

# Up Hatherley Parish Council: Minutes of the AGM and Parish Council Meeting

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 19<sup>th</sup> May 2026 at 7.30 pm.  
**Present:**

Name	Organisation	Role
S. Bamford	UHPC	Chair
P. Worsley	UHPC	Vice-Chair
A. Bamford	UHPC	Councillor
A. Goldsby	UHPC	Councillor
R. Whyborn	UHPC	Councillor
D. Willcox	UHPC	Councillor
S. Gutteridge	UHPC	Councillor
J. Sankey	UHPC	Councillor
Y. Doane	UHPC	Councillor

Name	Organisation	Role
M. Ede	UHPC	Councillor
VACANT	UHPC	Councillor
VACANT	UHPC	Councillor
VACANT	UHPC	Councillor
VACANT	UHPC	Councillor
K. Oakey	UHPC	Clerk
0 Parishioners		

**Apologies:**

Name	Organisation	Role
N. Holden	UHPC	Councillor
J. Furley	UHPC	Councillor

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No.	Item / Detail	Action
1.	<p><b>Welcome</b></p> <p>The Chair welcomed all to the meeting and noted the apologies. As this meeting included the AGM, there would be some business to attend to prior to the normal parish council meeting.</p>	
2.	<p>i. Co-options, proposed, J Furley, Y Doane, M Ede Following the recent elections Cllrs Furley, Doane and Ede wish to be co-opted back onto the parish council. Cllr S. Bamford proposed they be co-opted and all were in agreement. The Chair informed the meeting that there was someone else interested so hopefully he will be able to attend the July meeting.</p> <p>ii. Acceptance of Office Forms All present had signed the acceptance of office forms, so no further paperwork was needed.</p> <p>iii. Declaration of Members' Interests, including paperwork The Clerk informed members that she had liaised with the borough council and as training and updated forms had been done recently it had been agreed that unless there were any amendments needed these forms would still be valid. No one felt they needed to change anything so the Clerk will inform the monitoring officer.</p> <p>Regarding declarations for the meeting today: Standing - Cllr Whyborn County Council status. No other declarations.</p>	
3.	<p style="text-align: center;"><b><u>Annual General Meeting</u></b></p> <p>i. Election of Chair Cllr Worsley expressed thanks to the Chair for her work over the past year and nominated her once again, and Cllr Sankey seconded that Cllr S. Bamford continue as Chair. All were in agreement.</p> <p>ii. Election of Vice Chair Cllr S. Bamford proposed and Cllr A. Bamford seconded that Cllr P. Worsley continue as Vice-Chair. All were in agreement.</p> <p>iii. Confirmation of appointment of Internal Auditor Following the second year of GALC, it was agreed that we would continue to use them for the 2026-27 accounts. All were in favour.</p> <p>iv. Agreement of programme of meetings for the year The schedule of meetings has been updated and circulated. It was agreed that the current bi monthly meeting works well so there is no need to change.</p> <p>v. Working Group Structure</p>	

