rise to public liability claim. Unsafe working practices by a contractor appointed by the council	Council to check on contractors' indemnity insurance and working practices



HINTS WITH CANWELL PARISH COUNCIL

Data Audit Policy

This data audit details what data the council holds, how it is used, the basis for its retention and security provision in place for the data.

Council members

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Register of interests	Legal requirement	Displayed on website; sent to monitoring officer	Legal Obligation	Electronically, password protected. No paper copies held.	Clerk holds key / passwords	Ensure only holding current councillors' data
Contact information	Admin of council	Held by clerk for admin duties	Public Task	Electronically, password protected. No paper copies held.	Clerk holds key / passwords	Ensure only holding current councillors' data
Councillors' names in minutes	Legal requirement	Appears in minutes	Legal Obligation	Electronically and paper; publicly accessible on website, minute book.	Public access	None

EMPLOYEES

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Personal details	Legal obligation	HMRC/pension, payroll	Legal Obligation	Electronically, password protected. No paper copies held.	Clerk holds key	Ensure former employees' data only retained for legislative maximum time
Employment details /contract	Legal obligation	Payroll	Legal Obligation	Electronically, password protected. No paper copies held.	Clerk holds key	Ensure former employees' information only retained for legislative maximum time

Bank details	Process payroll	Input for electronic banking	Legal Obligation	Electronically, password protected. No paper copies held.	Clerk holds key	Ensure only holding current employees' data
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ELECTORS / PARISHIONERS

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
E-mail addresses	Communication with PC	Used to communicate response	Public Task	Stored until matter dealt with. Electronically, password protected. No paper copies held.	Electronically on password protected computer.	State what e-mail address will be used for in reply (Privacy Notice)
Letters - contact details	Communication with PC	Used to communicate response	Public Task	Scanned and stored until matter dealt with, Electronically, password protected. Paper copy disposed of securely.	Electronically on password protected computer.	None
Planning applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Public Task	Not stored (accessed via planning portal)	Public access	None
Address and telephone number	Communication with PC	Used to communicate	Public Task	Stored until matter dealt with, Electronically, password protected. No paper copies held.	Electronically on password protected computer	None

DONATIONS

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail	Processing donation by parish council	Used to respond to and process grant application	Public Task	Electronically, password protected. No paper copies held.	Clerk holds key / passwords	None

CONTRACTS & FINANCE

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Held in line with statutory requirements and retention policy; No paper copies held; electronically password protected	Clerk holds passwords.	None
Supplier and Customer Bank Details	Financial transactions	Used in banking and financial software.	Contractual necessity	Held in line with statutory requirements and retention policy; electronically password protected	Clerk holds passwords	Redact invoices if required for public inspection.

CUSTOMERS (Village Hall/ Events/Community center, etc...)

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail. Payment data.	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Held in line with statutory requirements and retention policy; no paper copies held; electronically password protected	Clerk holds password.	None

Adopted 19th May 2026 (26/34d)

Next Review May 2027