

Clyst Honiton Parish Council

There was a meeting of Clyst Honiton Parish Council on Wednesday 18th March 2026 at 7.00pm held in the Black Horse Inn Meeting Room

Members Present: Parish Councillors Sean Wheeldon (Chairman); Mike Muir; Grant Harrison; Chris Jenkins.

Also Present: No District or County Councillors

In attendance: Rob Martin, Clerk

No members of the general public.

MINUTES

Minute No.	Minute Item
PUBLIC SESSION No members of the public attended	
26/104	APOLOGIES Apologies had been received from Cllr. Collier.
26/105	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) There were no declarations of interest declared.
26/106	MINUTES On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to approve, as a correct record, the minutes of the Parish Council meeting held on 18 th February 2026.
26/107	CLERK'S REPORT & CORRESPONDENCE The clerk reported on: - <ul style="list-style-type: none"> • The Internal Audit Contract was due for renewal from 1st April 2026 and, following a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to renew it for a further three years at the quoted £80 per hour. • The Fixed Term Deposit of £30,000 had matured during March resulting in interest of £359.01. The same amount had been deposited for a further six-month period at 2.04% interest. • The Play Bark had been ordered, delivered and installed. • The ROSPA Report had been received, and this had a few minor matters to attend to, including the lack of play bark, now resolved. Cllrs. Muir and Jenkins would attend to the outstanding matters.

	<ul style="list-style-type: none"> • A draft Play Area Routine Inspection Schedule had been produced and Cllrs. Muir and Wheeldon would edit this to a manageable document before it's use was implemented. • Six Slatted Fencing Panels had been ordered to replace those behind the bus stop which had now disintegrated. These would be delivered to Cllr. Muir on Saturday 21st March. • The Public Rights of Way Parish Review would now be delayed for a few weeks due to a change of staff at DCC. The new contact for this way Andy Hughes. • The next Exeter Airport Consultative Committee meeting was due to take place on 23rd March 2026. Cllr. Collier would normally attend this and Cllr. Wheeldon would check to verify this would happen. 	
	Power Used	Risks Assessed
	Resulting Tasks & Owner	Deadline for Action
	Financial Implications	Equalities Impact
26/108	PLANNING ITEMS	
Reference	Location	Proposal
None		
	Power Used	Risks Assessed
	None	None
	Resulting Tasks & Owner	Deadline for Action
	None	None
	Financial Implications	Equalities Impact
	None	None
26/109	GRASS CUTTING CONTRACT	
	On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to accept the quotation from Countrywide Landscaping for grass cutting as an extension to the current contract. The new price for this would be £1,344.48 annually, or £112.04 per month starting at 1 st April 2026, and increase of 3.65%.	
	Power Used	Risks Assessed
	Open Spaces Act 1906	Failure to maintain council assets
	Resulting Tasks & Owner	Deadline for Action
	Clerk: Notify contractor of decision	1 April 2026
	Financial Implications	Equalities Impact
	£1,344.48 covered by budget £1,200, further £144 to be met from General Reserve	To ensure access and enjoyment to all
26/110	CAR PARKING AT SHIP LANE ENTRANCE	
	This matter had been the subject of extensive correspondence between residents and the County Councillors for the area on the basis that there was little enforcement of breaches of the parking restrictions at this point. Clyst Honiton Parish Council supports residents in their attempts to notify Highways of these breaches but also believes that the yellow lines were no longer	

	completely visible. Representation would be made by the parish council to highways to get the double-yellow lines repainted so that this is not used as an excuse by the culprits to avoid enforcement action.	
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Danger entering or exiting Ship Lane
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact Potential for hindrance of emergency vehicles accessing Ship Lane properties.
26/111	RESIDENTS' CAR PARKING SCHEME A form of words had been circulated for the Residents' Car Parking Scheme application. On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved that this form of words would be used, with the addition of the word 'of respondents' in the final sentence.	
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Lack of parking for local residents
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact People need access to their properties so that no-one is disadvantaged because of outside parking
26/112	COMMUNITY FACILITY ON PLAYING FIELD A pre-application request had been submitted to East Devon Planning detailing the idea and expected location the receipt of which had been acknowledged. The next stage would be for a planner to be allocated the task of discussing the matter with the Parish Council.	
	Power Used Local Government Act 1972, s133	Risks Assessed Not being able to obtain planning permission
	Resulting Tasks & Owner Clerk: Liaise with planners	Deadline for Action 31 March 2026
	Financial Implications No implications at this stage. Funding for potential building to be sought once agreement reached.	Equalities Impact A meeting place in the village considered essential to provide for all.
26/113	PLAY EQUIPMENT Cllrs. Jenkins & Muir had met with representatives from play equipment companies to discuss the installation of a roundabout, identified as the preferred additional item by the majority of respondents to the parish council consultation. To date, just one quotation had been received from Rhino Play and the others were awaited and once received would form the basis of a report at a future meeting.	

	<p>Power Used Local Government (Miscellaneous Provisions) Act 1976, s.19</p>	<p>Risks Assessed Potential for land to be too sloping, advice from potential installers being taken</p>
	<p>Resulting Tasks & Owner Cllrs. Jenkins and Muir to liaise with installers and to gather quotations. Clerk to write report for April meeting</p>	<p>Deadline for Action 30 April 2026</p>
	<p>Financial Implications £14,235 in reserve for provision of play equipment.</p>	<p>Equalities Impact The roundabout is to provide an item for children of all ages Potential for providing a roundabout for wheelchair participants considered but not implemented due to access difficulties to whole playing field</p>
26/114	<p>ANNUAL PARISH MEETING It was agreed that the 2026 Annual Parish Meeting would be held on 22nd April 2026 at 7.00pm prior to the parish council meeting on that date.</p>	
	<p>Power Used Local Government Act 1972, Sch 12</p>	<p>Risks Assessed Calling the meeting required under statute</p>
	<p>Resulting Tasks & Owner Clerk: Notice and Agenda to be prepared and advertised</p>	<p>Deadline for Action 1 April 2026</p>
	<p>Financial Implications None</p>	<p>Equalities Impact None</p>
26/115	<p>ROAD TRAFFIC ACCIDENT A response had been received from the Community Highways Engineer saying that DCC had no record of the accident and that he would contact the police if the parish council could provide the date and time of the accident and its location as 'What three words'. This would be followed up with contact being made with both highways and the police directly. Cllr. Wheeldon would provide the location and Cllr. Muir would work with the clerk on identifying the date of the incident.</p>	
	<p>Power Used Highways Act 1980</p>	<p>Risks Assessed Lack of information on accident Having to bear the cost of repairs</p>
	<p>Resulting Tasks & Owner Cllrs Wheeldon and Muir to provide information Clerk to secure response from insurance company</p>	<p>Deadline for Action 1 April 2026</p>
	<p>Financial Implications Cost of replacing the planter - £450</p>	<p>Equalities Impact None</p>
26/116	<p>VILLAGE MAINTENANCE Cllr. Muir reported as follows: -</p>	

