

Capheaton Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 11 May 2026

- 1) **Present:** Mr W Browne-Swinburne, Mr RD Patterson, Mr RW Irving, Mrs E Moffat
- 2) **In attendance:** Mr P Ware (Clerk)
- 3) **Election of Chairman:** Mr W Browne-Swinburne was proposed by Cllr Irving and seconded by Cllr Moffat and was unanimously elected.
- 4) **Election of Vice Chairman:** Mr RW Irving was proposed by Cllr Browne-Swinburne and seconded by Cllr Patterson.
- 5) **Apologies for absence:** Ms Coe, County Councillor R Dodd
- 6) **Public Questions & Participation:** none
- 7) **Annual Governance and Accountability Return for 2025/26**
 - a) **Internal Audit Report:** No substantial issues were raised, see Governance items 13) a) and 13) e) below
 - b) **The Annual Governance Statement (Section 1) for 2025/26:** Members considered each of the questions that was to be sent to the external auditor and, having answered 'yes' to each point, authorised the Chairman and Clerk (& RFO) to sign Section 1 of AGAR form.
 - c) **The Accounting Statement (Section 2) for 2025/26:** The statement of accounts for the year ending 31st March 2026, for submission to the external auditor, was approved by members and authorised the Chairman and Clerk (& RFO) to sign Section 2 of AGAR form.
 - d) **The Certificate of Exemption – AGAR 2025/26 Part 2:** confirming Council gross income or gross expenditure did not exceed £25,000 was approved by members and authorised the Chairman and Clerk (& RFO) to sign the form.
 - e) **Analysis of Explanation of Variances:** The receipts and payments for the year ending 31st March 2026, and comparison with the previous financial year, was approved by all members.
 - f) **Bank Reconciliation as at 31st March 2026:** was noted and accepted by members.
- 8) **Minutes of the Meeting held on 9 February 2025,** having been circulated, were approved and signed. There were no matters arising.
- 9) **Planning:** none
- 10) **Highways:** none
- 11) **Kirkheaton car parking:** the two communal parking bays have been completed and the bays grass seeded. Chair and clerk to follow up with a letter of thanks to EDF Renewables.
- 12) **Correspondence & information items:** all noted
- 13) **Council Governance**
 - a) *Standing Orders* – members reviewed the document and agreed to adopt with a minor change; the period of time allocated for public participation has now been precisely indicated at 5 minutes per resident, as picked up by the internal auditor.
 - b) *Financial Regulations* – members reviewed and agreed to adopt them with no change.
 - c) *Financial Risk Assessment* – members reviewed the document and agreed to adopt them with no change.
 - d) *Parish Charges* – members reviewed and agreed to adopt them with no change.
 - e) *Asset Register* – members reviewed and agreed to adopt with a minor change; the gifted generator was given a nominal value of £1.00 as advised by the internal auditor. Updated copies of all reviewed documents to be put on the new website.
 - f) *'Assertion 10'* changes – the transition to a new .gov.uk website and email address have been done, with clerk to follow up on relevant Data Protection, IT and Privacy policies.

14) Finance for 2026/27

- a) **Report and bank balance:** The clerk gave a report of this year's spend to date, with a Finance Summary and latest banking statement circulated to members, showing a balance of £4,194.10 not including today's payments.
- b) **Payments authorised:** Payments for Clerk's salary and expenses, the NALC subscription and an invoice for the Internal Auditor were authorised at a cost of £345.44.

15) Any other business:

- a) **Council Laptop:** Clerk outlined some possible options and will circulate details for comment and approval.

Date and time of next meeting: Monday 10th August 2026 at 6.30pm

_____ **Chairman**

_____ **Date**