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	<p>This was circulated prior to the meeting and all agreed that the structure didn't need amendment. There were a few tweaks to membership following the elections and the new version is attached as Appendix A. All to note.</p>	
<b>4.</b>	<p style="text-align: center;"><b>Full Council Meeting</b></p> <p><b>Minutes of the last Full Council Meeting held 3rd March 2026 and Annual Parish Meeting held 14th April 2026</b></p> <p>The minutes of the full meeting held 3<sup>rd</sup> March 2026 and of the Annual Parish Meeting held 14<sup>th</sup> April had been circulated. There were no updates needed and were agreed by all present. The Chair signed and initialled the pages.</p>	
<b>5.</b>	<p><b>Planning and Finance</b></p> <p>Standing Items:</p> <ol style="list-style-type: none"> <li>1. Action Tracker, Appendix B Cllr Whyborn agreed to follow up the parking on Greatfield Lane.</li>   <li>2. Planning Tracker Attached as Appendix C, nothing controversial.</li>   <p>Concerns were raised about the fields along Up Hatherley Way and some were being advertised for sale on various sites with suggested planning permission, which has not been received. All sits within Shurdington PC however nothing is yet decided and the next stage of the local plan is not progressed. The field at the bottom of the lane also had rumours of being sold for Lidl, or housing, both of which are untrue. This field falls under Cheltenham BC.</p> <li>3. Finance / Governance <ol style="list-style-type: none"> <li>i. Internal Audit Report 2025/26, Appendix D This is now completed and the report has been circulated. It is a positive report with no actions raised. The Clerk will send on with the papers to the external auditor.</li>   <li>ii. Risk Management and Internal Controls This had been reviewed as part of the policy papers update, and Cllr A. Bamford has taken responsibility as part of the Finance Working Group. Risks are reviewed regularly and nothing of note has changed to amend the risk ratings.</li>   <li>iii. Annual Governance Statement 2025/26, Appendix E As part of the external audit paperwork requirement we need to ensure that we have appropriate controls in place and review the questions around control raised. These have been circulated and it was agreed by all present that we can respond positively to all the control questions. The Clerk and Chair signed the paperwork.</li>   <li>iv. 2025/26 Outturn and Bank Reconciliation, Appendix F The year end outturn position and bank reconciliation have been circulated. There are no concerns to flag and spend is in line with expectations. Balances remain healthy but not excessive, and appropriate reserves are maintained.</li> </ol> </li> </ol>	<p><b>Cllr Whyborn</b></p>

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v. 2025/26 Annual Accounts, Appendix G

The signed external audit paperwork has been circulated and reflects the outturn position but is presented as per audit requirements. All were in agreement that it reflected the position of the parish council and the Chair signed the paperwork.

vi. Exercise of Public Rights Announcement

In order to comply with appropriate requirements the Clerk presented the paperwork that has gone up on the noticeboards today, re the exercise of public rights. This ensures that parishioners can contact the Clerk or external auditor and raise any concerns they may have on the parish finances or operations.

vii. Asset Register and Condition Review

The Clerk has circulated the asset register, and confirmed that a monthly review is carried out on the condition of the items. Items are not depreciated, but may be written off if the item becomes obsolete. The greens are listed at a notional value of £1.

viii. Income, Payments List, Direct Debits and SO's, Appendix H

Latest income and payments have been circulated, alongside the DD's and SO's for the year. These were noted.

ix. Annual Adoption of Standing Orders

SO's are now part of the policy review and have been reviewed in advance of the meeting. There have been no national or local updates from GALC, and they remain relevant to the PC and have been reviewed by the Clerk. All were in agreement that they be adopted for the coming year.

x. Annual Adoption of Financial Regs

As above the financial regs are also unchanged on previous versions and remain valid and relevant and all were in agreement that they be adopted for the coming year.

xi. Code of Conduct Review

No changes have been made to the code of conduct and the papers have been circulated and are available on the website.

xii. Great Western Air Ambulance Charity Grant Application

An application for £300 has been received and circulated. It was agreed that this provides a valuable service and Cllr Doane proposed we provide £300, with Cllr Sankey seconding. All were in agreement so the Clerk will make the payment.

xiii. Scribe Accounts and hall booking system paper

With increasing use of the hall the parish needs a fit for purpose booking system. A paper has been circulated. Having tried Hallmaster in the past, Scribe was recommended by GALC. It is an integrated system and provides a much better booking and invoicing system and can be fully integrated into the website preventing double bookings, and into the accounts. Cllr Whyborn informed members that St Margarets Hall had recently started using Hallwizard, however this is purely a booking

Clerk

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	<p>system so would not be integrated into the accounting process. The Clerk agreed to review Hallwizard however it was agreed that once reviewed the Clerk could make the decision on what works best and future proofs the parish and progress purchase.</p> <p>4. Policy Update</p> <p>i. Following review, the following policies were adopted and the Clerk will update versions on the website:</p> <table border="1" data-bbox="456 474 1312 793"> <tr> <td>2 Code of Conduct</td> <td>12 Climate and Environmental Policy</td> </tr> <tr> <td>3 Complaints Policy</td> <td>13 Document Retention Policy</td> </tr> <tr> <td>5 Equality &amp; Diversity</td> <td>14 Expenses Policy</td> </tr> <tr> <td>6 Financial Regulations</td> <td>22 Fire Risk Assessment</td> </tr> <tr> <td>7 Health &amp; Safety Policy</td> <td>23 HR – Contract of Employment</td> </tr> <tr> <td>8 IT Policy</td> <td>24 CCTV Policy</td> </tr> <tr> <td>9 Publication Scheme (FOI)</td> <td></td> </tr> <tr> <td>11 Standing Orders</td> <td></td> </tr> </table>	2 Code of Conduct	12 Climate and Environmental Policy	3 Complaints Policy	13 Document Retention Policy	5 Equality & Diversity	14 Expenses Policy	6 Financial Regulations	22 Fire Risk Assessment	7 Health & Safety Policy	23 HR – Contract of Employment	8 IT Policy	24 CCTV Policy	9 Publication Scheme (FOI)		11 Standing Orders		
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<p>6.</p>	<p><b>Community Engagement</b></p> <p>1. Report</p> <p>Cllr Holden was not present, however the recent Easter Egg event was well attended.</p>																	
<p>7.</p>	<p><b>Footpaths and Open Spaces</b></p> <p>1. Report</p> <p>Cllr Willcox updated members on the recent tree works, which should now mean nothing will be required for at least 5 years.</p> <p>2. Bench, Caenarvon</p> <p>A request for a bench has been received, one for in the shade. It was agreed that Cllr Sankey follow up with Malcolm and determine feasibility and price. If necessary the parish can contribute, however we will wait to hear their view first.</p>	<p style="text-align: right;">Cllr Sankey</p>																
<p>8.</p>	<p><b>Police and Community Safety</b></p> <p>1. Crime Report</p> <p>Cllr Ponting had now left so Cllr Sankey will review how to obtain the crime stats.</p> <p>A question on the scooters was raised, and how we can report them. Cllr Whyborn will send the link, post meeting note link is as follows, <a href="#">report-a-wrongly-parked-vehicle</a></p>																	
<p>9.</p>	<p><b>Highways and Transportation</b></p> <p>1. Highways Report</p> <p>Cllr A. Bamford has now taken on the VAS from Cllr Ponting and they have been moved around the parish. There does seem to be positive impacts from having them, particularly by Heron Close and on Up Hatherley Way.</p> <p>Cllr A. Bamford has set up a meeting with Danny Taylor from Highways, so asked all to send across any concerns in the parish. A question was raised about mirrors exiting Hollis Road, however this has been raised before and discounted by GCC due to being</p>																	

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		<p>a danger to motorbikes. There was also a discussion on the state of the road towards Dean Close.</p> <p>ClIr S. Bamford noted that there had been success with the bus routes, and new routes were being implemented from the end of the month. ClIr Sankey has printed some timetables and it was suggested a link be added to the website.</p> <p>ClIr Whyborn noted that the 20mph consultation is now live and he encouraged all to respond. <a href="#">Cheltenham Speed and Road Safety consultation</a></p>	<b>Clerk</b>																
<b>10.</b>	<p><b>Village Hall</b></p> <p>1. Report</p> <p>Some repointing is needed to the bricks at the front of the hall to prevent damp so the Clerk will get some quotes.</p> <p>The Clerk was asked to follow up getting a small electrical item survey carried out, so she will speak to Town and Country. ClIr Whyborn suggested we invest in a PACT tester</p>		<b>Clerk</b>  <b>Clerk</b>																
<b>11.</b>	<p><b>Communications</b></p> <p>1. Report</p> <p>ClIr Furley was not present.</p> <p>2. Record</p> <p>ClIr Worsley informed members that this is well in hand.</p> <p>Other items:</p> <ul style="list-style-type: none"> <li>• ClIr Sankey asked if a community event could be arranged on the green or in Caenarvon Park (permission would be needed from CBC). All were in agreement so she will follow up.</li> </ul>		<b>ClIr Sankey</b>																
<b>12.</b>	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• The next meeting will be 7<sup>th</sup> July</li> </ul> <p style="text-align: right; margin-right: 100px;">..... <b>7 July 2026</b> <b>Chair</b></p>																		
<b>13.</b>	<p><b>Appendices:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 5%; text-align: center;"><b>A.</b></td> <td style="width: 45%;"><b>Working Groups</b></td> <td style="width: 5%; text-align: center;"><b>E.</b></td> <td style="width: 45%;"><b>Annual Governance Statement</b></td> </tr> <tr> <td style="text-align: center;"><b>B.</b></td> <td><b>Action Tracker</b></td> <td style="text-align: center;"><b>F.</b></td> <td><b>Outturn</b></td> </tr> <tr> <td style="text-align: center;"><b>C.</b></td> <td><b>Planning Tracker</b></td> <td style="text-align: center;"><b>G.</b></td> <td><b>External Audit Papers</b></td> </tr> <tr> <td style="text-align: center;"><b>D.</b></td> <td><b>I.A Report</b></td> <td style="text-align: center;"><b>H.</b></td> <td><b>Payments List</b></td> </tr> </table>	<b>A.</b>	<b>Working Groups</b>	<b>E.</b>	<b>Annual Governance Statement</b>	<b>B.</b>	<b>Action Tracker</b>	<b>F.</b>	<b>Outturn</b>	<b>C.</b>	<b>Planning Tracker</b>	<b>G.</b>	<b>External Audit Papers</b>	<b>D.</b>	<b>I.A Report</b>	<b>H.</b>	<b>Payments List</b>		
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### **Appendix A: Working Groups:**

Planning & Finance	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Communications	Community Engagement	Village Hall
A. Bamford	D. Willcox	A. Bamford	J. Sankey	J. Furley	S. Bamford	S.Gutteridge
P. Worsley	Y. Doane	R. Whyborn	S.Gutteridge	D. Willcox	N. Holden	N. Holden
R. Whyborn	S. Gutteridge	S.Gutteridge	A. Bamford	N. Holden	A. Goldsby	P. Worsley
	M. Ede	S. Bamford			J. Sankey	
All (as required)						

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### Appendix B: Action Tracker:

No	Meeting Date	Minute ref	Item	Responsibl	Stat
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	Open
128	06/03/2024	11	Youth Council	JS	Open
136	07/05/2024	14	Community day	JS	Open
204	06/05/2025	7.3	Review results of work at Davalia Drive before making future decision on open spaces works	Chair	Open
210	01/07/2025	4.2.i	Broad Oak Way, how to make Crown more accountable	Cllr Sankey	Open
248	06/01/2026	9.2	Review whether funding for new door	Clerk	Open
253	03/03/2026	6.2	Inform Morrisons of H&S re wall at Hillview	Clerk	Open
255	19/05/2026	5.1	Speak to household where inconsiderate parking is taking place on Greatfield Lane	Cllr Whyborn	Open
256	19/05/2026	5.3.xii	Grant award GWA	Clerk	Open
257	19/05/2026	5.3.xiii	Progress scribe	Clerk	Open
258	19/05/2026	7.2	Bench, speak to Malcolm	SCllr Sankey	Open
259	19/05/2026	9.1	Link bus routes on website	Clerk	Open
260	19/05/2026	10.1	Bricks repointing	Clerk	Open
261	19/05/2026	10.1	Electrical survey, small items	Clerk	Open
262	19/05/2026	11	Community event	Cllr Sankey	Open

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### Appendix C: Planning Tracker:

	Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
4	14 Rippledale Close	25/01897/FUL	First floor extension and internal alterations	03/12/2025	Granted	No obj
5	36 Carmarthen Road	25/02066/FUL	Single storey front extension and associated alterations	07/01/2026	Granted	No obj
6	18 Harrington Drive C	26/00147/FUL	Proposed single storey front extension to create porch and garage conversion.	03/02/2026	Granted	No obj
7	18 Redthorne Way	26/00105/FUL	Proposed single storey rear extension.	28/01/2026	Granted	No obj
8	14 Ashcot Mews	25/01689/FUL	One-storey rear extension, with flat rubber roof, sky lantern and bifold doors to the rear.	18/02/2026	Granted	No obj
9	78 Greatfield Lane	26/00388/FUL	Single-storey side and rear extension plus garage extension and new porch at front.	10/03/2026	Granted	No obj
0	3 Rothermere Close	26/00426/FUL	Installation of three rooflights in existing roof.	18/03/2026	pending	No obj
1	7 Ferndales Close	26/00471/FUL	Installation of a conservatory to the rear of the property.	25/03/2026	pending	No obj
2	1 Croft Thorne Close	26/00501/FUL	Garage conversion and a single storey rear extension. (Part retrospective).	26/03/2026	pending	No obj
3	Blacketts End 332 Hatherley Road	26/00385/FUL	Replacement of existing porch	07/04/2026	pending	No obj

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## Appendix D: Internal Audit Report:

### Annual Internal Audit Report 2025/26

#### UP HATHERLEY PARISH COUNCIL

www.uphatherleyparish.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**		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<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

03/05/2026

Name of person who carried out the internal audit

Lesley Hanson

Signature of person who carried out the internal audit



Date

03/05/2026

**\*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).**

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## Appendix E: Annual Governance Statement

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

UP HATHERLEY PARISH COUNCIL  
ENTER NAME OF AUTHORITY

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

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe**

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### Appendix F: Outturn

	2024-25 Outturn £	2025-26 Budget £	2025-26 Reserve £	2025-26 Total £	2025-26 Q4 £
<b>Expenditure</b>					
Loan Repayments	6,710	6,546		6,546	6,546
Maintenance	4,860	5,500		5,500	4,430
<b>Projects</b>	<b>750</b>	<b>5,000</b>		<b>5,000</b>	
BoW Purchase	750	-		-	
Highways Safety	-			-	
Lakeside Foodbank	1,000	1,000		1,000	1,000
Summer holiday activity prog		2,000		2,000	2,000
Recreation & Culture	2,199	2,200		2,200	1,230
Running the Council	19,429	18,612		18,612	20,548
GPOC (Donations / grants)	50	800		800	850
Subscriptions	2,007	2,010		2,010	2,205
Village Hall	16,830	8,892		8,892	10,941
Village Hall Grant funded	-	-	4,300	4,300	4,118
<b>Total</b>	<b>53,834</b>	<b>52,560</b>	<b>-</b>	<b>51,860</b>	<b>53,869</b>
<b>Income</b>					
Hiring	- 19,849	- 16,000		- 16,000	- 19,970
Interest	- 661	- 500		- 500	- 583
Other income	- 247	-		-	- 735
GCC Grants VH related					- 3,300
Precept	- 33,846	- 35,700		- 35,700	- 35,700
Record	- 300	- 360		- 360	- 293
<b>Total</b>	<b>- 54,903</b>	<b>- 52,560</b>	<b>-</b>	<b>- 52,560</b>	<b>- 60,580</b>
<b>VAT Account</b>					
Other (VAT recoverable)	2,865				2,706
VAT Reclaimed	- 2,865	-		-	- 2,706
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Surplus (-)/ Deficit for the Year	- 1,069	-			- 6,711
Retained Surplus b/f	- 31,021				- 32,090
<b>Retained Surplus c/f</b>	<b>- 32,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 38,801</b>

**Represented by**

Current Account	12,561	7,189
High Interest	19,529	31,612

**32,090.10**

**38,801**

Reserves and Grants:	Opening 2025/26	Transfers In New	Internal Transf In	Internal Transf Out	Expected Opening 2026/27
Election Reserve	8,500				8,500
General Fund	5,690	5,108			10,798
Open Spaces Improvements (1301.3)	-				-
Tree / open spaces mainenance	-	1,070	5,000		6,070
Highways Safety	10,000				10,000
BoW land purchase	5,000			5,000	-
Outreach Youth Work (071123, 5.ii)	2,400				2,400
Graphic Design	500				500
CIL (specif conditions on spend)	-	533			533
Hall Grant works	-		4,300	4,300	-
	<b>32,090</b>	<b>6,711</b>	<b>9,300</b>	<b>- 9,300</b>	<b>38,801</b>

