



Dear Councillors,

You are duly summoned to the **Annual General Meeting of the Parish Council** at **7.00pm** on **Wednesday 13th May 2026** in Stansfield Village Hall for the purpose of transacting the business below:

A Lee

Clerk and RFO

Prepared on 7th May 2026

AGENDA

1. ELECTION

- 1.1 To **ELECT** the Chairman of Stansfield Parish Council and receive their declaration of acceptance of office to be signed in the meeting and signed by the Clerk.
- 1.2 To **ELECT** the Vice Chairman of Stansfield Parish Council and receive their declaration of acceptance of office to be signed in the meeting and signed by the Clerk.
- 1.3 To **RECEIVE** the Chair's Annual Review (Appendix 1).

2. APOLOGIES FOR ABSENCE

To **RECEIVE** Councillor apologies and consider whether to approve reasons for absence.

3. MINUTES

To **AGREE** the minutes of the meeting held on 11th March 2026 and authorise the Chair to sign.

4. DECLARATION OF INTERESTS

- 4.1 4.1 Councillors are reminded to update their Declaration of Interests on West Suffolk District Council's website and to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Stansfield Parish Council's Code of Conduct.
- 4.2 To consider any written requests for a dispensation received by the Clerk prior to the commencement of the meeting.

5. PUBLIC FORUM

The Chairman will invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to three minutes per person, at the discretion of the Chairman.

The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by Councillors, it will be added to the agenda for the next Council meeting.

6. COUNTY, DISTRICT & PARISH COUNCILLOR REPORTS

- 6.1 To receive an oral or written report from Cllr Bobby Bennett (Suffolk County Council) and to give her the opportunity to respond to any matters raised in the Public Forum.
- 6.2 To receive an oral or written report from Cllr Sarah Pugh (West Suffolk District Council) and to give her the opportunity to respond to any matters raised in the Public Forum.
- 6.3 To receive the Good Neighbour Scheme annual report.

7. PLANNING AND DEVELOPMENT

- 7.1 To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda.

8. COMMUNITY MATTERS

- 8.1 To **RECEIVE** any updates on the Old Chapel Churchyard.
- 8.2 To **RECEIVE** any updates on restoring the village sign.
- 8.3 To **RECEIVE** any updates on the Summer Fun Day.
- 8.4 To **RECEIVE** a report on the Spring Coffee Morning.
- 8.5 To **RECEIVE** an update on the Annual Village Tidy Up.
- 8.6 To **CONSIDER** options, especially effectiveness versus cost, for discouraging speeding in the village, such as a speed indicator device (SID) or village gateways (Appendix 2).
- 8.7 To **CONSIDER** an Autumn Event or participation in the Village Hall Christmas Shopping Evening.

- 8.8 To **DISCUSS** any updates on communications with the Police and the incident involving the death of sheep last year.
- 8.9 To **DISCUSS** methods of communication with residents and how to obtain their views.
- 9. CLERK & RFO REPORT**
- 9.1 Village webpage merger in progress.
- 9.2 To **NOTE** all signatories have experienced issues logging on to Unity Trust account due to an IT error with the bank. Trying to resolve.
- 9.3 Resubmitted Cllr Spillett's application form to be a bank signatory.
- 9.4 To **RECEIVE** and **APPROVE** end of year bank reconciliation for 2025-26 and authorise the Chair to sign (last page of agenda).
- 9.5 To **RECEIVE** and **APPROVE** end of year accounts for 2025-26 (Appendix 3).
- 9.6 To **REVIEW** and **APPROVE** schedule of payments & receipts and items of expenditure for February & March 2026 and to **AUTHORISE** the Chair to sign the schedule of payments & receipts (last page of agenda).
- 9.7 To **NOTE** that Unity Trust current account fees have increased from £6 a month to £7 a month as of 1st March 2026.
- 9.8 To **CONSIDER** and **APPROVE** setting meetings to the first Wednesday of a meeting month or moving to a Monday from 2027, noting the District Councillor cannot attend on Mondays but can submit a written report.
- 9.9 To **NOTE** the OneSuffolk annual web hosting fees have increased from £52+VAT to £58.33+VAT
- 10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**
- 10.1 To **NOTE** that the Annual Governance and Accountability Return (AGAR) will be conducted the week commencing 11th May 2026.
- 10.2 To **CONSIDER** and **APPROVE** the Annual Governance Statement for 2025-26 (Appendix 4).
- 10.3 To **CONSIDER** and **APPROVE** the Accounting Statements for 2025-26 (Appendix 4).
- 10.4 To **AUTHORISE** the Chair and RFO to **SIGN** the Certificate of Exemption from external audit (AGAR form 2) (Appendix 4).
- 10.5 To **NOTE** that should the auditor advise that any of the assertions of the AGAR need reviewing, or if there are any incorrect figures on the accounting statement, the auditor will advise that the council revisits the completed forms, which would require an extraordinary meeting.
- 10.6 To set the 30 day period for Exercise of Public Rights as 3rd June – 14th July (inclusive) (website).
- 11. GOVERNANCE**
- 11.1 To **RECONFIRM** that the Council has appointed the Clerk to be the Responsible Financial Officer and Proper Officer.
- 12. AGENDA ITEMS FOR FUTURE MEETINGS & ANY OTHER BUSINESS**
- 12.1 Councillors may use this opportunity to add future agenda items and report matters of information not included elsewhere on the agenda.