	<ul style="list-style-type: none"> • He had carried out the weekly inspections of play equipment. • He had cut the grass around the bus stop at front of the Duke of York park. • He had cleared the weeds from the path and road from the A30 to both St Michaels Hill and Cllr. Wheeldon's house. • He and Cllr. Jenkins had cleared the path from the corner of the village to the wishing well. • The bark for the play area had arrived and he and Cllr. Jenkins had laid the 10 bags between them. • The two boats had been weeded and were now ready for compost and planting. • He had cleared the overgrowth from the parish field path which took him 6 hours. 	
	Power Used Open Spaces Act 1906	Risks Assessed Village Maintenance becoming uncontrolled Play equipment unsafe No floral display for the year
	Resulting Tasks & Owner Cllrs. Muir, Jenkins and Wheeldon to ensure maintenance is undertaken	Deadline for Action 22 April 2026
	Financial Implications Cost of compost and other materials to ensure planting can take place	Equalities Impact None
26/117	PARISH COUNCIL AIMS & OBJECTIVES A draft set of parish council aims and objectives had been circulated and on a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved to adopt an edited version of these as a policy. It would be necessary to monitor progress against the objectives and to review the policy on an ongoing basis.	
	Power Used Local Government Act 1972 s111	Risks Assessed Lack of clarity and direction of parish council actions
	Resulting Tasks & Owner Cllr. Wheeldon to edit the paper presented and Clerk to manage the detail and publish the final document	Deadline for Action 22 April 2026
	Financial Implications None	Equalities Impact None
26/118	2025/2026 BANK RECONCILIATION AND BUDGET MONITORING REPORT On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was Resolved to adopt the bank reconciliation report of 28 th February 2026 and to note the budget monitor analysis at that date.	
	Power Used Local Government Act 1972, ss111 & 151	Risks Assessed Not managing the parish council's finances appropriately.
	Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing
	Financial Implications Annual precept of £18,000 being spent in accordance with decisions made	Equalities Impact None

26/119	RESERVES POLICY									
A draft analysis of the current reserves had been circulated including the setting up of a new Community Association reserve. On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was Resolved to adopt the analysis below as a policy for the parish council earmarked reserves.										
Reserve		Balance 31 March 2026 £	Purpose of Reserve							
Parish Field & Play Area		14,235.28	To provide new play equipment							
NP/NDO		24,447.07	To provide for future work on potential NDO work to provide a community facility (incl. CIL)							
Elections		2,000.00	To finance any future elections or by-elections for parish councillors							
Clyst Chatter		598.00	Balance of Chatter funds to be spent on future editions							
Events		106.00	To put towards community projects							
Community Association		8,597.41	Association funds that were raised for community facility provision (incl. Interest)							
TOTAL Earmarked funds		49,983.76								
<table border="1"> <tr> <td data-bbox="256 994 882 1095">Power Used Local Government Act 1972, ss 111 & 151</td> <td data-bbox="890 994 1508 1095">Risks Assessed Not managing the parish council's finances appropriately.</td> </tr> <tr> <td data-bbox="256 1106 882 1173">Resulting Tasks & Owner All councillors to ask questions</td> <td data-bbox="890 1106 1508 1173">Deadline for Action Ongoing</td> </tr> <tr> <td data-bbox="256 1184 882 1285">Financial Implications Projected reserves of £50,000 to be spent on agreed item</td> <td data-bbox="890 1184 1508 1285">Equalities Impact None</td> </tr> </table>					Power Used Local Government Act 1972, ss 111 & 151	Risks Assessed Not managing the parish council's finances appropriately.	Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing	Financial Implications Projected reserves of £50,000 to be spent on agreed item	Equalities Impact None
Power Used Local Government Act 1972, ss 111 & 151	Risks Assessed Not managing the parish council's finances appropriately.									
Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing									
Financial Implications Projected reserves of £50,000 to be spent on agreed item	Equalities Impact None									
26/120	RECEIPTS & PAYMENTS SCHEDULE									
On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved to approve the payment of the invoices on the schedule below for the period since the last meeting:										
RECEIPTS										
Receipt from	Services	Amount £	Method							
2025/2026										
Lloyds Bank	Instant Access a/c Interest	19.35	BC							
Lloyds Bank	Community Association Interest	1.41	BC							
Lloyds Bank	Fixed Term account Interest	359.01	BC							
PAYMENTS										
Payment to	Services	Month or Reference	Amount £	Payment No.						
2025/2026										
RJ Martin	Salary	Mar 2026	864.47	2526-30						
HMRC	Tax Deduction	Mar 2026	209.60	2526-30						
HMRC	NI	Mar 2026	94.66	2526-30						

DCC Pensions	Retainer Payment	Mar 2026	7.77	DD
Countrywide GM	Grass Cutting	Feb 2026	129.71	2526-29
Dan Harrison	Library Box		400.00	2526-28
Simon A Martin	Payroll	Feb 2026	8.00	DD
Lloyds Bank	Service Charge	Feb 2026	4.25	DD
Adobe	Adobe Professional	Feb 2026	19.97	Card
Playsafety t/a ROSPA	Annual Inspection	10 March 2026	118.80	2526-29
	<p>Power Used Local Government Act 1972, s 111</p> <p>Resulting Tasks & Owner Clerk to make payments</p> <p>Financial Implications Management of £18,000 annual precept spending</p>	<p>Risks Assessed Making payments without authority Potential legal action for payments not made</p> <p>Deadline for Action When due</p> <p>Equalities Impact None</p>		
26/121	<p>COUNCILLOR REPORTS No further reports were made.</p>			
26/122	<p>DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.30pm</p> <p>The 2026 Annual Electors' Meeting will take place on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.00pm</p>			
26/123	<p>PARISH COUNCIL MEETING CLOSURE The meeting closed at 8.55pm.</p>			

Signed:.....

Date:.....