# Up Hatherley Parish Council: Minutes of the AGM and Parish Council Meeting

## Appendix G: External Audit Papers

UP HATHERLEY PARISH COUNCIL			
	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	31,020	32,090	<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	33,846	35,700	<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	21,057	24,880	<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	15,189	16,292	<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	6,710	6,546	<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	31,935	31,030	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	32,090	38,801	<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	30,745	35,471	<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	232,217	237,313	<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	69,300	65,100	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>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: 19/05/2026

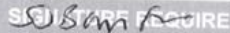
I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2026

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED  


## Up Hatherley Parish Council: Minutes of the AGM and Parish Council Meeting

### Appendix E: Payment List

Date	Detail of Spend	Budget Area	Net Cost £
23/02/2026	Utilities	Village Hall	92.61
01/03/2026	Cleaning	Village Hall	233.00
01/03/2026	Cleaning	Village Hall	18.32
04/03/2026	Collabration event	Running The Council	63.00
02/03/2026	supplies hall	Village Hall	86.08
05/03/2026	Miscellaneous	Village Hall	24.21
02/03/2026	Utilities	Village Hall	44.51
02/03/2026	Utilities	Village Hall	51.79
09/03/2026	Utilities	Village Hall	223.38
09/03/2026	boiler service	Village Hall	90.00
09/03/2026	Web address	Running The Council	275.99
13/03/2026	Utilities	Running The Council	2.49
13/03/2026	EV service	Village Hall	200.00
16/03/2026	Mgt	Village Hall	156.84
16/03/2026	Utilities	Village Hall	53.48
18/03/2026	Utilities	Running The Council	19.99
19/03/2026	Utilities	Running The Council	68.00
20/03/2026	Utilities	Village Hall	121.48
20/03/2026	Emails	Running The Council	53.99
21/03/2026	Hall works	Village Hall	40.00
23/03/2026	Utilities	Village Hall	86.67
30/03/2026	Utilities	Village Hall	44.51
31/03/2026	web related	Running The Council	37.99
30/03/2026	Shed	Village Hall	631.67
31/03/2026	tax	Running The Council	423.45
31/03/2026	Audit	Running The Council	250.00
31/03/2026	Cleaning	Village Hall	301.09
07/04/2026	subscription	Subccriptions	2,250.31
07/04/2026	Consumables	Village Hall	3.98
07/04/2026	Consumables	Running The Council	23.94
10/04/2026	utilities	Village Hall	186.13
12/04/2026	Consumables	Village Hall	6.66
13/04/2026	Email address.gov	Running The Council	2.49
13/04/2026	Service	Village Hall	95.00
13/04/2026	subscription	Subccriptions	100.00
14/04/2026	VH mgt	Village Hall	161.54
14/04/2026	refreshments APM	Running The Council	22.59
17/04/2026	utilities	Village Hall	63.36
20/04/2026	Website	Running The Council	19.99
20/04/2026	utilities	Running The Council	71.50
20/04/2026	window cleaning	Village Hall	22.00
21/04/2026	utilities	Village Hall	105.28
24/04/2026	subscription	Subccriptions	25.00
24/04/2026	Electrical works	Village Hall	130.00
26/04/2026	Consumables	R&C	58.42
30/04/2026	utilities	Village Hall	47.62
01/05/2026	Insurance	Running The Council	1,429.68
01/05/2026	maintenance	maintenance	3,140.00
01/05/2026	maintenance	maintenance	3,410.00
05/05/2026	Consumables	Village Hall	135.00
05/05/2026	Cleaning	Village Hall	311.78
06/05/2026	Consumables	Village Hall	70.00
10/05/2026	utilities	Village Hall	129.42