MINUTES OF PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 20TH APRIL 2026 AT PATTINGHAM VILLAGE HALL

Present: Councillors: A Freeman (Chairman), J Tomlinson (Vice Chairman), W Morris, N Burton, R Northwood, Mrs A Kemp, Mr S Walker, J Yardley, *N Caine, D Glynn arrived at 8.05pm and 2 members of the public.

Also Present: Mrs J Cree, and County and County Councillor James Hodges

66/26. Apologies for Absence

Apologies of absence were received from Cllr Mrs S Attwater, District Councillor R Reade and District Councillor Mrs V Wilson.

67/26. Declarations of Councillors' Interest.

None were declared.

68/26. To receive a report from the PCSO's and discuss any relevant matters for the Police, inc operation SNAP.

The following email was received from PCSO Alex Rathbone:-

We have been asked to pass on the below information from our Command Team at South Staffs - it appears there are some Parish Councils who have not been made aware of the changes -

1. *We will no longer provide reports to Parish Councils – all crime information is available at Police.co.uk which can be accessed via the Staffordshire Police webpage.*
2. *If PCSOs wish to attend Parish Council Meetings when they are on duty they may however there is no requirement to do so.*

I am told that the above was agreed at the end of last year by the Staffordshire Parish Councils' Association and the direction is a Force Decision, not a local one only affecting South Staffs. In short, for us down this neck of the woods the only change is that we will no longer produce reports for you - we do try to attend meetings when we are on duty and we will continue to try to give you the heads up of whether we will be attending or not. Producing the reports can be time consuming and the idea is that this will free up more time for us to be out and about rather than sat in the office preparing the reports etc.

Any issues / questions at all then please come back to me and I will raise with our Chief Inspector / Inspector"

The following email was received from the Chief Inspector:-

"I would like to update you on a number of operational changes that will be implemented across South Staffordshire in the coming weeks. These adjustments are designed to enhance our ability to respond to calls for service promptly and to ensure we maintain an effective policing footprint across the district.

To improve coverage and reduce response times, frontline officers will now be distributed more evenly across South Staffordshire. At present, response officers begin their tour of duty at Codsall Police Station, and, following briefing with their Sergeant, are deployed by the Force Control Room to incidents across the area.

However, given the extensive geography of our district, operating from a single parade location can result in longer travel times to certain incidents. To address this, we will begin parading response officers from both **Codsall Police Station** and **Wombourne Police Station**. This is a positive and necessary step that will reduce travel time, improve efficiency, and support our commitment to providing timely and effective service to victims and communities.

In addition, we are establishing designated **deployment zones** across all areas of South Staffordshire. Officers will be allocated to a specific zone at the start of their duty and will remain within that area to respond to calls for service and carry out proactive patrol activity.

Please note that these changes relate solely to our **response policing model**. **Neighbourhood Policing remains unchanged".**

It was agreed to put forward an online petition for getting support for Operation Snap in the Staffordshire Police area.

69/26. Public Forum - Democratic fifteen-minute period / public question time

There were no members of the public present that wished to speak.

70/26. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 2nd March and 16th March 2026.

The minutes of the meetings held on the above date, were agreed as a true and accurate record of the meeting. The 2nd March minutes were proposed by Cllr W Morris and seconded by Cllr N Caine. The 16th March minutes were proposed by Cllr Mrs A Kemp and seconded by Cllr W Morris.

71/26. County / District Councillors to address the Council on any matters relevant to the Parish

County Councillor J Hodges raised the following items for the Council:-

- Flooding at Dadnall cottages, ref. 4480893. Out of hours attended. Needs traffic management, needs stop and go signs. Work is pending resources available, but it was raised as a potential emergency.
- Bus service. Justification was asked for by the officer at SCC. The response laid out the challenge that there would need to be an extra bus in the cycle to go over to Pattingham. This would require a subsidy of roughly half of the weekday subsidy of £577. A bus every 2 /3 hour would result in a gap on the Perton-Wolverhampton service, and then 2 buses being present at the same time in Perton. An all-day service would require a subsidy beyond the estimated revenue and the budget is fully spoken for. The weekday service would not exist without the SCC subsidy. He will take back and ask if the Perton Service on a Saturday changed from every 30 mins to 1 hour could Pattingham to be covered.

- Burnhill Green Road. Contractors have agreed to honour their 2-year warranty and resurface the road. They will do this most likely in mid-summer due to it providing the optimum road surface temperature. Speed enforcement has also been arranged on BHR with the 85th percentile being over the required limit, this was back in February, and I have not heard any updates, email sent today asking if any progress has been made.

Cllrs D Glynn and N Caine arrived at this point, at 8.05pm.

- Community fund opens in mid-May. I would look to allocate around £500 here so please contact me with applications. The fund was well allocated last year but a portion of it was unspent in the division due to time constraints, so I'd like to get it allocated by September time.
- DHP meeting on the 25th of March. We discussed again the possibility of a sign for where the 60mph becomes a 30mph on Patshull Road. Highways advised this would take up the majority of my £10,000 DHP allocation so we will not be pushing forward with it. I am happy to work with the parish to get some sort of warning sign up, but highways will not put a pedestrian in road sign up due to the crossing point by the park.
- Clive Road to be closed from the 5th to the 8th May for pothole repairs. Could be longer and the permit extends to the 15th. All potholes will be filled as a reactive job, rather than a structural or surface dressing project.
- Pattingham High Street is on the works plan for restructuring in the Autumn. The road will be completely restructured by the shops and the crossing, up to the junction with Clive Road
- The speeding issue, qualifies for the speeding van to come out on the Burnhill Green Road.

72/26. Community Speed-watch update and speeding issues

Cllr J Tomlinson reported that the speedwatch session were held on Westbeech Road at 7.30am on Friday and 47 drivers were caught speeding. Some Community Speed watch signs are erected, and the rest are in progress to be installed.

Cllr Mrs S Attwater is still awaiting statistics on the numbers speeding since we started the sessions. There was a thought of having two teams running at the same time in different areas but for that we would need another speed monitor and to attract more volunteers.

73/26. To discuss updates on the 4 year plan

A pre-meeting will took place before this meeting.

A post will be put on Facebook to let parishioners know that we have pushed to get the potholes repaired, and the County Cllr report and dates.

Cllr Mrs S Attwater asked if the Council will be able to support plans for a boxing/gym club as we said we wanted to do something for the youngsters in the village. She has made contacts at Codsall leisure centre.

74/26. To discuss the surface of the Tennis Courts

The Chairman , Vice Chairman and the Clerk were given delegated authority to move this project forward. The Chairman met with the original contractor Fosse Contracts, and they suggested patching it with tarmac and spraying it green to match. Therefore, the Clerk has purchased a tub of tarmac and they will supply the green spray paint to match.

Recently there was damage when two pieces of paving slabs... one around a foot long, were thrown over the fence and damaged the courts in two different places. She called the lengths-man to check the CCTV and he caught them on camera.

He duly sent the picture and video of the youngster throwing the pieces over the fence to the police and asked for it to be logged as criminal damage. We did not recognise the group of 7 youngsters. The police gave him a crime number - 21260055545. This will be added to the Facebook page.

75/26. To discuss the request for a bike pump track

Cllr S Walker reported that he and Cllr Mrs S Attwater met Duncan Evans and a representative from Capital down the park to discuss what the company could do for us. They were keen to get involved and said they would look at plans and get back to us. They are waiting to hear back.

The Clerk to get as much information as possible on the National Lottery grants and circulate it to all members.

76/26. To receive information on bus services

An update was received in the County Councillors item.

77/26. To discuss the over 65's lunch

Members discussed the lunch in general and will discuss this further when / if a grant application is submitted.

78/26. To receive an update from the Christmas Committee and discuss a road closure

It was agreed to invite members of the working group to come to the next meeting and discuss the concerns of the Council as last year was a trial event, and to be reviewed this year before a second year can be considered.

Written confirmation of the proposals for 2026 event, such as the road closure, detailed plans for the event, tens licence, traders etc.