**CLYST HONITON PARISH COUNCIL
ASSET REGISTER 31 March 2026**

Item	Date Acquired	Purchase Price	Location	2025/26 Insurance Cover
LAND		£		£
Former Clyst Honiton School playing field	21.03.2014	£1	Clyst Honiton Village	£0
STREET FURNITURE				
Bus Shelters (2)	04.04.2014	£12,484.00	Clyst Honiton Village	£12,858.00
Wooden bench		£57.00	End St Michael's hill	£600.00
Wooden notice board		£288.00	End St Michael's hill	£3,000.00
Notice board on pumping station wall	Sep-17	£2,000.00	Sewerage pumping station	£3,000.00
Benches (2) by path leading to bridge behind pumping station	Sep-17	£500.00	Sewerage pumping station	£1,200.00
Picnic Benches	Jan-22	£991.00	Playing field	£600.00
Wooden planters	May-21	£708.00	Around Village	£0.00
Boat Planters (x2)				£500.00
Memorial Benches	Sep-21	£801.60	Playing field	£900.00
Memorial Sign	Dec-21	£258.00	Playing field	£300.00
Memorial Garden	Oct-20	£1,149.00	Playing field	£1,200.00
Library Box	Feb-26	£400.00	Playing field	£400.00
OFFICE EQUIPMENT				
Lenovo laptop	May-23	£400.00	Clerks home	£400.00
Office Contents			Clerks home	£2,500.00
Paper shredder		£26.00	Clerks home	£0.00
PLAYGROUND EQUIPMENT				
Climbing Wall	Mar-20	£10,000.00	Play Area	£10,000.00
Swings & Rockers	Apr-20	£13,625.00	Playing field	£13,625.00
Zip wire	Sep-16	£0.00	Playing field	£12,719.00
Roundabout	May-26			
MUGA football goals	2015	£3,410.00	Playing field	£3,410.00
NEIGHBOURHOOD PLAN EQUIPMENT				
Professional standard gazebo	2015	£800.00	Parish Shed	£800.00
Laminator	2015	£40.00	Cllr Edbrooke's home	£0.00
Flip chart/paper	2015	£50.00	Cllr Edbrooke's home	£0.00
Commercial hot water urn	2015	£90.00	Parish Shed	£0.00
WORKING PARTY EQUIPMENT				
STIHL FS38 Petrol Brush cutter	2015?	£130.00	Parish Shed	£133.00
STIHL HS565C-E Petrol hedge trimmer	2015?	£330.00	Parish Shed	£339.00
STIHL PS90 Petrol Strimmer	2014?	£396.00	Parish Shed	£407.00
Bow Saw	Pre 2016	£8.00	Parish Shed	£0.00
Secateurs	Pre 2016	£6.00	Parish Shed	£0.00
Hedge Shears	Pre 2016	£17.00	Parish Shed	£0.00
PPE (safety visor/ear defenders)	Pre 2016	£30.00	Parish Shed	£0.00
High-Viz waistcoats (6)	Pre 2016	£100.00	Parish Shed	£0.00
Traffic cones (6)	Pre 2016	£60.00	Parish Shed	£0.00
Lawn Mower	2018	£499.17	Parish Shed	£599.00
Chiller Cabinet	May-20	£350.00	Exeter Inn	£350.00
Parish Shed	May-18	£2,530.32	Clyst Honiton Village	£2,600.00
		£52,534.09		£72,440.00

Add in
Add in
Add in
Add in

Take out
Add in

Agreed and signed:

Agreed and signed:

Date: 14 May 2025

Minute ref:

Clyst Honiton Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-08
Account Number 22152368

COMMUNITY ACCOUNT

01 March 2026 to 31 March 2026

Money In	£30,419.00	Balance on 01 March 2026	£7,843.32
Money Out	£33,060.80	Balance on 31 March 2026	£5,201.52

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Mar 26	Adobe CD 1725 28FEB26	DEB		19.97	7,823.35
02 Mar 26	DCC PENSION FUND	SO		7.77	7,815.58
04 Mar 26	AVAST *AVAP167608 CD 1725	DEB		64.99	7,750.59
05 Mar 26	COUNTRYWIDE GROUND 100000001717701853	FPO		129.71	7,620.88
05 Mar 26	AVAST *AVAP167614 CD 1725	DEB		54.99	7,565.89
05 Mar 26	RGB 1043 Exeter CD 1725	DEB		1,150.20	6,415.69
10 Mar 26	GOCARDLESS SIMONAMARTIN-CSCWS	DD		8.00	6,407.69
10 Mar 26	AVAST *AVAP167614 CD 1725	DEB	27.50		6,435.19
10 Mar 26	AVAST *AVAP167608 CD 1725	DEB	32.49		6,467.68
11 Mar 26	TRANSFER WMTT S22326932- 239	DEP	30,359.01		36,826.69
11 Mar 26	TRANSFER - EX T/O WMTT S23070342-288	PAY		30,000.00	6,826.69
17 Mar 26	SERVICE CHARGES REF : 479186366	PAY		4.25	6,822.44
17 Mar 26	TRAVIS PERKINS CD 1725	DEB		190.93	6,631.51
18 Mar 26	ROSPA 400000001738572626 INV 95771 602231 10	FPO		118.80	6,512.71
19 Mar 26	The Black Horse In CD 1725	DEB		18.00	6,494.71
20 Mar 26	RJ MARTIN	BP		864.47	5,630.24

(Continued on next page)

COMMUNITY ACCOUNT

Sort Code 30-99-08
Account Number 22152368

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
20 Mar 26	HMRC - ACCOUNTS OF	BP		304.26	5,325.98
26 Mar 26	DALC 400000001742908214 INV 7491 308467 10 26MAR26	FPO		48.00	5,277.98
27 Mar 26	AMAZON* H65PP4PN5 CD 1725	DEB		18.02	5,259.96
30 Mar 26	AMAZON* 1D5VZ7XR5 CD 1725 28MAR26	DEB		24.48	5,235.48
30 Mar 26	AMAZON* 120CK6R95 CD 1725 28MAR26	DEB		13.99	5,221.49
31 Mar 26	Adobe CD 1725	DEB		19.97	5,201.52

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Commercial Instant Access Account Statement