Date of next Parish Council Meeting: Wednesday 9th September 2026.

Schedule of Payments for Approval

Payments made under delegated powers or Financial Regulation 6.8 since the last meeting:

None

Payments authorised for settlement before the next meeting:

- Direct debits, standing orders and other contractual payments approved by the Council
- Salaries and HMRC payments
- Payments arising from previous Council decisions
- Payments authorised by the Clerk and Chair under delegated powers or Financial Regulation 5.15

Schedule of Payments & Receipts in February & March 2026

Date	Description	Supplier/Customer	Net	VAT	Total
10/02/2026	Transfer from Savings	Bank Transfer	£ 1,000.00	£ -	£ 1,000.00
10/02/2026	Transfer from Savings	Bank Transfer	-£ 1,000.00	£ -	-£ 1,000.00
26/02/2026	Clerk Homeworking Allowance	Clerk	-£ 26.00	£ -	-£ 26.00
26/02/2026	Clerk Salary	Clerk	-£ 303.70	£ -	-£ 303.70
26/02/2026	Clerk SIM February	Clerk	-£ 6.00	£ -	-£ 6.00
26/02/2026	Reimbursement for Jan SIM & Postage	Clerk	-£ 7.55	£ -	-£ 7.55
28/02/2026	Bank Fees	Unity	-£ 6.00	£ -	-£ 6.00
26/03/2026	Clerk Salary	Unity	-£ 303.70	£ -	-£ 303.70
26/03/2026	Clerk Homeworking Allowance	Clerk	-£ 26.00	£ -	-£ 26.00
26/03/2026	Clerk SIM March	Clerk	-£ 6.00	£ -	-£ 6.00
31/03/2026	Bank Fees	Unity	-£ 7.00	£ -	-£ 7.00

Stansfield Parish Council End of Year Bank Reconciliation

1 April 2025 - 31st March 2026

Opening balance 1 April 2025	7,728.48
Movement in balances	
Receipts	8,634.76
Payments	7,055.79
Receipts less payments	7,055.79
Closing balance (28th February 2026)	9,307.45

Bank accounts

Unity Trust Current Account	708.29
Unity Trust Instant Access Savings	8,599.16
TOTAL bank balances (28th February 2026)	9,307.45

Councillor Signature: _____

Stansfield Parish Council

Chairman's Review of 2025-2026

Annus Horribilis

The Council's work this year has regrettably been dominated by the horrific incident involving the killing of over 30 sheep last July. And the preceding few months when people were threatened out walking, in their cars and homes.

This necessitated a great deal of liaison with the Police, the Police and Crime Commissioner and our local MP Nick Timothy, and organising two large public meetings.

From early in 2025, several individuals, the Parish Council and councillors had reported threats by loose dogs in the village which Police were slow to act on and when they did, not robustly enough to prevent the horrific largescale incident. An apology was received from the PCC and in person from the Police at the extraordinary PC meeting held on 2nd September, and attended by around 40 people. Our MP pledged to try to get the Police to take crime in rural areas more seriously when he attended the Parish Meeting we called on 29th September.

Discussions are still ongoing with all these agencies about a system for local communities to flag up threats as they develop.

Necessarily this has taken up a great deal of councillors' time and effort.

