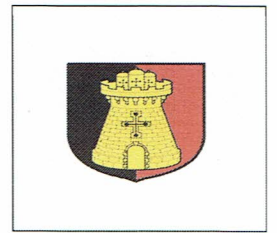


HUTTON PARISH COUNCIL

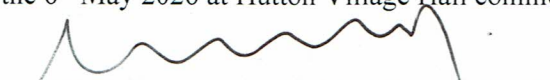
7 BILSBOROUGH MEADOW,
PRESTON
PR2 1YY



NEXT MEETING

30th April 2026

Members of the Council are summoned to the ANNUAL PARISH COUNCIL MEETING to be held on Wednesday the 6th May 2026 at Hutton Village Hall commencing at 7.30pm


W V Mcennerney-Whittle (Clerk & RFO)

1. To elect the Chairman for the following 12 months

A Declaration of Acceptance of Office should then be signed.

2. To elect the Vice Chairman for the following 12 months.

3. To receive apologies

4. To consider and approve the Minutes of the meeting held on the 8th April 2025

5. To receive Declarations of Interest

6. To adjourn the meeting for a period of public participation

Any member of the public may speak for up to 5 minutes within the overall time allocated.

Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.

A member of the public is any person present other than a member or official of the Council.

A member or official of the Council may (after the meeting) request a future agenda item be placed setting out what it is the Council is being asked to consider and decide upon

7. To consider the following planning applications:

07/2026/00278/CLD – Erection of domestic outbuilding and hard standing @ 1 Moor Lane Hutton PR4 5SE.

07/2026/00290/PAP – Prior notification of intention to change use class from agricultural to gym under Town and Country (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 Class R.
@ Orchard Industrial Estate, Ratten Lane Hutton

Objections may only be raised for limited reasons being Transport and Highways Impact, Noise, Contamination, Flood and whether location is suitable for the new use.

07/2026/00307/TDC – Stage 2 Technical details application for 3 no dwellings following approved Permission in Principle 07/2025/00237/PIP on Land between 196 and 208 Liverpool Road Hutton PR4 5HB

8. To approve the following payments:

None

9. To approve the enclosed Financial Statement as of 31st March 2026

10. To receive and note the Internal Auditors Report for the year 2025/26

11. To approve Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 (enclosed) being part of the Annual Governance and Accountability Return 2025/26 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
12. To appoint representatives to Hutton Village Hall Management Committee (Two)
13. To consider whether this Council should take responsibility for the maintenance of the SRBC section of the pond at the Village Hall on a 12-month trial basis and if so, authorise the Chairman and Clerk to sign the appropriate licence agreement with SRBC
14. To receive from Parish Councillors any updates on Parish Council related matters

This item is for information only – no lawful decision can be made during this time

15. To note that the date of the next meeting is scheduled for Wednesday the 24th June 2026

DECLARATION OF ACCEPTANCE OF OFFICE

Ihaving been elected to the office of Chairman of Hutton Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Signed

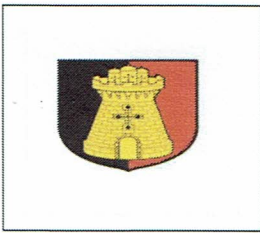
Date

This declaration was made and signed before me,

Signed

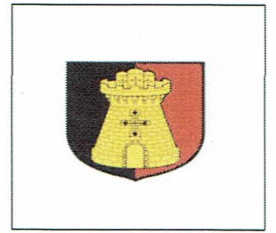
Date

Proper Officer of the Council



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Wednesday the 8th April 2026 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Martin, Butterworth and Cookson

There were two members of the public present (SRBC Councillors)

24/26 To receive apologies

Cllr Martinez

25/26 To consider and approve the Minutes of the meeting held on 4th March 2026 which are enclosed

It was resolved that the minutes of the meeting held on the 4th March 2026 should be approved and signed by the Chairman as a true and accurate record

26/26 To receive Declarations of Interest

Cllr Cookson declared a personal and prejudicial interest in the item concerning planning application 07/2026/00226/REM since she was a director of Newgate Nurseries who occupied premises next to the proposed development. She left the room and did not take part in the debate or voting on this matter.