Printed: 02 April 2026

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

Account number 25526360

BIC: LOYDGB21244

IBAN: GB71 LOYD 3099 0825 5263 60

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Mar 26	INTEREST (GROSS)		7.72		20138.13
09 Feb 26	INTEREST (GROSS)		9.10		20130.41
09 Jan 26	INTEREST (GROSS)		10.25		20121.31
09 Dec 25	INTEREST (GROSS)		9.58		20111.06
10 Nov 25	INTEREST (GROSS)		10.57		20101.48
09 Oct 25	INTEREST (GROSS)		9.90		20090.91
09 Sep 25	INTEREST (GROSS)		11.11		20081.01
11 Aug 25	INTEREST (GROSS)		12.69		20069.90
09 Jul 25	INTEREST (GROSS)		11.53		20057.21
09 Jun 25	INTEREST (GROSS)		13.34		20045.68
09 May 25	INTEREST (GROSS)		13.71		20032.34
09 Apr 25	INTEREST (GROSS)		16.44		20018.63
10 Mar 25	INTEREST (GROSS)		2.19		20002.19
07 Mar 25	CLYST HONITON PARI 309908 22152368	TFR	20000.00		20000.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Community Association Funds Statement

Printed: 02 April 2026

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

Account number 25867568

BIC: LOYDGB21244

IBAN: GB30LOYD30990825867568

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Mar 26	INTEREST (GROSS)		1.41		8587.41
26 Feb 26	A/C 30990822152368	TFR	8586.00		8586.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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Mr R. Martin

Last logged on 01 April 26 at 04:07 PM

[Log off](#)

FIXED TERM DEPOSIT 23070342LS

£ 30,000.00 Balance

2.04 % Gross p.a. (fixed)

Nominated Account	30-99-08	22152368
11/09/2026	Maturity date	
Gross basic tax rate status		

Deposit details

ACCOUNT OPENED ON	ACCOUNT MATURES ON	DAYS TO MATURITY
11/03/2026	11/09/2026	162 days

Auto Pay 11/03/2026	Current maturity instruction Date instruction received
£308.52	Estimated gross interest for term of deposit

CLYST HONITON PARISH COUNCIL
OUTTURN v BUDGET 2025-2026

2024/2025 Actual		2025/2026 Revised Budget	2025/2026 Outturn	2025/2026 Variation
£		£	£	£
RECEIPTS				
16,500	Precept	18,000	18,000	-
1,150	SLCC Refund	181	181	-
171	Interest	600	628	28
-	CH Community Association Transfer	-	8,586	8,586
506	Event Income	-	-	-
-	CIL Income	-	-	-
18,327	TOTAL Receipts	18,781	27,395	8,614
PAYMENTS				
Administration				
12,220	Clerk's Salary	12,600	12,578	(22)
312	Home as Office	312	312	-
391	National Insurance	1,140	1,136	(4)
93	Pension	95	93	(2)
4	Bank Charges	50	51	1
304	Clerking Expenses	250	147	(103)
128	Payroll & Stationery	200	127	(73)
	Training	-	40	40
199	Room Hire/Zoom	150	145	(5)
-	Clyst Chatter	15	15	-
349	Subscriptions	426	426	-
405	Audit	146	146	0
878	IT Software	620	729	109
-	Website Renewal	267	267	-
609	Insurance	605	605	0
-	Donations	45	45	-
Maintenance				
1,236	Grass Cutting	1,290	1,399	109
71	Operational	620	159	(461)
293	Lawn Mower	300	365	65
1,390	Zipwire	-	-	-
Other Expenditure				
194	Asset Inspection	100	99	(1)
92	Play Equipment	74	1,032	958
74	Memorial Garden	73	73	(0)
-	Library Box	400	400	-
19,241	TOTAL Payments	19,778	20,390	612
914	Net Payments/(Receipts)	997	(7,005)	(8,002)
1,172	VAT Receipts	745	745	-
1,040	VAT Payments	500	955	455
RESERVES				
17,245	General Reserve	16,462	15,085	(1,377)
Earmarked Reserves				
13,235	Parish Field & Play Equipment	13,235	13,235	-
23,664	Neighbourhood Plan/NDO	24,447	24,447	-
2,000	Election Costs	2,000	2,000	-
613	Clyst Chatter Fund	613	598	(15)
506	Events Reserve	506	106	(400)
-	Community Association	-	8,587	8,587
-	CIL Reserve	-	-	-
57,264	TOTAL IN RESERVES	57,264	64,059	6,795

Clyst Honiton Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	57,210.99	
Cash in Hand	52.64	
Precept	18,000.00	
Grants General	181.00	
Grants NP/NDO		
Clyst Chatter		
Interest	627.70	
Community Facility Grants		
Clerk's Salary		12,577.84
Home as Office		312.00
National Insurance		1,136.06
Pension		93.24
Clerking Expenses		147.49
Councillor Expenses		
Stationery & Postage		47.08
Payroll Service		80.04
Venue Hire		144.75
Zoom or Teams		
Training		40.00
Clyst Chatter		15.00
Subscription -DALC		126.00
Subscription --SLCC		300.00
Audit - Internal		146.25
Audit - External		
Computer Hardware		
Computer Software		679.07
Computer Security		49.99
Website Hosting		
Insurance Premium		605.06
Elections		
Playing Field Grass		1,398.83
Asset Maintenance		159.11
Play Equipment Inspection		99.00
Play Equipment Maintenance		1,032.31
Play Equipment Installation		
Zipwire Repairs and Replacement		
Lawn Mower & Strimmer - Maintenance		283.37
Lawn Mower & Strimmer - Fuel		81.71
NP/NDO General Expenses		
NP/NDO Consultancy		
Grants - Community		

**Clyst Honiton Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Grants Churchyard Maintenance		
Community Events		
VAT Refund 9		
Flower Bed Maintenance		72.57
Donations		45.00
Maintenance Equipment		
Bank Charges		51.00
Website & Email Renewal		267.00
CHCA Transfer	8,585.90	
Library Box		400.00
VAT	745.42	954.79
	28,140.02	21,344.56
Closing Balances:		
Balances in Bank Account		63,927.06
Cash in Hand		132.03
TOTAL	85,403.65	85,403.65

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed _____
Responsible Financial Officer

Date _____

Clyst Honiton Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Parish Field and Play Area	13,235.28				13,235.28
Section 106					0.00
Community Infrastructure Levy					0.00
Neighbourhood Plan and Devel	23,664.07				23,664.07
Elections	2,000.00				2,000.00
Clyst Chatter Fund	613.00		15.00		598.00
Events Reserve	506.00		400.00		106.00
Total Earmarked	40,018.35		415.00		39,603.35
TOTAL RESERVE	40,018.35		415.00		39,603.35
GENERAL FUND					24,455.74
TOTAL FUNDS					64,059.09

Clyst Honiton Parish Council

There was a meeting of Clyst Honiton Parish Council on Wednesday 18th March 2026 at 7.00pm held in the Black Horse Inn Meeting Room

Members Present: Parish Councillors Sean Wheeldon (Chairman); Mike Muir; Grant Harrison; Chris Jenkins.

