

Minutes of the Meeting of Broxted Parish Council on 24 June 2026 at 7.30pm at Broxted Village Hall

Present:

Cllr Vere Isham (chair), Cllr Adam Hume and Cllr David Van Haaren.

The meeting opened at 7.31 pm.

The Chairman welcomed Parish Councillors and noted that this additional meeting had been called to ensure the Annual Governance and Accountability Return 2025-26 and associated matters were dealt with before the national deadline of 30 June 2026.

Note on numbering of items: "26/06-2" denotes the second meeting in June 2026. "26/06-2-1" indicates the first item considered in the second meeting in June 2026.

26/06-2-1 Apologies

Cllr Kesterton and Cllr Cousins and were unable to attend due to other responsibilities. The reasons for absence were accepted.

26/06-2-2 Declarations of interest

No interests were declared.

26/06-2-3 District/County Councillors' reports and public open forum

These items were combined as no District or County Councillors or other members of the public were present.

26/06-2-4 Consideration of the audit report, the Annual Governance and Accountability Return (AGAR Form 2) and the annual publication of accounts and other documents

26/06-2-4.1

To receive and note the internal audit report

The council received and noted the auditor Judith Lawson's responses on Form 2 dated 10th June 2026 following her audits on 5th, 7th and 10th June 2026. She had concluded that all internal control objectives had been met.

26/06-2-4.2

To review and complete the Annual Governance Statement (AGAR Form 2 Section 1) and authorise the Clerk and Chairman to sign and date it

The council considered the assertions in Section 1 and agreed that all assertions should be answered "Yes". The Chairman and Clerk signed the Statement accordingly.

26/06-2-4.3

To review and agree the Annual Accounting Statements (AGAR Form 2 Section 2) and authorise the Chairman to sign and date it.

The council reviewed the Statements, which had been signed by the Responsible Financial Officer on 23 June 2026, in conjunction with the bank reconciliation dated 31 March 2026. It was noted that the receipts and payments figures for the year

ending 31 March 2025 had been restated to remove the value of a transaction relating to the Broxton Village Hall charitable trust, amounting to £2,230. Restating the receipts and payments for the year ending 31 March 2025 had resulted in a change in the balance carried forward to 1 April 2025 i.e. a reduction of £1, due to a change in the result of rounding to the nearest £1. Consequently the balance carried forward had also been restated. The restatement and reason for it was noted on the Accounting Statements.

The council approved the Statements and authorised the Chairman to sign and date them. Section 2 was signed accordingly.

26/06-2-4.4

To review and approve the Certificate of Exemption from a limited assurance review by the external auditor.

The council noted that it was eligible to claim exemption and authorised the Responsible Financial Officer and the Chairman to sign the certificate, which was accordingly signed.

26/06-2-4.5

To approve the dates for the period during which public rights of access to the accounting records may be exercised

The period of Tuesday 30 June to Monday 10 August 2026 was agreed as the single period of 30 working days during which public rights of access could be exercised. The Responsible Financial Officer would give notice by the day before the start of the period as required. The Clerk advised that the AGAR and other documents would be published on the website in accordance with the Transparency Code, that information required by the Code had been published and that the council website was up to date.

Action: Clerk/RFO

26/06-2-4.5

To note the variances in spending and income between 2024-25 and 2025-26

Changes in income and spending were noted.

26/06-2-5 Approval of payment of Per Pro Services Ltd invoice

The internal auditor's fee of £180 was payable to Per Pro Services Ltd and payment was approved. **Action: Clerk**

26/06-2-6 Matters to be noted and for future consideration

The Clerk reported that the auditor's notes and advice would be on the agenda of a future meeting, for consideration of any changes advised. **Action: Clerk**

26/06-2-7 Date of next meeting

It was confirmed that the council would next meet on Thursday 9th July 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 7.50 pm.