27/26 To adjourn the meeting for a period of public participation

The meeting was adjourned

The SRBC Councillors present mentioned that no further progress with regard to improvements to the pond had been made although further efforts were being made to contact the owner of part of the pond. It was confirmed that the Parish Council were also trying to make contact although this was simply to obtain permission to do some enhancement works rather than buy his share. The Parish Council were also contacting SRBC officers in an attempt to set up a meeting to discuss maintenance and how the Parish Council might contribute to this.

The SRBC Councillors present confirmed that no progress had been made regarding the old tennis courts; the original proposals for paddle tennis had fallen through and although a suggestion had been put forward to create a garden / trim trail area SRBC did not have any budget available.

The meeting was reconvened

28/26 To approve the following payments:

28/02/2026	BANK CHARGES	65	6.00
03/03/2026	HUTTON VILLAGE HALL ROOM HIRE	66	160.00
03/03/2026	M RAINFORD LENMGTHSMAN	67	297.00
24/03/2026	WHITEHILL DIRECT NOTICE BOARD HVH CIL FUNDS	68	412.32
24/03/2026	M RAINFORD LENGTHSMAN	69	288.00
24/03/2026	LEA AND COTTAM SPDI MAINTENANCE	70	400.00
24/03/2026	HMRC 4TH QTR	71	1480.14
24/03/2026	CLERKS SALARY 4TH QTR	72	1860.48
31/03/2026	BANK CHARGES	73	7.00

It was resolved that the payments referred to above should be approved

29/26 To consider Planning Application 07/2026/00226/REM being Reserved Matters for erection of 3no self-build dwellings pursuant to outline planning permission having already been granted Ref: 07/2024/00677/OUT @ Land off Newgate Lane PR4 4JU .

It was resolved that no representation should be made

30/26 To consider and review the enclosed SPID data figures over the last 12 months produced in accordance with arrangements made with Lea and Cottam Parish Council who own the device and who manage it for use by this Council on the basis of 4 visits per 3 sites 3 times annually at a cost of £100 per visit, total £1200 per annum. Continuation of the agreement for a further 12 months would require increase in cost to £110 per visit for the next 12 months

It was resolved that no further monitoring should take place at the present time since the figures had not changed over the twelve-month sample period.

It was further resolved that a summary of the findings should be published in the autumn edition of Hutton News and the figures for Lindle Lane should be forwarded to the Lancashire Road Safety Partnership.

31/26 To consider whether this Council's Christmas Event should be changed for 2026 and what action should be taken with regard to the Christmas Tree on Long Wood which appears to be dying.

It was resolved after various ideas had been discussed that Cllrs Martin and Cookson should investigate the ideas and come back to this Council with proposals to enhance the event and encourage further participation perhaps by providing entertainment, a bar and supper. No decision was made with regard to the tree pending further investigation

32/26 To receive from Parish Councillors any updates on Parish Council related matters

The gate at the old tennis courts had been broken into (SRBC members present noted this)

There had been no response from SRBC concerning the significant pot holes by the overflow car park

Our MP had confirmed that he had written to NHS Estates asking them if they might re-consider the closure of the access route referred to in minute 19/26

This Council continues to persue SRBC with regard to the original proposals to create a wild flower area at the far end of the recreation ground

33/26 To note that the date of the next meeting is scheduled for Wednesday the 6th May 2026

It was noted that the date of the next meeting is scheduled for Wednesday the 6th May 2026

FINANCIAL STATEMENT 1ST APRIL 2025 TO 31ST MARCH 2026			
REVISED			
BUDGET	INCOME	£	
54716	Balance b/f 1st April 2025	56604.18	
29000	Precept	29000.00	
200	Bank Interest	1003.71	
333	V A T Recovered	1560.22	
	CIL	16421.26	
84249	Total	104589.37	
	LESS EXPENDITURE		
220	Hire of Hall for Meetings	160.00	
900	Subscriptions/Registrations/Web Site	675.82	
11000	Lenghthsman	6202.70	
800	Insurance	648.74	
800	Materials / General Maintenance	930.49	
	Vat Recoverable	5558.06	
12500	Salaries	11974.64	
1000	National Insurance Employer	1072.25	
100	Donations	200.00	
500	Postage Telephone & Stationery etc	469.19	
300	Mileage	218.40	
400	Audit	345.00	
200	Xmas Tree		
90	Bank Charges	73.00	
700	Newsletter	428.00	
1500	Jubilee Garden & Planter Maintenance	1425.89	
1000	Long Wood Maintenance	830.00	
550	Xmas / Remembrance Events	232.56	
19531	New Path CIL	19531.50	
1300	Spid Project Management Costs CIL	1200.00	
900	Spid Project Capital Outlay CIL	900.00	
1250	New Bench CIL	1250.00	
1698	Village Hall Lighting Project CIL	1698.50	
500	Notice Board Village Hall CIL	343.60	
57739	Total	56368.34	
26510	Balance in hand	48221.03	
	Bank Balance	15082.17	
		33138.86	
	Net Balance	48221.03	
	LESS RESTRICTED FUNDS (CIL)	29015.32	
	UNSPENT BUDGET BALANCE / RESERVES	19205.71	