However our **prime focus** on collecting ideas and concerns from residents and creating informal opportunities for them to meet with councillors and fellow residents, has progressed in force. To emphasise the importance of this and to underpin these efforts, we now have a new Council Policy - our **Community Engagement Policy**.

The Summer Fun Day held in August 2025 with its competitions and races was enjoyed, despite some rain, by a crowd. Welly wanging and egg and spoon races particularly popular and keenly contested!

The Spring Coffee Morning in March this year was buzzing with over 80 people attending. **The Made in Stansfield display** showcased the wide range of creative talent in the village from fine jewellery to furniture and musical instruments to children's clothes as well as preserves and of course cakes! **Good Neighbour Volunteers** and friends made cakes and ran the cafe. This event also offered an opportunity to read and sign our MP Nick Timothy's petition against the development of a new city between Newmarket and Haverhill.

The village tidy up has started with the Village Hall grounds being litter picked on the day of the coffee morning. The remainder of the village is set to continue once the set of picking equipment is delivered from West Suffolk Council. The PC have secured a set of this equipment to be permanently held in the village.

Parish Councillors and Good Neighbour Volunteers also ran a small competition table at the **Christmas Shopping Evening** in November from which the proceeds were given to Village Hall Funds.

Assets of Community Value. Importantly a list of the things that residents value in the village has been compiled and is now on our website appended to the list of assets actually owned by the PC. This list shows that the PC understands and documents what residents value here. It may be that some of these items can actually be formally registered which, if any came up for sale, would allow a period of grace to possibly organise funds to try to purchase them. Considerable further work is needed to progress to this next stage.

In the winter, we welcomed our excellent new Clerk, Abbie Lee, who is busy updating all the council's policies and information as well as the Website.

Costs: In all our work we continue to keep at the forefront the need to keep costs to residents at a minimum. So for the third year running we avoided any significant increase in the precept. We thank the very generous people who sponsor events and projects and the work of the Good Neighbour Scheme volunteers who freely give of their time to help individuals and also to maintain things in the village. The Old Chapel Graveyard and the village sign, which is in process of being renovated, are prime examples.

Many people have helped in the village and we thank them all.

We specially thank **Jan and Andrew Pallett** who have continued to look after the village defibrillator (currently under repair).

We specially thank the **Village Hall Management** Committee and **Dolly and Derek Adams** in particular, for putting on an array of interesting films and events for all residents to enjoy.

And we thank our representatives, **Sarah Pugh of WSC and Bobby Bennett of SCC** as well as our **MP Nick Timothy** for their support.

APPENDIX 2

Speed Control Options

Speed Indicator Device from Eland City:

Device cost: £1,999 + VAT
Shipping cost: £89.99 + VAT
Installation cost: TBC
Battery change and data download: £45 per time (no VAT applied)

Village Gateways from Glasdon

Many options are available.
Prices range from £493.12 + VAT to £1,122.24 for a single standard gateway.
Cost of signs is only available on application.
Cost of installation TBC

NOTE: There is no reliable data to show the effectiveness of either option.

THE WORLD'S MOST FREQUENTLY CHOSEN MODEL

Accuracy, striking visibility, reliability in all conditions, easy to install, the EVOLIS radar speed sign boasts a host of advantages that have made it an international benchmark: over 10,000 town councils have adopted it and there are over 30,000 units in operation worldwide.



1 An impactful display making it the most effective of radars

- Greater visibility meaning earlier driver awareness
- Accurate, long-range Doppler radar antenna (300 meters)

2 Connected radar for high-performance analysis

- Traffic data recorded in both directions
- A software package for analyzing your traffic data
- Various connectivity options

3 Durability and long-term reliability

- Extremely durable housing
- Robust front face
- Two-year parts and labour guarantee
- Extended warranty for your peace of mind

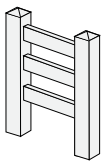
4 Simple, safe installation

- Easy installation built into the design
- Can be configured directly on the appliance
- Four power supply modes to suit sites of all kinds
- Lightweight: only one person needed for installation or relocation

TESTIMONIALS FROM OUR CUSTOMERS

I have to say that we are absolutely delighted with the new device and we have had lots of positive comments from residents who are also very impressed. I am sure we will be placing a further order with you in the New Year.