79/26. Report from the Clerk.

The following items were noted:-

Community Racket Sports Sessions circulated
Village Gateway Markers at Burnhill Green – the Clerk to write back saying the location was Highways Authority.

Planning Applications

26/00121/FULHH Two storey front extension, alterations to existing bay windows and new bay window to frontage, first floor side extension including new dormers to front and rear, single storey rear extension, swimming pool and plant room with changing facilities and ground-mounted solar panels to rear Location: Fourwinds Great Moor Road Pattingham

26/00175/FULHH Consolidation of two entrances into 1 shared driveway with new gates. Location: Westbeech Manor Nurton Hill Road Pattingham

26/00208/LUE A Certificate of Lawfulness is sought to confirm that the land outlined in red has been used as garden land in association with the owners adjacent property, 1 Orchard Close, for over 10 years. During this period, the use has included the parking of domestic vehicles and domestic storage.
1 Orchard Close Pattingham

Appeal decision: 25/00481/FULHH - Long Acre Wolverhampton Road Nurton - Dismissed

26/00143/FUL Change of Use from Agricultural Land to Equestrian use including erection of Stabling, Hay Barn and construction of Menage for private use. Location: Little Moor Cottage 44 Moor Lane Pattingham

80/26. Accounts for Payment

The accounts for payment listed below were agreed:-

Administration	April	£794.28
HMRC	April	£284.75
Gardening	April	£200.00
YGS	March	£54.65
EE	March	£26.17
Water rates	March	£158.98
Lengthsmans work	3 months	£2250.00
Dittons	3 months	£1854.00
Pattingham Village Hall	Who's for lunch	£85.00
Defib Supplies Burnhill Green		£94.18
Crown Estates	Rent for land at BG	£120.00
SPCA	Annual Subs	£528.77
CMT Group	New SID Batteries	£258.00
Viking Direct	Stamps	£27.68
Zurich Municipal	Insurance	£1476.05
J Teague	Install Bench	£589.47
Brackets for Speedwatch signs		£80.00
Turnocks	New lights	£2520.00
Pattingham Village Hall	Whos for lunch and room hire for PC	£242.00
Microsoft		£136.37

The accounts to the 31st March 2026 were agreed and noted as set out as appendix 1 to these minutes.

81/26. Summary to communicate to the residents

Vandalsim, Speed Data, Scheduled pot holes works, Operation Snap, Community waste road show (add dates).

82/26. Items for future Meetings –

Severn Trent in June.

83/26. Dates of Next Meetings

11th May 2026 (AGM)

84/26. Exclusion of the Press and Public

The press and the public were excluded to enable the Parish to discuss an item of a sensitive nature.

85/26. To discuss nominations for the resident and young person of the year and presentation of the award

We have had 1 nomination for young person of the year and 3 names for resident of the year.

The Clerk will confirm the candidates for the resident of the year are happy to have their names put forward in a poll, with a profile photo and post a poll on Facebook.

Meeting closed at 21.35pm.

Appendix 1 to the Pattingham Parish Council minutes held on the 20th April 2026

Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "*Year ending 31 March 2025*" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name _Pattingham and Patshull Parish Council___________

Financial year ending 31 March 2026

Prepared by____Jennifer Cree__________ (Name and Position) Date___02/04/2026__

Balance per bank statements as at 31 March 2026:	£	£
e.g. Santander Current account	451.57	
Santander Deposit acc	3.34	
Redwood Bank	63827.91	
		64252.72
Petty cash float (if applicable)	0	
Less: any unpresented cheques at 31 March 2026 (normally only current account)	0	
Cheque number		
Add: any un-banked cash at 31 March 2026	0	
e.g. Allotment rents banked 31 March 2026 (but not credited until 1 April 2025)		
Net balances as at 31 March 2026		64252.72
The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:		
CASH BOOK Opening Balance 1 April 2025 Add: Receipts in the year Less: Payments in the year	 58627 64922	 70548
Closing balance per cash book [receipts and payments book] as at 31 March 2026 **(must equal net balances above)**		64253

Explanation of significant variances in the accounting statements –

AGAR Section 2

Parish Council name: _____ Pattingham and Patshull Parish Council _______

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating'* variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	**2024/5 £**	**2025/6 £**	**Variance (+/-) £**	**Detailed explanation of variance** **(for each reason noted please include monetary values (to nearest £100)**
Box 2 *Precept*	46209	46209	£ 0.00	N/A
Box 3 *Other income*	3880	8669	£4789 123%	£4775 Christmas event income
Box 4 *Staff costs*	11648	12154	£506 4.34%	N/A
Box 5 *Loan interest/ capital*	0	0	£ 0	N/A
Box 6 *Other payments*	44428	46915	£2487 5.59%	N/A
Box 7 *Balances carried forward*	66782	62591		Future Projects £23,000.00 Future Election Expenses £5,000.00 Replace Rustic Benches on lower playing field £2,000.00 Replacement play area equipment £7,000.00 Christmas light replacement / repairs £3,000.00 General Reserve fund £10,000.00

				Contingency fund £3,000.00 Purchase of land at Burnhill Green £13307 Reserves to balance budget 2025-6 £3284.00 TOTAL £62591
Box 9 *Fixed assets & long-term assets*	432348	432348	£0.00	
Box 10 *Total borrowing*	0	0	£ 0.00	

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2026). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

Parish Council name:_____ Pattingham and Patshull Parish Council _______

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Total of Box 7: Balances carried forward (31/3/2026)			**62591**
Deduct:Debtors	1663.47		
Deduct: Payments made in advance (prepayments)	0		
Total deductions		**0**	
Add: Creditors		3325.18	
Add: Receipts in advance	0		
Total additions		**0**	
Total of Box 8: Total cash and short-term investments (31/3/2026)			**64253**

(must agree to the net balances on bank reconciliation)

Local Council name: ______ Pattingham and Patshull Parish Council ______

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Jennifer Cree…	RFO's name (if not clerk): …………………………….	Chair's name: …Cllr Adam Freeman……
Clerk working hours (e.g. Mon-Fri 9-5pm): …8 hours a week…… ……………………………	RFO working hours (e.g. Mon-Fri 9-5pm): …………………………… ……………………………	
Parish Council registered address: 35 Kingsford Park Sladd Lane Wolverley DY11 5TA Email: clerk@pattingham-pc.gov.uk	Parish Council registered address: ………………………………… ………………………………… ………………………………… ………………………………… ………………………………… ……………………	Chair contact postal and email address: ………………………………. ………………………………. ………………………………. ………………………………. ………………………………. ……………….. Email: Cllr.freeman@pattingham-pc.gov.uk
Telephone: Primary contact number: 07534813053 Mobile/Alternative number: ……………………………	Telephone: Primary contact number: …………………………… Mobile/Alternative number: ……………………………	Telephone: Primary contact number: …………………………… Mobile/Alternative number: ……………………………
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). …clerk@pattingham-pc.gov.uk……….		

Local council name: __Pattingham and Patshull Parish Council____

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2026

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: __1st June 2026___ (a)	(a) Insert date of placing of this notice on your website.
2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2026 these documents will be available on reasonable notice on application to: (b) __Jennifer Cree – Clerk / RFO____________________ ____ ____ commencing on (c) 02/06/2026 and ending on (d) 14/07/2026	(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts. . (c)And (d)The inspection period must be 30 working days in total and commence no later than 1 July 2026.
3. Local Government Electors and their representatives also have: • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above. 4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by: Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk	
5. This announcement is made by *(e))*___Jennifer Cree – Clerk / RFO_	(e) Insert name and position of person placing the notice

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✔	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✔	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✔	
	Has an explanation of significant variations been published where required?	✔	
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?	✔	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		✔

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

Annual Internal Audit Report 2025/26

Pattingham and Patshull Parish Council

www.pattingham-pc.gov.uk

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

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

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
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.			
	Yes	**No**	**Not applicable**
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Signature of person who carried out the internal audit

Date

***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:

Pattingham and Patshull Parish Council

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

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

and recorded as minute reference:

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

Chair

Clerk

www.pattingham-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Pattingham and Patshull Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	72,769	66,782	*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.*
2. (+) Precept or Rates and Levies	46,209	46,209	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	3,880	8,669	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	11,648	12,154	*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.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	44,428	46,915	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	66,782	62,591	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	70,548	64,253	*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.***
9. Total fixed assets plus long term investments and assets	432,348	432,348	*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.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*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 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

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

In respect of Pattingham and Patshull Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

BUDGET COMPARISON to 31/03/2026

	Income	Budget 2025/6	Actual Inc to 31/03/26	Balance	Comments
100	Donations	£0.00	£400.00	£400.00	
101	Precept	£46,209.00	£46,209.00	£0.00	
103	Football Income	£1,400.00	£1,400.00	£0.00	Received in August
104	Misc. Items	£0.00	£0.00	£0.00	
110	Interest on Santander deposit acc	£18.00	£16.60	-£1.40	Rec every 6 months
111	Redwood Bank Interest	£2,000.00	£2,077.57	£77.57	Paid monthly
112	Balance from reserves to balance the budget for 2025/6	£3,473.00	£0.00	-£3,473.00	Increased based on projections
113	Christmas Funds received	£0.00	£4,775.00	£4,775.00	£2500 from scarecrow festival
	Total Income	£53,100.00	£54,878.17	£1,778.17	
	Expenditure	**Budget for 2025/6**	**Actual Inc to 31/03/26**	**Balance**	**Comments**
1	Administration	£1,000.00	£1,159.27	-£159.27	mobile + any postage that may be required
2	Audit Costs	£750.00	£719.02	£30.98	Awaiting invoice
5	Best Kept Village Competition	£550.00	£323.34	£226.66	Paid in August
9	Chairmans Allowance	£300.00	£300.00	£0.00	Paid in full
12	Christmas Lights	£6,000.00	£6,971.56	-£971.56	Inv later in year
14	Clerks Salary	£12,000.00	£12,948.35	-£948.35	Increase due to NI employers now being charged £87 per month
15	Defibrillator maintenance	£200.00	£1,694.90	-£1,494.90	New defib
16	Elections	£1,000.00	£0.00	£1,000.00	None expected
18	Gardening	£2,400.00	£2,307.98	£92.02	£190 x 12 + fuel costs
19	Insurance	£1,400.00	£1,113.67	£286.33	Completed
25	Playing Flds Maintenance	£8,500.00	£9,264.67	-£764.67	£6180 grass cutting per year
28	External Grants / projects	£4,000.00	£6,877.16	-£2,877.16	CCTV Grant £3500, Scarecrow Festival £500, Whos for Lunch £336, Police bike £292
29	Subscriptions	£600.00	£519.95	£80.05	SPCA invoice and ICO
30	Training	£250.00	£0.00	£250.00	
34	STORAGE AT THE VILL HALL	£150.00	£120.00	£30.00	
36	FOOTBALL EXPENDITURE	£2,000.00	£2,463.71	-£463.71	
37	VILLAGE MAINTENANCE improvements / other expenditure	£10,000.00	£9,915.25	£84.75	

38	MUGA / Tennis courts	£2,000.00	£2,370.00	£0.00	Inc for lines to court to come
	Total Expenditure	£53,100.00	£59,068.83	-£5,968.83	
	Total Income	**£53,100.00**	**£54,878.17**	**£1,778.17**	
	Total Expenditure	**£53,100.00**	**£59,068.83**	**-£5,968.83**	
	Total Net Balance	**£0.00**	**-£4,190.66**		

Bank Account Balances at 31/03/2026

Current account Santander	-£1,618.34
Redwood Bank	£63,827.91
Deposit acc Santander	£3.34
	£62,212.91

Bank account balance at 31/3/26	-£1,618.34
Transfer from reserves on the 20/04/2026	£5,000.00
Balance to allocate to Xmas committee	£3,610.00
Which leaves y/end current acc balance as at 31/3/26.	-£228.34