Also Present: No District or County Councillors

In attendance: Rob Martin, Clerk

No members of the general public.

MINUTES

Minute No.	Minute Item
PUBLIC SESSION No members of the public attended	
26/104	APOLOGIES Apologies had been received from Cllr. Collier.
26/105	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) There were no declarations of interest declared.
26/106	MINUTES On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to approve, as a correct record, the minutes of the Parish Council meeting held on 18 th February 2026.
26/107	CLERK'S REPORT & CORRESPONDENCE The clerk reported on: - <ul style="list-style-type: none"> • The Internal Audit Contract was due for renewal from 1st April 2026 and, following a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to renew it for a further three years at the quoted £80 per hour. • The Fixed Term Deposit of £30,000 had matured during March resulting in interest of £359.01. The same amount had been deposited for a further six-month period at 2.04% interest. • The Play Bark had been ordered, delivered and installed. • The ROSPA Report had been received, and this had a few minor matters to attend to, including the lack of play bark, now resolved. Cllrs. Muir and Jenkins would attend to the outstanding matters.

	<ul style="list-style-type: none"> • A draft Play Area Routine Inspection Schedule had been produced and Cllrs. Muir and Wheeldon would edit this to a manageable document before it's use was implemented. • Six Slatted Fencing Panels had been ordered to replace those behind the bus stop which had now disintegrated. These would be delivered to Cllr. Muir on Saturday 21st March. • The Public Rights of Way Parish Review would now be delayed for a few weeks due to a change of staff at DCC. The new contact for this way Andy Hughes. • The next Exeter Airport Consultative Committee meeting was due to take place on 23rd March 2026. Cllr. Collier would normally attend this and Cllr. Wheeldon would check to verify this would happen. 	
	Power Used	Risks Assessed
	Resulting Tasks & Owner	Deadline for Action
	Financial Implications	Equalities Impact
26/108	PLANNING ITEMS	
Reference	Location	Proposal
None		
	Power Used	Risks Assessed
	None	None
	Resulting Tasks & Owner	Deadline for Action
	None	None
	Financial Implications	Equalities Impact
	None	None
26/109	GRASS CUTTING CONTRACT	
	On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to accept the quotation from Countrywide Landscaping for grass cutting as an extension to the current contract. The new price for this would be £1,344.48 annually, or £112.04 per month starting at 1 st April 2026, and increase of 3.65%.	
	Power Used	Risks Assessed
	Open Spaces Act 1906	Failure to maintain council assets
	Resulting Tasks & Owner	Deadline for Action
	Clerk: Notify contractor of decision	1 April 2026
	Financial Implications	Equalities Impact
	£1,344.48 covered by budget £1,200, further £144 to be met from General Reserve	To ensure access and enjoyment to all
26/110	CAR PARKING AT SHIP LANE ENTRANCE	
	This matter had been the subject of extensive correspondence between residents and the County Councillors for the area on the basis that there was little enforcement of breaches of the parking restrictions at this point. Clyst Honiton Parish Council supports residents in their attempts to notify Highways of these breaches but also believes that the yellow lines were no longer	

	completely visible. Representation would be made by the parish council to highways to get the double-yellow lines repainted so that this is not used as an excuse by the culprits to avoid enforcement action.	
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Danger entering or exiting Ship Lane
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact Potential for hindrance of emergency vehicles accessing Ship Lane properties.
26/111	RESIDENTS' CAR PARKING SCHEME A form of words had been circulated for the Residents' Car Parking Scheme application. On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved that this form of words would be used, with the addition of the word 'of respondents' in the final sentence.	
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Lack of parking for local residents
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact People need access to their properties so that no-one is disadvantaged because of outside parking
26/112	COMMUNITY FACILITY ON PLAYING FIELD A pre-application request had been submitted to East Devon Planning detailing the idea and expected location the receipt of which had been acknowledged. The next stage would be for a planner to be allocated the task of discussing the matter with the Parish Council.	
	Power Used Local Government Act 1972, s133	Risks Assessed Not being able to obtain planning permission
	Resulting Tasks & Owner Clerk: Liaise with planners	Deadline for Action 31 March 2026
	Financial Implications No implications at this stage. Funding for potential building to be sought once agreement reached.	Equalities Impact A meeting place in the village considered essential to provide for all.
26/113	PLAY EQUIPMENT Cllrs. Jenkins & Muir had met with representatives from play equipment companies to discuss the installation of a roundabout, identified as the preferred additional item by the majority of respondents to the parish council consultation. To date, just one quotation had been received from Rhino Play and the others were awaited and once received would form the basis of a report at a future meeting.	

	<p>Power Used Local Government (Miscellaneous Provisions) Act 1976, s.19</p>	<p>Risks Assessed Potential for land to be too sloping, advice from potential installers being taken</p>
	<p>Resulting Tasks & Owner Cllrs. Jenkins and Muir to liaise with installers and to gather quotations. Clerk to write report for April meeting</p>	<p>Deadline for Action 30 April 2026</p>
	<p>Financial Implications £14,235 in reserve for provision of play equipment.</p>	<p>Equalities Impact The roundabout is to provide an item for children of all ages Potential for providing a roundabout for wheelchair participants considered but not implemented due to access difficulties to whole playing field</p>
26/114	<p>ANNUAL PARISH MEETING It was agreed that the 2026 Annual Parish Meeting would be held on 22nd April 2026 at 7.00pm prior to the parish council meeting on that date.</p>	
	<p>Power Used Local Government Act 1972, Sch 12</p>	<p>Risks Assessed Calling the meeting required under statute</p>
	<p>Resulting Tasks & Owner Clerk: Notice and Agenda to be prepared and advertised</p>	<p>Deadline for Action 1 April 2026</p>
	<p>Financial Implications None</p>	<p>Equalities Impact None</p>
26/115	<p>ROAD TRAFFIC ACCIDENT A response had been received from the Community Highways Engineer saying that DCC had no record of the accident and that he would contact the police if the parish council could provide the date and time of the accident and its location as 'What three words'. This would be followed up with contact being made with both highways and the police directly. Cllr. Wheeldon would provide the location and Cllr. Muir would work with the clerk on identifying the date of the incident.</p>	
	<p>Power Used Highways Act 1980</p>	<p>Risks Assessed Lack of information on accident Having to bear the cost of repairs</p>
	<p>Resulting Tasks & Owner Cllrs Wheeldon and Muir to provide information Clerk to secure response from insurance company</p>	<p>Deadline for Action 1 April 2026</p>
	<p>Financial Implications Cost of replacing the planter - £450</p>	<p>Equalities Impact None</p>
26/116	<p>VILLAGE MAINTENANCE Cllr. Muir reported as follows: -</p>	