Mr Craig Bowne, Councillor to Alderley Edge Parish Council (Cheshire)



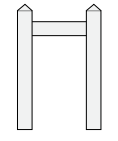
STANDARD GATEWAY

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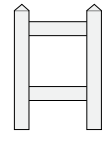
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2.3m Height (1.8m above ground)

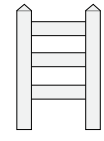
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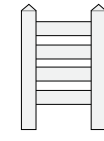
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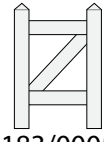
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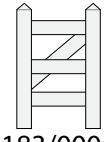
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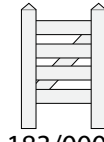
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183/0005
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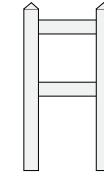
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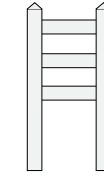
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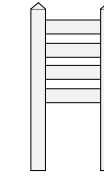
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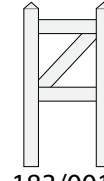
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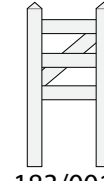
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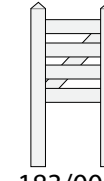
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183/0012
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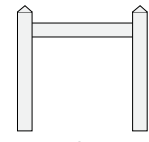


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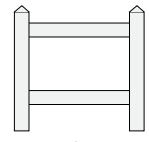


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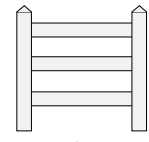
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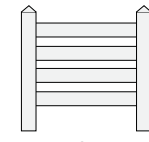
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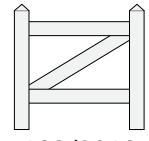
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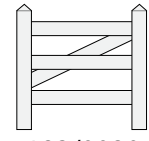
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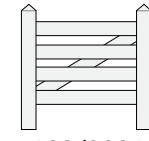
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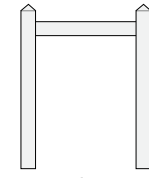
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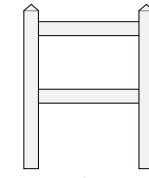
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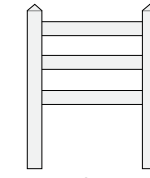
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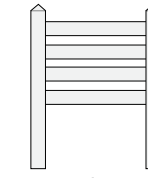
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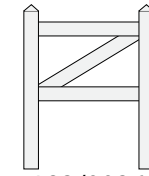
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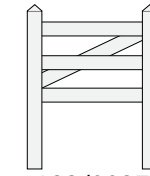
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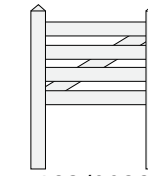
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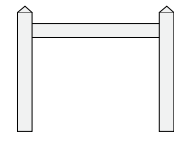


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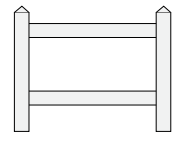


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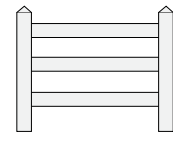
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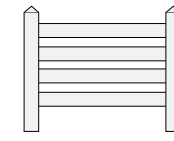
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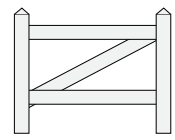
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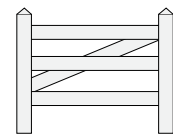
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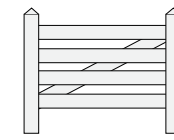
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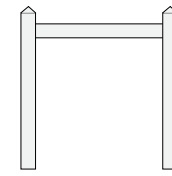
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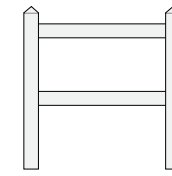
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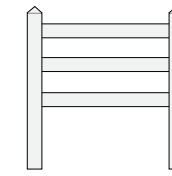
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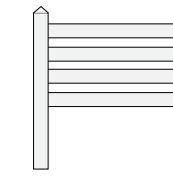
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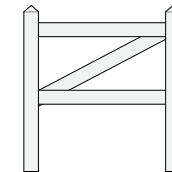
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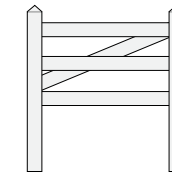
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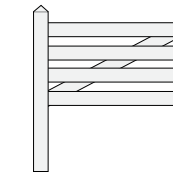
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183/0039
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183/0040
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Unavailable

APPENDIX 3

Stansfield Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					7,728.48	
1	03/04/2025	Unity Trust	Phone costs	V02332022114	Phone costs	EE mobile	-21.56	-4.31	-25.87	7,702.61	30/04/2025
2	25/04/2025	Unity Trust	PAYE & NI		PAYE	HMRC	-159.68		-159.68	7,542.93	30/04/2025
1	28/04/2025	Unity Trust	Precept		Precept	West Suffolk Council	8,509.00		8,509.00	16,051.93	30/04/2025
3	28/04/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	15,781.88	30/04/2025
3	28/04/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	15,766.88	30/04/2025
4	30/04/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	15,760.88	30/04/2025
5	01/05/2025	Unity Trust	Emptying of dog bins		Emptying of dog bins	West Suffolk Council	-100.10		-100.10	15,660.78	31/05/2025
6	06/05/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	15,633.26	31/05/2025
7	14/05/2025	Unity Trust	PAYE & NI	475/XA63812	PAYE	HMRC				15,633.26	30/06/2025
10	27/05/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	15,363.21	31/05/2025
8	27/05/2025	Unity Trust	Stationery	INV14600	Printing costs	Red Side Up	-66.00		-66.00	15,297.21	31/05/2025
10	27/05/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	15,282.21	31/05/2025
9	31/05/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	15,276.21	31/05/2025
11	03/06/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	15,248.69	30/06/2025
12	26/06/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	14,978.64	30/06/2025
12	26/06/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	14,963.64	30/06/2025
14	30/06/2025	Unity Trust	Phone costs	Q23391786342	Phone costs	EE mobile	-22.93	-4.59	-27.52	14,936.12	31/07/2025
13	30/06/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	14,930.12	30/06/2025
15	09/07/2025	Unity Trust	Internal audit fees		Subscription	Suffolk Association of	-152.28		-152.28	14,777.84	31/07/2025
17	24/07/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	14,507.79	31/07/2025
16	24/07/2025	Unity Trust	PAYE & NI	0000475871	PAYE	HMRC	-202.40		-202.40	14,305.39	31/07/2025
17	24/07/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	14,290.39	31/07/2025
18	31/07/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	14,284.39	31/07/2025
21	04/08/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	14,256.87	31/08/2025
20	08/08/2025	Barclays current a/c	GDPR		Data protection fee	ICO	-47.00		-47.00	14,209.87	09/09/2025
22	26/08/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	13,939.82	31/08/2025
22	26/08/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	13,924.82	31/08/2025
23	31/08/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	13,918.82	31/08/2025
24	03/09/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	13,891.30	09/09/2025
27	26/09/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	13,621.25	06/10/2025
27	26/09/2025	Unity Trust	Home Working Alloc		Clerk's salary	Annie Lines	-15.00		-15.00	13,606.25	06/10/2025
29	06/10/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	13,578.73	06/10/2025
28	06/10/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	13,572.73	06/10/2025

Stansfield Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
25	07/10/2025	Unity Trust	Subscriptions	inv 12039	Subscription	Starboard Systems Ltr	-137.50	-27.50	-165.00	13,407.73	27/10/2025
19	07/10/2025	Unity Trust	Insurance		Insurance	Zurich Town & Parish,	-264.00		-264.00	13,143.73	27/10/2025
31	07/10/2025	Unity Trust	Village hall hire		Village hall rental for meetings	Stansfield Village Hall	-184.00		-184.00	12,959.73	27/10/2025
26	07/10/2025	Unity Trust	Stansfield village H		Broadband for village hall	Stansfield Parish Cour	-768.00		-768.00	12,191.73	27/10/2025
32	23/10/2025	Unity Trust	PAYE & NI		PAYE	HMRC	-202.60		-202.60	11,989.13	27/10/2025
33	27/10/2025	Unity Trust	Salaries		Clerk's salary	Annie Lines	-270.05		-270.05	11,719.08	27/10/2025
33	27/10/2025	Unity Trust	Home Working Allo		Clerk's salary	Annie Lines	-15.00		-15.00	11,704.08	27/10/2025
30	31/10/2025	Unity Trust	Stationery		Stationery	Red Side Up	-60.00		-60.00	11,644.08	30/11/2025
37	31/10/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	11,638.08	30/11/2025
34	03/11/2025	Unity Trust	Website		IT Support	Community Action Suf	-55.00	-11.00	-66.00	11,572.08	30/11/2025
35	03/11/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	11,544.56	30/11/2025
36	30/11/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	11,538.56	30/11/2025
47	04/12/2025	Unity Trust	Phone costs		Phone costs	EE mobile	-22.93	-4.59	-27.52	11,511.04	31/01/2026
2	10/12/2025	Unity Trust	Phone costs		Phone costs	EE mobile	22.17	4.43	26.60	11,537.64	31/01/2026
3	31/12/2025	Unity Instant Acce:	Bank interest		Bank interest received	Unity Trust	52.03		52.03	11,589.67	31/01/2026
48	31/12/2025	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	11,583.67	31/01/2026
38	23/01/2026	Unity Trust	PAYE & NI		PAYE	HMRC	-143.20		-143.20	11,440.47	31/01/2026
44	26/01/2026	Unity Trust	Salaries		Clerk's salary	Clerk	-980.80		-980.80	10,459.67	31/01/2026
39	26/01/2026	Unity Trust	Village hall hire		Village hall rental for meetings	Stansfield Village Hall	-112.00		-112.00	10,347.67	31/01/2026
45	26/01/2026	Unity Trust	Internal audit fees		Internal audit fee	Suffolk Association of I	-183.00	-36.60	-219.60	10,128.07	31/01/2026
41	26/01/2026	Unity Trust	Other payments		Maintenance	Leigh Martin	-25.00		-25.00	10,103.07	31/01/2026
42	26/01/2026	Unity Trust	IT Support		Mailbox	Community Action Suf	-40.83	-8.17	-49.00	10,054.07	31/01/2026
43	26/01/2026	Unity Trust	Home Working Allo		Home Working Allowance	Clerk	-78.00		-78.00	9,976.07	31/01/2026
40	26/01/2026	Unity Trust	Expenses		Clerk's expenses	Clerk	-17.80		-17.80	9,958.27	31/01/2026
46	31/01/2026	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	9,952.27	31/01/2026
53	26/02/2026	Unity Trust	Salaries		Clerk's salary	Clerk	-303.70		-303.70	9,648.57	31/03/2026
55	26/02/2026	Unity Trust	Phone costs		Clerk's expenses	Clerk	-6.00		-6.00	9,642.57	31/03/2026
54	26/02/2026	Unity Trust	Home Working Allo		Clerk's salary	Clerk	-26.00		-26.00	9,616.57	31/03/2026
56	28/02/2026	Unity Trust	Phone costs		Clerk's expenses	Clerk	-7.55		-7.55	9,609.02	31/03/2026
57	28/02/2026	Unity Trust	Bank fees		Bank fees	Unity Trust	-6.00		-6.00	9,603.02	31/03/2026
49	26/03/2026	Unity Trust	Salaries		Clerk's salary	Clerk	-303.70		-303.70	9,299.32	31/03/2026
51	26/03/2026	Unity Trust	Phone costs		Phone costs	Clerk	-6.00		-6.00	9,293.32	31/03/2026
50	26/03/2026	Unity Trust	Home Working Allo		Home Working Allowance	Clerk	-26.00		-26.00	9,267.32	31/03/2026
4	31/03/2026	Unity Instant Acce:	Bank interest		Bank interest received	Unity Trust	47.13		47.13	9,314.45	31/03/2026

Stansfield Parish Council

Transactions for All Banks

Voucher Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
52 31/03/2026	Unity Trust	Bank fees		Bank fees	Unity Trust	-7.00		-7.00	9,307.45	31/03/2026
CLOSING BALANCE						1,698.84	-119.87	1,578.97	9,307.45	

Annual Governance and Accountability Return 2025/26 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2026** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** **must** be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** **must** be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** **must** be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2025/26 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review **must** do so at a meeting of the authority after 31 March 2026. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption **must** be returned to the external auditor no later than **30 June 2026** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- 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.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority **must** publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and 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 for a single period of 30 working days for inspection (this excludes weekends and public Holidays) which **must** include the first ten 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 been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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’, is an explanation available for publication?		
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 31 March 2026 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

* **Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

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

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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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:

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	N/A <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>

*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

Yes No

The authority website is up to date and the information required by the Transparency Code has been published.

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	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			<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			<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			<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			<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			<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			<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			<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			<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			<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			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	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.

a wlee SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED