

## **MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 5 MAY 2026**

**Present:** Cllrs Atkinson, Burdett (Chairman), Leeks, Lovegrove, A Morrow, K Morrow, Mullan, Neilson, Noad (7.45pm), Slimin, Spence, Wilson-Thomas, Witton

**In Attendance:** Clerk, 2 members of the public, Borough Cllr Bound.

### **1. APOLOGIES**

Received and accepted from Cllrs Flahive, Hankinson and Waterfield.

### **2. ELECTION OF CHAIRMAN**

**1/27FC** It was

**RESOLVED (7/5/0)** that Cllr Burdett be elected to serve as Chairman for the coming year. Cllr Burdett then made her Declaration of Office and took the chair.

### **3. ELECTION OF VICE-CHAIRMAN**

**2/27FC** It was

**RESOLVED (12/0/0)** that Cllr Witton be elected to serve as Vice-Chairman for the coming year. Cllr Witton then made her Declaration of Office.

### **4. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

There were no declarations of interest or dispensation requests.

### **5. MINUTES**

**3/27FC** It was

**RESOLVED (12/0/0)** to receive and confirm the accuracy of the minutes of the meeting held 2 March 2026.

### **6. OPEN FORUM**

There was no requirement for an open forum.

### **7. CO-OPTION**

Two nominations to fill the vacancy in the Tadley South ward were received.

**4/27FC** It was

**RESOLVED (7/5/0)** to elect Adrian Noad.

### **8. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN**

**5/27FC** It was

**RESOLVED (13/0/0)** to form the following committees for the coming year:

In addition to Cllrs Burdett and Witton who are automatically members of all committees,

Cllrs Atkinson, Hankinson, Lovegrove, A Morrow, K Morrow, Neilson, Slimin and Wilson-Thomas were elected to serve on the Recreation & Leisure Committee.

Cllrs Lovegrove, Mullan, Neilson, Slimin, Spence and Waterfield were elected to serve on the Highways & Planning Committee.

Cllrs Flahive, Hankinson and Mullan were elected to serve on the Personnel Committee.

Cllrs Atkinson, Leeks, Neilson and Spence were elected to serve on the Burials Committee.

Cllrs Atkinson, Flahive and Leeks were elected to serve on the Christmas Event Working Party.

Cllrs Burdett, Mullan and Spence were elected to serve on the Documents Working Party.

Cllrs A Morrow, K Morrow, Slimin, Waterfield and Wilson-Thomas were elected to serve on the Youth Council Working Party.

**6/27FC** It was

**RESOLVED (13/0/0)** to elect Chairman and Vice-Chairmen for the coming year:

Cllr Slimin as Chairman and Cllr Lovegrove as Vice-Chairman of the Recreation & Leisure Committee.

Cllr Mullan as Chairman and Cllr Slimin as Vice-Chairman of the Highways & Planning Committee.

Cllr Hankinson as Chairman and Cllr Burdett as Vice-Chairman of the Personnel Committee.

Cllr Spence as Chairman and Cllr Burdett as Vice-Chairman of the Burials Committee.

**7/27FC** It was

**RESOLVED (13/0/0)** that in addition to Cllrs Burdett and Witton, who are automatically members of all committees, Cllrs Flahive, Hankinson, Lovegrove, A Morrow, Mullan, Slimin, Spence and Wilson-Thomas be elected to serve on the Finance & General Purposes Committee for the coming year.

**8/27FC** It was

**RESOLVED (13/0/0)** to elect Cllr Flahive as Chairman and Cllr Spence as Vice Chairman of the Finance & General Purposes Committee for the coming year.

## **9. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES**

**9/27FC** It was

**RESOLVED (13/0/0)** that representatives be appointed to serve on the following organisations in the coming year:

- a) Age Concern Tadley and District - Cllr Witton
- b) AWE Local Liaison Committee - Cllrs Burdett, Leeks, Mullan
- c) Barlows Park Management Association - Cllr Slimin
- d) Basingstoke and District Association of Parish Councils - Chairman & Vice Chairman
- e) Hampshire Association of Local Councils - Chairman & Vice Chairman
- f) Heath End Village Hall Trust - Cllr Lovegrove
- g) National Association of Local Councils - Chairman & Vice Chairman
- h) Pamber Forest Management Committee - Cllr Lovegrove
- i) Public Transport Representative - Cllr Slimin
- j) Tadley and District Community Association - Cllr Spence
- k) Tadley Citizens Advice Bureau - Cllr Slimin

## **10. TRUSTEES**

a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/27), Cllr S Mullan (15/5/27), Mr P Williams (15/5/27)

b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/27), Chris Spence (15/5/27) **Noted.**

## 11. SUBSCRIPTIONS

10/27FC It was

**RESOLVED (13/0/0)** to renew the following subscriptions at the appropriate date:

- a) Hampshire Association of Local Councils (£2180)
- b) Society of Local Council Clerks (£331)
- c) Data Protection (£47)
- d) Institute of Cemetery & Crematorium Management (£105)
- e) Parish Online (£270)

## 12. DIRECT DEBITS & STANDING ORDERS

11/27FC It was

**RESOLVED (13/0/0)** to approve the following direct debits and standing orders:

Payee		Frequency
<b>Direct Debits</b>		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
EE	Mobiles	Monthly
Hampshire County Council	Pension	Monthly
HMRC	PAYE & NI	Monthly
Information Commission	Data Protection	Yearly
Ivideon	CCTV	Yearly
Land Registry		Ad hoc
Lloyds Bank	Account Fee	Monthly
Mainstream Digital	Telephone	Monthly
Sage	Software	Monthly
SGW Payroll Ltd	Payroll	Monthly
UK Fuels		Ad hoc
Valda Energy	Electric (skatepark)	Quarterly
Vision ICT	Website	Yearly
<b>Standing Orders</b>		
Intratest	ND testing lights	Yearly
M&C Landscapes	Grounds maintenance	Monthly
Windowflowers Ltd	Flower baskets	Yearly
Turbary Charity	Rent	Annually
<b>Credit Card</b>		
Adobe	Software	Yearly
Hampshire County Council	Licences	Ad hoc
Microsoft	Software	Monthly

## 13. ACCOUNTS

12/27FC It was

**RESOLVED (13/0/0)** to receive and sign a statement of receipts & payments for the month of March and April 2026.

13/27FC It was

**RESOLVED (13/0/0)** to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

14/27FC It was

**RESOLVED (13/0/0)** to approve the Accounting Statements in Section 2 of the Annual Return.

15/27FC It was

**RESOLVED (13/0/0)** to note that the period of the elector's rights will be 3 June – 14 July 2026.

**16/27FC** It was  
**RESOLVED (13/0/0)** to receive the internal auditors report and action plan as attached.

**17/27FC** It was  
**RESOLVED (13/0/0)** to confirm there are no conflicts of interest with the external auditor BDO LLP.

**14. NEIGHBOURHOOD CIL PAYMENT £4327.91**

**18/27FC** It was  
**RESOLVED (13/0/0)** to use this payment for some of the costs of having drainage installed (£8000) and hedge planting (£650) in the cemetery extension and path edging (£350) in the cemetery.

**15. GILES ROAD PLAY AREA**

Quotations to repaint play equipment and install wet pour under the toddler multiplay were received.

**19/27FC** It was  
**RESOLVED (13/0/0)** to accept the quotation of £6086.60 from Infinity Playgrounds.

**16. ANNUAL TREE SURVEY WORK**

Three quotations were received to carry out the work identified in the 2026 survey.

**20/27FC** It was  
**RESOLVED (13/0/0)** to accept the quotation of £4990 from Nash Contract Services.

**17. ANNUAL TREE SURVEY**

A quotation for the next tree survey to be conducted Summer 2027 was received.

**21/27FC** It was  
**RESOLVED (13/0/0)** to accept the quotation of £1905 from Holt Arboriculture.

**18. WORK TO TREE ON TADLEY TOWN COUNCIL LAND**

A request from a resident to reduce the tree to the front of 107 Franklin Avenue by 50% (at their cost) was received.

**23/27FC** It was  
**RESOLVED (12/0/1)** to refuse the request.

**19. REPORT OF THE BDBC PARISH AND TOWN COUNCIL INDEPENDENT REMUNERATION PANEL – 2025**

The report was received.

**22/27FC** It was  
**RESOLVED (13/0/0)** to continue with current allowances: Chairman £250, Councillors £0 and mileage 45p a mile.

**20. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

The chairman reported: A walk around Tadley with Steve Bolton from Hampshire & Isle of Wight Wildlife Trust yielded some good ideas about encouraging wildlife. Tadley Common Nature Day is to take place on 6 June. It was agreed that Councillors who are interested would attend the Nature Day to talk to Steve, about taking the items identified from the walkabout forward. Thanks were given to County Cllr Mellor for his work with Tadley Town Council.

The Vice Chairman reported: More nightjars are expected in the area.

## 21. COMMITTEE

24/27FC It was

**RESOLVED (13/0/0)** to receive and approve the reports of the Highways and Planning Committee held on 23 March and 27 April 2026.

## 22. TADLEY & DISTRICT YOUTH ACTION COUNCIL WORKING PARTY

See Appendix. Next litter pick is to take place on Wigmore Heath on 17 May.

## 23. REPORTS

Reports were received from the following:

- a. Basingstoke & Deane Borough Council – Cllr Bound, Morrow and Slimin gave verbal reports.
- b. Representatives on external organisations:

TDCA – See Appendix.

The meeting closed at 8.30pm.

Signed: .....

Dated: 6 July 2026

## **APPENDIX**

### **Tadley & District Youth Action Council Report to Full Council 5 May**

The Youth Council has completed another litter pick. This time we collected 15 bags of rubbish from Tadley Common. It was great that some Tadley residents joined the young people and that we received a lot of positive comments from people walking on the common. Our next session is on Sunday 17 May on Wigmore Heath. If the weather is good, we are hoping to have a picnic and maybe a game of football or rounders after.

Our Youth Councillors have suggested that an early evening drop-in session on the common by the adult exercise equipment might be popular. The manager of Tadley Health & Fitness Centre has said that they may be able to support people using the equipment although some young people might just like to sit around for a chat or an informal game of something.

We are making progress with the planning of the Town mural. The Councillors have decided that they would prefer to paint one large mural showing a timeline for Tadley. They are now researching which events should be included and are asking for suggestions via The Hurst Newsletter, Tadley Town Council Newsletter and social media. A representative from AWE delivered a presentation on the 28 April which was well received and we are hoping to visit the Lunch Club in the Ambrose Allen Centre to talk to our more senior citizens about their memories of Tadley.

One of the Youth Councillors is going to lead assemblies at The Hurst to talk about The Youth Council in the hope that it will encourage their peers to become Councillors or to join in with some of our activities. There has been some turnover but at present we have 11 active Councillors with the hope that some more young people, who couldn't make the April meeting, will join us in May.

### **TDCA Report to Full Council 5 May**

Forecast income and expenditure for the year to 31 March 2027 is expected to break even, this is based on the continuation of last years outturn. However, this is only achievable with the dedicated help of volunteers and the seeking out of available grants. The recent installation of solar panels by the borough, albeit less than is required to be self-sufficient, is welcome in achieving this aim.

Coach trips continue to perform strongly, with our newest trip nearly sold out shortly after launch. Planning is already underway for next year's programme. These trips are particularly valuable for residents with mobility challenges, providing accessible opportunities to travel beyond Tadley that might otherwise be difficult.

The youth club is thriving, with attendance steadily increasing. Year 6 transition parties have also been very successful, helping young people build relationships across the five local primary schools ahead of moving on. Young people are also actively involved in fundraising to enhance the outdoor space, with the aim of adding new equipment. This initiative is being led by an enthusiastic volunteer who is driving the project forward.

We recently met with the social prescriber, alongside Basingstoke Voluntary Action, to review local community needs and explore how we can further strengthen and adapt our services to better support residents. This builds on earlier discussions around supporting young people with additional needs, and we have updated our promotional materials to better reflect our inclusive approach, actively encouraging neurodiverse young people to attend.

Hope Harbour, our volunteer-led bereavement support group, is expanding to meet twice a month in response to growing demand. Feedback from attendees highlighted the need for more frequent opportunities to connect and receive support. The group is facilitated by three dedicated volunteers, two of whom are retired counsellors. Despite this wealth of experience, the sessions remain informal and relaxed, allowing individuals to share as much or as little as they feel comfortable. It provides a safe, supportive space for people to connect and navigate life following loss.

Our food pantry has seen a significant increase in demand, rising from approximately 110 individuals per month to around 140, an increase of around 28%. This reflects the growing financial pressures being experienced within the community. While TDCA is currently managing the increased demand, continued growth may require consideration of measures such as capping membership to ensure the service remains sustainable and able to support those most in need.

We are also engaging with the wider community through local events, including attending the Silchester Fun Run. Volunteers will be on hand to promote the food pantry and wider activities, distributing flyers and information booklets, as well as collecting donations. The local running club is also encouraging participants to donate, providing valuable additional support to help sustain the pantry.

Our programme of activities continues to expand. A six-week sewing course launched with full enrolment and is progressing well. Line dancing remains popular, and we have introduced an additional evening session to meet demand. A new volunteer-led crafting group has also been established, running on a non-working Friday.

Looking ahead, the Tadley Gaming Club will be launching in the coming weeks. Open to ages 12+, it will offer a range of games from Warhammer to Monopoly and will be run by volunteers.

Across all these initiatives, the impact extends beyond the activities themselves. They provide important opportunities for social connection, reduce isolation, and create meaningful volunteer roles within the community.

Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,470.97

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
20/04/2026		March PAYE	Other Payment	1,029.03	0.00
<b>TOTAL</b>				<b>£1,029.03</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,029.03</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	84016.95
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	84016.95
	Less uncleared payments	1029.03
	<b>TRUE BANK BALANCE</b>	<b>172504.87</b>
Sage Accounts	PREMIUM ACCOUNT	84016.95
Sage Accounts	CURRENT ACCOUNT	4470.97
Sage Accounts	PSDF ACCOUNT	84016.95
	<b>TOTAL ON BALANCE SHEET</b>	<b>172504.87</b>

Tadley Town Council  
**Receipts and Payments Day Book Report**

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
7404	Customer Receipt	05/03/2026	Tadley Funeralcare				65.00
7436	Other Receipt	09/03/2026		Interest	36.41	0.00	36.41
7415	Customer Receipt	11/03/2026	Tadley Funeralcare				1,040.00
7437	Other Receipt	12/03/2026		Memorial	190.00	0.00	190.00
7461	Other Receipt	24/03/2026		Burial Ashbrook	130.00	0.00	130.00
7438	Other Receipt	26/03/2026		Admin recharge	200.00	0.00	200.00
7456	Other Receipt	30/03/2026		Burial	130.00	0.00	130.00
7448	Other Receipt	31/03/2026		M J Sly Memorial	190.00	0.00	190.00
						<b>TOTAL</b>	<b>£1,981.41</b>

Tadley Town Council  
**Receipts and Payments Day Book Report**

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
7400	Supplier Payment	02/03/2026	M&C Landscapes	SO			551.00
7401	Other Payment	02/03/2026		72/76FC Greenhealth grant	1,300.00	0.00	1,300.00
7465	Supplier Payment	05/03/2026	Vision ICT	Domain			78.00
7414	Supplier Payment	09/03/2026	Holt Arboriculture	Tree Survey			1,932.00
7408	Supplier Payment	16/03/2026	Mainstream Digital	DD			94.80
7410	Supplier Payment	17/03/2026	Valda Energy	DD			156.98
7419	Supplier Payment	17/03/2026	Infinity Playgrounds	Lowes Corn Multip Repair			204.00
7417	Supplier Payment	18/03/2026	UK Fuels Ltd	DD			75.90
7368	Other Payment	20/03/2026		PAYE February	1,029.23	0.00	1,029.23
7428	Supplier Payment	22/03/2026	EE	DD			35.18
7430	Supplier Payment	22/03/2026	SAGE	DD			70.80
7426	Supplier Payment	25/03/2026	UK Fuels Ltd	DD			50.61
7435	Supplier Payment	26/03/2026	Pest UK	Burial Ground Maint			228.00
7412	Supplier Payment	27/03/2026	Lloyds Bank	DD			20.25
7421	Other Payment	27/03/2026		March Wages	2,512.60	0.00	2,512.60
7422	Other Payment	27/03/2026		Pension March	926.80	0.00	926.80
7440	Supplier Payment	27/03/2026	Turbary Allotment Charity	Waste collection			575.00
7458	Supplier Payment	30/03/2026	SGW Payroll	DD			34.56
7432	Supplier Payment	31/03/2026	P Hiscock	Litter bin emptying			1,300.00
						<b>TOTAL</b>	<b>£11,175.71</b>

Tadley Town Council  
**Cashbook Report — Lloyds Bank Credit Card (1260)**

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/03/2026			-191.29
7441	01/03/2026	27/03/2026		Other Payment	Credit/Debit Card	GBP	Microsoft		74.69	-265.98
7442	19/03/2026	27/03/2026		Bank Transfer	Electronic	GBP		191.29		-74.69
7467	29/03/2026	03/04/2026		Other Payment	Credit/Debit Card	GBP	Mircrosoft		74.69	-149.38
							TOTALS	191.29	149.38	
							- Closing Balance: 31/03/2026			-149.38
							- Movement			41.91

Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,470.97

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
18/05/2026		April PAYE	Other Payment	1,029.03	0.00
<b>TOTAL</b>				<b>£1,029.03</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,029.03</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	33239.36
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	84016.95
	Less uncleared payments	1029.03
	<b>TRUE BANK BALANCE</b>	<b>121727.28</b>
Sage Accounts	PREMIUM ACCOUNT	33239.36
Sage Accounts	CURRENT ACCOUNT	4470.97
Sage Accounts	PSDF ACCOUNT	84016.95
	<b>TOTAL ON BALANCE SHEET</b>	<b>121727.28</b>

Tadley Town Council  
**Receipts and Payments Day Book Report**

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
7473	Supplier Payment	01/04/2026	M&C Landscapes	Ground Maint			551.00
7475	Supplier Payment	01/04/2026	Basingstoke & Deane Borough Council	DD			282.33
7477	Supplier Payment	01/04/2026	Basingstoke & Deane Borough Council	DD			91.20
7468	Supplier Payment	02/04/2026	P S Electrical	Timers skate MUGA			72.00
7469	Supplier Payment	02/04/2026	M&C Landscapes	Grass cutting			927.32
7470	Supplier Payment	02/04/2026	Greenbarnes	Noticeboard locks			161.95
7471	Supplier Payment	02/04/2026	Kings DIY	Maint cons			17.99
7480	Other Payment	03/04/2026		Grants Barlows TDCA CAB	27,500.00	0.00	27,500.00
7485	Supplier Payment	07/04/2026	HALC	HALC/NALC membership			2,180.00
7492	Supplier Payment	10/04/2026	ICCM	Membership			110.00
7495	Supplier Payment	11/04/2026	M&C Landscapes	Drainage cemetery extension			9,600.00
7497	Supplier Payment	13/04/2026	Greenbarnes	70/26FC			1,524.47
7483	Supplier Payment	14/04/2026	Valda Energy	DD			84.06
7503	Supplier Payment	14/04/2026	JollyPop Entertainment	The Grinch & Glinda Xmas			265.00
7488	Supplier Payment	15/04/2026	UK Fuels Ltd	DD			91.43
7506	Supplier Payment	15/04/2026	M&C Landscapes	Bishopswood St & hedge cemetery			2,580.00
7490	Supplier Payment	16/04/2026	Mainstream Digital	DD			94.80
7423	Other Payment	20/04/2026		March PAYE	1,029.03	0.00	1,029.03
7511	Supplier Payment	22/04/2026	M&C Landscapes	Path edge cemetery			420.00
7513	Supplier Payment	22/04/2026	EE	DD			41.09
7515	Supplier Payment	22/04/2026	SAGE	DD			70.80
7518	Supplier Payment	23/04/2026	Infinity Playgrounds	19/27FC			3,403.92
7520	Supplier Payment	23/04/2026	Do the Numbers Ltd	Internal Audit			750.00
7479	Supplier Payment	28/04/2026	P Hiscock	Litter bin emptying			1,300.00
7499	Supplier Payment	28/04/2026	Lloyds Bank	DD			26.20
7501	Supplier Payment	28/04/2026	SGW Payroll	DD			36.72
7538	Other Payment	28/04/2026		April Pension	860.36	0.00	860.36
7539	Other Payment	28/04/2026		April Net Wages	2,512.60	0.00	2,512.60
7527	Supplier Payment	30/04/2026	HALC	LCPD membership			216.00

From: 01/04/2026  
To: 30/04/2026

Tadley Town Council  
**Receipts and Payments Day Book Report**

01 May 2026  
10:36

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7541	Supplier Payment	30/04/2026	Lola Print Services	Newsletter	414.00
<b>TOTAL</b>					<b>£57,214.27</b>

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Tadley Town Council  
**Receipts and Payments Day Book Report**

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
7530	Other Receipt	09/04/2026		Interest	35.47	0.00	35.47
7533	VAT Payment	10/04/2026					1,997.99
7516	Other Receipt	23/04/2026		BDBC CIL	4,327.91	0.00	4,327.91
7531	Other Receipt	23/04/2026		Spencer & Peyton	100.00	0.00	100.00
7532	Other Receipt	28/04/2026		Ash Brook	140.00	0.00	140.00
						<b>TOTAL</b>	<b>£6,601.37</b>

Tadley Town Council  
**Cashbook Report — Lloyds Bank Credit Card (1260)**

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/04/2026			-149.38
7493	10/04/2026	10/04/2026		Other Payment	Credit/Debit Card	GBP	Microsoft		84.99	-234.37
7529	16/04/2026	30/04/2026		Bank Transfer	Electronic	GBP		74.69		-159.68
7522	27/04/2026	27/04/2026		Other Payment	Credit/Debit Card	GBP	Janitorial Supplies		104.44	-264.12
							TOTALS	74.69	189.43	
							- Closing Balance: 30/04/2026			-264.12
							- Movement			-114.74

# Annual Governance and Accountability Return 2025/26 Form 3

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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 <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2026</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

Tadley Town Council

www.tadleytowncouncil.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.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> 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

21/01/2026

23/04/2026

Eleanor Greene ICPA

Signature of person who carried out the internal audit

Date

23/04/2026

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

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

# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Tadley Town Council

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

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

\*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:

05/05/2026

and recorded as minute reference:

13 /27FC

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

Chair

Clerk

[www.tadleytowncouncil.gov.uk](http://www.tadleytowncouncil.gov.uk)

## Section 2 – Accounting Statements 2025/26 for

### Tadley Town 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	122,932	153,396	<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	213,129	216,906	<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	65,249	75,152	<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	69,886	66,341	<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	21,795	6,370	<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	156,232	126,988	<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	153,396	245,755	<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	152,272	246,286	<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	709,955	712,550	<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	15,000	9,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	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.**



Date

05/05/2026

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

05/05/2026

as recorded in minute reference:

14 /27FC

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



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

In respect of

Tadley Town Council

### 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

External Auditor Signature

Date

# Do the Numbers Limited

21<sup>st</sup> January 2026

Nicki Barry, Clerk  
Tadley Town Council

Dear Nicki,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2026**

Following my visit to the office today, please find below the list of matters arising. I found the records of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025

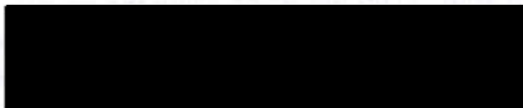
Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	Not tested at this visit	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Banking notifications	At present the clerk receives notifications on her personal phone because Lloyds (contrary to GDPR) links all accounts for which she is a signatory.	These notifications should be coming to a council owned device, but the access rules of Lloyds may need to be assessed.
Bank transfers	The council holds a significant sum in the sweep account earning little interest.	The Fin Regs allow the proper officer to make transfers to maximise returns. This should be implemented monthly.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council	comply with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget spreadsheet	The budget is not calculated within the accounting software, but reporting is now possible.	It would be better if the budget approval report was generated directly from the software to evidence accuracy.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
LGPS scheme	The council currently only has one employee, but it is likely that her successor will remain in the scheme.	As at November 2025 the HCC LGPS scheme is no longer in deficit so exit charges are no longer a risk.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	

	The records of the council comply	with this test
I	Periodic Bank reconciliations were carried out during the year	
	The records of the council now	comply with this test
J	Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.	
	Not tested at this visit	
K	Certified Exempt in prior year	
	Not applicable to this council	
L	Transparency Code	
	Not tested at this visit	a/w new guidance from SAPPP !
M	Public Rights	
	Not tested at this visit	
N	Publication of prior year AGAR	
	The records of the council comply	with this test
O	Trust funds	
	The records of the council comply	with this test
P	Borrowing	
	The records of the council comply	with this test

I will return in April to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

EleanorGreene@DoTheNumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

# Do the Numbers Limited

23<sup>rd</sup> April 2026

Nicki Barry, Clerk  
Tadley Town Council

Dear Nicki,

## Subject: Review of matters arising from Internal Audit for 31 March 2026

Following my visits to the office today and earlier in the year, please find below the list of matters arising. I found the records of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2026

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Banking notifications	At present the clerk receives notifications on her personal phone because Lloyds (contrary to GDPR) links all accounts for which she is a signatory.	These notifications should be coming to a council owned device, but the access rules of Lloyds may need to be assessed.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget spreadsheet	The budget is not calculated within the accounting software, but some reporting is now possible.	It would be better if the budget approval report was generated directly from the software to evidence accuracy.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
CIL report	The council received CIL during the year which was unspent at March	Please ensure that the BDBC CIL report is completed and web published.
F	<i>Cash payments were properly supported by receipts, all cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
LGPS scheme	The council currently only has one employee, but it is likely that the next clerk will remain in the scheme.	As at November 2025 the HCC LGPS scheme is no longer in deficit so exit charges are no longer a risk.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	

Finance reports	Please ensure that hard copy finance reports are included in the permanent minute file.	Web linked documents are not part of the legal minute record. Please ensure that the minutes stand alone as a permanent record.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
Audit reports	Please ensure that all reports from internal and external auditors are web published with the AGAR.	It is good practice for the original report to be minuted to councillors after each visit as well as web publication.
Budget report	The newly approved budget and the applied for precept should be web published with the minutes.	Transparency around precept amounts is now required.
M	<i>Public Rights</i>	
	The records of the council comply	with this test
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Digital and Data Compliance</i>	
Assertion 10 requirements	The council has engaged with these changes and was largely in compliance by the year end.	Please ensure that a data audit of all devices is carried out and minuted each year.
P	<i>Trust Funds</i>	
	Not applicable to this Council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

**Action Plan - Matters Arising From Audit.**

<b>CONTROL AREA</b>	<b>MATTER ARISING</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
Banking notifications	At present the clerk receives notifications on her personal phone because Lloyds (contrary to GDPR) links all accounts for which she is a signatory.	These notifications should be coming to a council owned device, but the access rules of Lloyds may need to be assessed.	The Lloyds app is cloud based and accessed through the App store. It is not possible to unlink all the accounts for which you are a signatory.
Budget spreadsheet	The budget is not calculated within the accounting software, but reporting is now possible	It would be better if the budget approval report was generated directly from the software to evidence accuracy.	Sage does not have this functionality. The new clerk may wish to switch to Scribe software which can do this.
CIL report	The council received CIL during the year which was unspent at March	Please ensure that the BDBC CIL report is completed and web published.	<a href="https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Parish%20Council%20Neighbourhood%20CIL%20Report_Redacted.pdf">https://www.tadleytowncouncil.gov.uk / UserFiles/Files/Parish%20Council %20Neighbourhood%20CIL%20Report_Redacted.pdf</a>
LGPS scheme	The council currently only has one employee, but it is likely that her successor will remain in the scheme.	As at November 2025 the HCC LGPS scheme is no longer in deficit so exit charges are no longer a risk.	Good news, no action required.
Finance reports	Please ensure that hard copy finance reports are included in the permanent minute file.	Web linked documents are not part of the legal minute record. Please ensure that the minutes stand alone as a permanent record.	Hard copy finance reports are now included in the permanent minute file.
Audit reports	Please ensure that all reports from internal and external auditors are web published with the AGAR.	It is good practice for the original report to be minuted to councillors after each visit as well as web publication.	All reports from internal and external auditors will be web published with the AGAR. Councillors receive a copy of the report with the May agenda.
Budget report	The newly approved budget and the applied for precept should be web published with the minutes.	Transparency around precept amounts is now required.	<a href="https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/205276-151225FGP.pdf">https://www.tadleytowncouncil.gov.uk / UserFiles/Files/ Minutes/205276-151225FGP.pdf</a>
Assertion 10 requirements	The council has engaged with these changes and was largely in compliance by the year end.	Please ensure that a data audit of all devices is carried out and minuted each year.	A data audit of all devices will be carried out and minuted each year.