	<ul style="list-style-type: none"> • He had carried out the weekly inspections of play equipment. • He had cut the grass around the bus stop at front of the Duke of York park. • He had cleared the weeds from the path and road from the A30 to both St Michaels Hill and Cllr. Wheeldon's house. • He and Cllr. Jenkins had cleared the path from the corner of the village to the wishing well. • The bark for the play area had arrived and he and Cllr. Jenkins had laid the 10 bags between them. • The two boats had been weeded and were now ready for compost and planting. • He had cleared the overgrowth from the parish field path which took him 6 hours. 	
	Power Used Open Spaces Act 1906	Risks Assessed Village Maintenance becoming uncontrolled Play equipment unsafe No floral display for the year
	Resulting Tasks & Owner Cllrs. Muir, Jenkins and Wheeldon to ensure maintenance is undertaken	Deadline for Action 22 April 2026
	Financial Implications Cost of compost and other materials to ensure planting can take place	Equalities Impact None
26/117	PARISH COUNCIL AIMS & OBJECTIVES A draft set of parish council aims and objectives had been circulated and on a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved to adopt an edited version of these as a policy. It would be necessary to monitor progress against the objectives and to review the policy on an ongoing basis.	
	Power Used Local Government Act 1972 s111	Risks Assessed Lack of clarity and direction of parish council actions
	Resulting Tasks & Owner Cllr. Wheeldon to edit the paper presented and Clerk to manage the detail and publish the final document	Deadline for Action 22 April 2026
	Financial Implications None	Equalities Impact None
26/118	2025/2026 BANK RECONCILIATION AND BUDGET MONITORING REPORT On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was Resolved to adopt the bank reconciliation report of 28 th February 2026 and to note the budget monitor analysis at that date.	
	Power Used Local Government Act 1972, ss111 & 151	Risks Assessed Not managing the parish council's finances appropriately.
	Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing
	Financial Implications Annual precept of £18,000 being spent in accordance with decisions made	Equalities Impact None

26/119	RESERVES POLICY									
A draft analysis of the current reserves had been circulated including the setting up of a new Community Association reserve. On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was Resolved to adopt the analysis below as a policy for the parish council earmarked reserves.										
Reserve		Balance 31 March 2026 £	Purpose of Reserve							
Parish Field & Play Area		14,235.28	To provide new play equipment							
NP/NDO		24,447.07	To provide for future work on potential NDO work to provide a community facility (incl. CIL)							
Elections		2,000.00	To finance any future elections or by-elections for parish councillors							
Clyst Chatter		598.00	Balance of Chatter funds to be spent on future editions							
Events		106.00	To put towards community projects							
Community Association		8,597.41	Association funds that were raised for community facility provision (incl. Interest)							
TOTAL Earmarked funds		49,983.76								
<table border="1"> <tr> <td data-bbox="256 994 882 1095">Power Used Local Government Act 1972, ss 111 & 151</td> <td data-bbox="890 994 1508 1095">Risks Assessed Not managing the parish council's finances appropriately.</td> </tr> <tr> <td data-bbox="256 1106 882 1173">Resulting Tasks & Owner All councillors to ask questions</td> <td data-bbox="890 1106 1508 1173">Deadline for Action Ongoing</td> </tr> <tr> <td data-bbox="256 1184 882 1279">Financial Implications Projected reserves of £50,000 to be spent on agreed item</td> <td data-bbox="890 1184 1508 1279">Equalities Impact None</td> </tr> </table>					Power Used Local Government Act 1972, ss 111 & 151	Risks Assessed Not managing the parish council's finances appropriately.	Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing	Financial Implications Projected reserves of £50,000 to be spent on agreed item	Equalities Impact None
Power Used Local Government Act 1972, ss 111 & 151	Risks Assessed Not managing the parish council's finances appropriately.									
Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing									
Financial Implications Projected reserves of £50,000 to be spent on agreed item	Equalities Impact None									
26/120	RECEIPTS & PAYMENTS SCHEDULE									
On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved to approve the payment of the invoices on the schedule below for the period since the last meeting:										
RECEIPTS										
Receipt from	Services	Amount £	Method							
2025/2026										
Lloyds Bank	Instant Access a/c Interest	19.35	BC							
Lloyds Bank	Community Association Interest	1.41	BC							
Lloyds Bank	Fixed Term account Interest	359.01	BC							
PAYMENTS										
Payment to	Services	Month or Reference	Amount £	Payment No.						
2025/2026										
RJ Martin	Salary	Mar 2026	864.47	2526-30						
HMRC	Tax Deduction	Mar 2026	209.60	2526-30						
HMRC	NI	Mar 2026	94.66	2526-30						

DCC Pensions	Retainer Payment	Mar 2026	7.77	DD
Countrywide GM	Grass Cutting	Feb 2026	129.71	2526-29
Dan Harrison	Library Box		400.00	2526-28
Simon A Martin	Payroll	Feb 2026	8.00	DD
Lloyds Bank	Service Charge	Feb 2026	4.25	DD
Adobe	Adobe Professional	Feb 2026	19.97	Card
Playsafety t/a ROSPA	Annual Inspection	10 March 2026	118.80	2526-29
	Power Used Local Government Act 1972, s 111	Risks Assessed Making payments without authority Potential legal action for payments not made		
	Resulting Tasks & Owner Clerk to make payments	Deadline for Action When due		
	Financial Implications Management of £18,000 annual precept spending	Equalities Impact None		
26/121	COUNCILLOR REPORTS No further reports were made.			
26/122	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.30pm The 2026 Annual Electors' Meeting will take place on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.00pm			
26/123	PARISH COUNCIL MEETING CLOSURE The meeting closed at 8.55pm.			

Signed:.....

Date:.....

**CLYST HONITON PARISH COUNCIL
ASSET REGISTER 31 March 2026**

Item	Date Acquired	Purchase Price	Location	2025/26 Insurance Cover
LAND		£		£
Former Clyst Honiton School playing field	21.03.2014	£1	Clyst Honiton Village	£0
STREET FURNITURE				
Bus Shelters (2)	04.04.2014	£12,484.00	Clyst Honiton Village	£12,858.00
Wooden bench		£57.00	End St Michael's hill	£600.00
Wooden notice board		£288.00	End St Michael's hill	£3,000.00
Notice board on pumping station wall	Sep-17	£2,000.00	Sewerage pumping station	£3,000.00
Benches (2) by path leading to bridge behind pumping station	Sep-17	£500.00	Sewerage pumping station	£1,200.00
Picnic Benches	Jan-22	£991.00	Playing field	£600.00
Wooden planters	May-21	£708.00	Around Village	£0.00
Boat Planters (x2)				£500.00
Memorial Benches	Sep-21	£801.60	Playing field	£900.00
Memorial Sign	Dec-21	£258.00	Playing field	£300.00
Memorial Garden	Oct-20	£1,149.00	Playing field	£1,200.00
Library Box	Feb-26	£400.00	Playing field	£400.00
OFFICE EQUIPMENT				
Lenovo laptop	May-23	£400.00	Clerks home	£400.00
Office Contents			Clerks home	£2,500.00
Paper shredder		£26.00	Clerks home	£0.00
PLAYGROUND EQUIPMENT				
Climbing Wall	Mar-20	£10,000.00	Play Area	£10,000.00
Swings & Rockers	Apr-20	£13,625.00	Playing field	£13,625.00
Zip wire	Sep-16	£0.00	Playing field	£12,719.00
Roundabout	May-26			
MUGA football goals	2015	£3,410.00	Playing field	£3,410.00
NEIGHBOURHOOD PLAN EQUIPMENT				
Professional standard gazebo	2015	£800.00	Parish Shed	£800.00
Laminator	2015	£40.00	Cllr Edbrooke's home	£0.00
Flip chart/paper	2015	£50.00	Cllr Edbrooke's home	£0.00
Commercial hot water urn	2015	£90.00	Parish Shed	£0.00
WORKING PARTY EQUIPMENT				
STIHL FS38 Petrol Brush cutter	2015?	£130.00	Parish Shed	£133.00
STIHL HS565C-E Petrol hedge trimmer	2015?	£330.00	Parish Shed	£339.00
STIHL PS90 Petrol Strimmer	2014?	£396.00	Parish Shed	£407.00
Bow Saw	Pre 2016	£8.00	Parish Shed	£0.00
Secateurs	Pre 2016	£6.00	Parish Shed	£0.00
Hedge Shears	Pre 2016	£17.00	Parish Shed	£0.00
PPE (safety visor/ear defenders)	Pre 2016	£30.00	Parish Shed	£0.00
High-Viz waistcoats (6)	Pre 2016	£100.00	Parish Shed	£0.00
Traffic cones (6)	Pre 2016	£60.00	Parish Shed	£0.00
Lawn Mower	2018	£499.17	Parish Shed	£599.00
Chiller Cabinet	May-20	£350.00	Exeter Inn	£350.00
Parish Shed	May-18	£2,530.32	Clyst Honiton Village	£2,600.00
		£52,534.09		£72,440.00

Add in
Add in
Add in
Add in

Take out
Add in

Agreed and signed:

Agreed and signed:

Date: 14 May 2025

Minute ref:

Clyst Honiton Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-08
Account Number 22152368

COMMUNITY ACCOUNT

01 March 2026 to 31 March 2026

Money In	£30,419.00	Balance on 01 March 2026	£7,843.32
Money Out	£33,060.80	Balance on 31 March 2026	£5,201.52

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Mar 26	Adobe CD 1725 28FEB26	DEB		19.97	7,823.35
02 Mar 26	DCC PENSION FUND	SO		7.77	7,815.58
04 Mar 26	AVAST *AVAP167608 CD 1725	DEB		64.99	7,750.59
05 Mar 26	COUNTRYWIDE GROUND 100000001717701853	FPO		129.71	7,620.88
05 Mar 26	AVAST *AVAP167614 CD 1725	DEB		54.99	7,565.89
05 Mar 26	RGB 1043 Exeter CD 1725	DEB		1,150.20	6,415.69
10 Mar 26	GOCARDLESS SIMONAMARTIN-CSCWS	DD		8.00	6,407.69
10 Mar 26	AVAST *AVAP167614 CD 1725	DEB	27.50		6,435.19
10 Mar 26	AVAST *AVAP167608 CD 1725	DEB	32.49		6,467.68
11 Mar 26	TRANSFER WMTT S22326932- 239	DEP	30,359.01		36,826.69
11 Mar 26	TRANSFER - EX T/O WMTT S23070342-288	PAY		30,000.00	6,826.69
17 Mar 26	SERVICE CHARGES REF : 479186366	PAY		4.25	6,822.44
17 Mar 26	TRAVIS PERKINS CD 1725	DEB		190.93	6,631.51
18 Mar 26	ROSPA 400000001738572626 INV 95771 602231 10	FPO		118.80	6,512.71
19 Mar 26	The Black Horse In CD 1725	DEB		18.00	6,494.71
20 Mar 26	RJ MARTIN	BP		864.47	5,630.24

(Continued on next page)

COMMUNITY ACCOUNT

Sort Code 30-99-08
Account Number 22152368

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
20 Mar 26	HMRC - ACCOUNTS OF	BP		304.26	5,325.98
26 Mar 26	DALC 400000001742908214 INV 7491 308467 10 26MAR26	FPO		48.00	5,277.98
27 Mar 26	AMAZON* H65PP4PN5 CD 1725	DEB		18.02	5,259.96
30 Mar 26	AMAZON* 1D5VZ7XR5 CD 1725 28MAR26	DEB		24.48	5,235.48
30 Mar 26	AMAZON* 120CK6R95 CD 1725 28MAR26	DEB		13.99	5,221.49
31 Mar 26	Adobe CD 1725	DEB		19.97	5,201.52

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Commercial Instant Access Account Statement