COMMUNITY INFRASTRUCTURE LEVY STATEMENT

DATE	RECEIPTS	EXPENDITURE REASON	EXPENDITURE	BALANCE
24/11/2017	41062.61			41062.61
17/07/2018		BENCH PURCHASE	809.50	40253.11
06/09/2018		BENCH PURCHASE	2398.05	37855.06
26/11/2018		BENCH SLABS	611.28	37243.78
07/12/2018		BENCH PURCHASE	518.47	36725.31
22/01/2019	1942.06			38667.37
12/04/2019		5 PLANTERS	1706.62	36960.75
12/04/2019		BENCH SLABS	200.00	36760.75
01/05/2019		KERB EDGINGS	650.00	36110.75
25/06/2019		BENCH PURCHASE	518.47	35592.28
06/08/2019		BENCH PURCHASE	518.47	35073.81
28/08/2019		BENCH PURCHASE	850.00	34223.81
28/08/2019		KERB EDGINGS	175.00	34048.81
17/09/2019		NEW BUS SHELTER	204.17	33844.64
17/09/2019		BENCH SLABS	3571.00	30273.64
08/12/2023	5374.35			35647.99
31/03/2024	48379.02	BALANCE TO DATE	12731.03	35647.99
08/05/2024	310.60			35958.59
01/10/2024	4633.07			40591.66
01/10/2024		NEW PLANTERS	1744.00	38847.66
13/03/2025		SPID PROJECT	330.00	38517.66
27/03/2025		CAR PARK REPAIR	1000.00	37517.66
31/03/2025	53322.69	BALANCE TO DATE	15805.03	37517.66
01/05/2025		SPID PROJECT	900.00	36617.66
10/07/2025		SPID MANAGEMENT	400.00	36217.66
24/07/2025		NEW PATH RECREATION GROUND	19531.50	16686.16
26/09/2026		NEW BENCH	1250.00	15436.16
24/10/2025	16421.26			31857.42
27/11/2025		VILLAGE HALL IMPROVED LIGHTING	1698.50	30158.92
12/12/2025		SPID MANAGEMENT	400.00	29758.92
24/03/2026		NEW NOTICE BOARD VILLAGE HALL	343.60	29415.32
24/03/2026		SPID MANGEMENT	400.00	29015.32
31/03/2026	69743.95	BALANCE TO DATE	40728.63	29015.32

Annual Internal Audit Report 2025/26

HUTTON PARISH COUNCIL

www.hutton-pc.gov.uk

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

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

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

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

25/04/2026

DD/MM/YYYY

DD/MM/YYYY

SANDRA WISEMAN AUDITOR

Signature of person who carried out the internal audit

Sandra Wiseman

Date

29/04/2026

*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).

Hutton Parish Council – Internal Audit 2025/26

	Control Objectives	Agreed?	Evidence																																																								
A	Appropriate accounting records have been properly kept throughout the financial year.	Yes	<p>The Clerk maintains a computerised cash book, which is updated regularly and reported to Committee on a quarterly basis along with a comparison of progress against budget.</p> <p>For each payment the cash book records the transaction date, payee, method of payment, minute number, expenditure type and gross amount paid. For receipts, the precept, CIL, grants, VAT and other income are itemised separately.</p>																																																								
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	<p>The Council's Financial Regulations and Standing Orders were updated and adopted on 28th February 2024.</p> <p>The orders require each payment to be authorised by the Council and minuted. Cheques and on-line payments are required to be authorised by 2 members of the Council. Where possible, invoices should be approved for payment at the next available parish meeting. When requesting authorisation of on-line payments, the clerk will provide scanned copy of any non-regular invoices. All payments are now made online.</p> <p>The following selective assessment of 6 payments (8%) has been checked and found to be in compliance with the Council's financial regulations:</p> <table border="1"> <thead> <tr> <th>Pymnt No</th> <th>Date</th> <th>Payee</th> <th>Amount</th> <th>Invoice Recorded in A/cs</th> <th>VAT Amount</th> <th>Minuted</th> <th>VAT correctly reclaimed</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>25/6/25</td> <td>Vision ICT</td> <td>£432.00</td> <td>✓</td> <td>£72.00</td> <td>3/9/25</td> <td>Yes</td> </tr> <tr> <td>28</td> <td>20/8/25</td> <td>LCC</td> <td>£270.00</td> <td>✓</td> <td>£45.00</td> <td>22/10/25</td> <td>Yes</td> </tr> <tr> <td>41</td> <td>9/10/25</td> <td>Defib Store</td> <td>£126.00</td> <td>✓</td> <td>£21.00</td> <td>3/12/25</td> <td>Yes</td> </tr> <tr> <td>55</td> <td>1/12/25</td> <td>Billys Partytime</td> <td>£145.00</td> <td>✓</td> <td>No Vat receipt</td> <td>28/1/26</td> <td>Yes*</td> </tr> <tr> <td>66</td> <td>3/3/26</td> <td>Hutton Village Hall</td> <td>£160.00</td> <td>✓</td> <td>Nil</td> <td>Next meeting</td> <td>N/A</td> </tr> <tr> <td>68</td> <td>24/3/26</td> <td>Whitehall Direct</td> <td>£412.32</td> <td>✓</td> <td>£68.72</td> <td>Next meeting</td> <td>Yes</td> </tr> </tbody> </table> <p>* VAT was correctly not claimed for this purchase as a VAT receipt was not present.</p> <p>There was one purchase in excess of £5,000 in 2025/26 requiring 3 tenders. South Ribble Borough Council (SRBC) obtained 3 tenders on behalf of the council which are held on</p>	Pymnt No	Date	Payee	Amount	Invoice Recorded in A/cs	VAT Amount	Minuted	VAT correctly reclaimed	15	25/6/25	Vision ICT	£432.00	✓	£72.00	3/9/25	Yes	28	20/8/25	LCC	£270.00	✓	£45.00	22/10/25	Yes	41	9/10/25	Defib Store	£126.00	✓	£21.00	3/12/25	Yes	55	1/12/25	Billys Partytime	£145.00	✓	No Vat receipt	28/1/26	Yes*	66	3/3/26	Hutton Village Hall	£160.00	✓	Nil	Next meeting	N/A	68	24/3/26	Whitehall Direct	£412.32	✓	£68.72	Next meeting	Yes
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			file. The Council selected the tender at its meeting on 5/3/25 and SRBC arranged the contract and managed the works on behalf of the council.
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	<p>The Council maintains a comprehensive risk management policy statement which is reviewed annually. The activities of the Council to not present any significant risks. The 2026 risk management policy and risk register were approved on 4/3/26.</p> <p>The Council has adequate insurance cover as follows:</p> <p>Public Liability £10m Employer liability £10m Fidelity guarantee £100k (Highest balance £86k) Officials Indemnity £250k Libel £250k Property damage Replacement cost.</p>
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	<p>The annual precept for 2025/26 was based on a comprehensive budget; expenditure for 2025/26 in most areas was in line with budget. The clerk has reported progress against budget to the Council on a quarterly basis.</p> <p>Reserves at the year-end were £48,221.03 including £29,015.32 Community Infrastructure Levy (CIL) funds. The balance at the year-end (excluding CIL) of £19,205.71 represents around 66% of the 2025/26 annual precept which is appropriate.</p>
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	<p>The Council's financial regulations require receipts to be banked within 10 working days and to be entered into the cash book.</p> <p>All income has been received by BACS which is best practice.</p> <p>The Council submits a VAT return annually. The VAT identified in section B above had been correctly reclaimed.</p>
F	Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.	Yes	<p>The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p> <p>The expense claim of £79.37 reimbursed on 23/3/26 was checked against NALC mileage</p>

			<p>rates and against the Clerk's contract of employment. This amount was approved in the minutes on 5/3/25.</p> <p>The mileage rate claimed is in accordance with the NALC 2010/11 rates published in April 2010. Mileage allowances above 45ppm and telephone expenses are treated as a taxable allowance and tax has been correctly deducted at source.</p>								
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.	Yes	<p>The Clerk's hours were agreed at 15 hours per month wef 1/9/23. The scale of annual remuneration was agreed on 21/5/07. The payment for quarter 4 (payment 71) was checked and is in accordance with current NALC pay scales (effective from 1/4/24) and the Clerk's contract of employment.</p> <p>The Clerk uses HMRC software to calculate employee and employer deductions. PAYE is deducted at source and paid to HMRC quarterly along with Employers NI. Statutory employer returns have been submitted to the HMRC on-line.</p> <p>A new lengthsman was appointed with effect from 27/8/25 following the retirement of the previous lengthsman and works an average of 8 hours per week. The assistant lengthsman works 8 hours per week from 1st April until 31st October. The payments for August 25 agree to the contracts.</p>								
H	Asset and investments registers were complete and accurate and properly maintained.	Yes	<p>Assets are required to be valued at purchase cost (or current cost if the purchase cost is not known) with no depreciation.</p> <p>The current Asset Register was approved by the Council on 4/3/26. The SPID brackets and bench purchased in year have been added to the asset register.</p>								
I	Periodic bank account reconciliations were properly carried out during the year.	Yes	<p>The Clerk reconciles the accounts to the bank statements on a regular basis.</p> <p>Balances at 31/3/26 reconcile to the accounts:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Current</td> <td style="text-align: right;">15,082.17</td> </tr> <tr> <td>Deposit</td> <td style="text-align: right;"><u>33,138.86</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>48,221.03</u></td> </tr> </table>		£	Current	15,082.17	Deposit	<u>33,138.86</u>		<u>48,221.03</u>
	£										
Current	15,082.17										
Deposit	<u>33,138.86</u>										
	<u>48,221.03</u>										
J	Accounting statements prepared	Yes	Year end accounts have been prepared on a receipts and payments basis and agree to								

	during the year were prepared on the correct accounting basis (receipts & payments or income & expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.		<p>the cash book. The Clerk has maintained a comprehensive and well organised file, which along with the Councils minutes, provide a full and detailed audit trail.</p> <p>The Clerk has produced a statement of variances to submit with the accounts to the external auditor.</p>
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.	Not covered	
L	The authority published the required information on a website / web page up to date at the time of the internal audit in accordance with the relevant legislation.	Yes	The Council's website is free to access and the 2024/25 accounts, expenditure analysis and external report are published and easily accessible.
M	In the year covered by this AGAR, the authority correctly provided for the 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).	Yes	<p>The Council approved Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 were at the meeting on 7/5/25 which is recorded in the minutes of the meeting and published on the Council's website.</p> <p>The notice of public rights for 2024/25 is published on the Council's website.</p>
N	The authority has complied with the publication requirements for 2024/25 AGAR (See AGAR page 1 guidance notes)	Yes	2024/25 AGARs are published on the Council's website.
O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes	The Council website has its own domain www.hutton-pc.gov.uk which is easy to navigate and free to access. The Council's Information & Data Protection policy is accessible on the website along with Retention and Disposal policy and Privacy policy.

			<p>The Clerk uses an official email address when carrying out Council business.</p> <p>The Council is registered with the Information Commissioner Office.</p>
P	<p>(For local councils only) Trust Funds (including charitable) – The council met its responsibilities as a trustee.</p>	N/A	<p>The council does not have any trust funds.</p>

Signed

SANDRA WISEMAN ACMA CGMA

Date

25/4/26

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

HUTTON 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	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
			✓
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

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Section 2 – Accounting Statements 2025/26 for

HUTTON 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	55,077	56,604	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	28,350	29,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,688	18,985	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,971	13,047	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	21,540	43,321	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	56,604	48,221	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	56,604	48,221	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	48,025	50,175	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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