Printed: 02 April 2026

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

Account number 25526360

BIC: LOYDGB21244

IBAN: GB71 LOYD 3099 0825 5263 60

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Mar 26	INTEREST (GROSS)		7.72		20138.13
09 Feb 26	INTEREST (GROSS)		9.10		20130.41
09 Jan 26	INTEREST (GROSS)		10.25		20121.31
09 Dec 25	INTEREST (GROSS)		9.58		20111.06
10 Nov 25	INTEREST (GROSS)		10.57		20101.48
09 Oct 25	INTEREST (GROSS)		9.90		20090.91
09 Sep 25	INTEREST (GROSS)		11.11		20081.01
11 Aug 25	INTEREST (GROSS)		12.69		20069.90
09 Jul 25	INTEREST (GROSS)		11.53		20057.21
09 Jun 25	INTEREST (GROSS)		13.34		20045.68
09 May 25	INTEREST (GROSS)		13.71		20032.34
09 Apr 25	INTEREST (GROSS)		16.44		20018.63
10 Mar 25	INTEREST (GROSS)		2.19		20002.19
07 Mar 25	CLYST HONITON PARI 309908 22152368	TFR	20000.00		20000.00

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Community Association Funds Statement

Printed: 02 April 2026

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

Account number 25867568

BIC: LOYDGB21244

IBAN: GB30LOYD30990825867568

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Mar 26	INTEREST (GROSS)		1.41		8587.41
26 Feb 26	A/C 30990822152368	TFR	8586.00		8586.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Mr R. Martin

Last logged on 01 April 26 at 04:07 PM

[Log off](#)

FIXED TERM DEPOSIT 23070342LS

£ 30,000.00 Balance

2.04 % Gross p.a. (fixed)

Nominated Account	30-99-08	22152368
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11/09/2026 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED ON	ACCOUNT MATURES ON	DAYS TO MATURITY
11/03/2026	11/09/2026	162 days

Auto Pay 11/03/2026	Current maturity instruction Date instruction received
£308.52	Estimated gross interest for term of deposit

CLYST HONITON PARISH COUNCIL
OUTTURN v BUDGET 2025-2026

2024/2025 Actual		2025/2026 Revised Budget	2025/2026 Outturn	2025/2026 Variation
£		£	£	£
RECEIPTS				
16,500	Precept	18,000	18,000	-
1,150	SLCC Refund	181	181	-
171	Interest	600	628	28
-	CH Community Association Transfer	-	8,586	8,586
506	Event Income	-	-	-
-	CIL Income	-	-	-
18,327	TOTAL Receipts	18,781	27,395	8,614
PAYMENTS				
Administration				
12,220	Clerk's Salary	12,600	12,578	(22)
312	Home as Office	312	312	-
391	National Insurance	1,140	1,136	(4)
93	Pension	95	93	(2)
4	Bank Charges	50	51	1
304	Clerking Expenses	250	147	(103)
128	Payroll & Stationery	200	127	(73)
	Training	-	40	40
199	Room Hire/Zoom	150	145	(5)
-	Clyst Chatter	15	15	-
349	Subscriptions	426	426	-
405	Audit	146	146	0
878	IT Software	620	729	109
-	Website Renewal	267	267	-
609	Insurance	605	605	0
-	Donations	45	45	-
Maintenance				
1,236	Grass Cutting	1,290	1,399	109
71	Operational	620	159	(461)
293	Lawn Mower	300	365	65
1,390	Zipwire	-	-	-
Other Expenditure				
194	Asset Inspection	100	99	(1)
92	Play Equipment	74	1,032	958
74	Memorial Garden	73	73	(0)
-	Library Box	400	400	-
19,241	TOTAL Payments	19,778	20,390	612
914	Net Payments/(Receipts)	997	(7,005)	(8,002)
1,172	VAT Receipts	745	745	-
1,040	VAT Payments	500	955	455
RESERVES				
17,245	General Reserve	16,462	15,085	(1,377)
Earmarked Reserves				
13,235	Parish Field & Play Equipment	13,235	13,235	-
23,664	Neighbourhood Plan/NDO	24,447	24,447	-
2,000	Election Costs	2,000	2,000	-
613	Clyst Chatter Fund	613	598	(15)
506	Events Reserve	506	106	(400)
-	Community Association	-	8,587	8,587
-	CIL Reserve	-	-	-
57,264	TOTAL IN RESERVES	57,264	64,059	6,795

Clyst Honiton Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	57,210.99	
Cash in Hand	52.64	
Precept	18,000.00	
Grants General	181.00	
Grants NP/NDO		
Clyst Chatter		
Interest	627.70	
Community Facility Grants		
Clerk's Salary		12,577.84
Home as Office		312.00
National Insurance		1,136.06
Pension		93.24
Clerking Expenses		147.49
Councillor Expenses		
Stationery & Postage		47.08
Payroll Service		80.04
Venue Hire		144.75
Zoom or Teams		
Training		40.00
Clyst Chatter		15.00
Subscription -DALC		126.00
Subscription --SLCC		300.00
Audit - Internal		146.25
Audit - External		
Computer Hardware		
Computer Software		679.07
Computer Security		49.99
Website Hosting		
Insurance Premium		605.06
Elections		
Playing Field Grass		1,398.83
Asset Maintenance		159.11
Play Equipment Inspection		99.00
Play Equipment Maintenance		1,032.31
Play Equipment Installation		
Zipwire Repairs and Replacement		
Lawn Mower & Strimmer - Maintenance		283.37
Lawn Mower & Strimmer - Fuel		81.71
NP/NDO General Expenses		
NP/NDO Consultancy		
Grants - Community		

**Clyst Honiton Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Grants Churchyard Maintenance		
Community Events		
VAT Refund 9		
Flower Bed Maintenance		72.57
Donations		45.00
Maintenance Equipment		
Bank Charges		51.00
Website & Email Renewal		267.00
CHCA Transfer	8,585.90	
Library Box		400.00
VAT	745.42	954.79
	28,140.02	21,344.56
Closing Balances:		
Balances in Bank Account		63,927.06
Cash in Hand		132.03
TOTAL	85,403.65	85,403.65

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed _____
Responsible Financial Officer

Date _____

Clyst Honiton Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Parish Field and Play Area	13,235.28				13,235.28
Section 106					0.00
Community Infrastructure Levy					0.00
Neighbourhood Plan and Devel	23,664.07				23,664.07
Elections	2,000.00				2,000.00
Clyst Chatter Fund	613.00		15.00		598.00
Events Reserve	506.00		400.00		106.00
Total Earmarked	40,018.35		415.00		39,603.35
TOTAL RESERVE	40,018.35		415.00		39,603.35
GENERAL FUND					24,455.74
TOTAL FUNDS					64,059.09

Annual Governance and Accountability Return 2025/26 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
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 <i>(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)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

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

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

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY