

Aylesbeare Parish Council Additional Information – 3rd June 2026

1 Chair Welcome

2 Apologies To consider any apologies for absence.

3 Declarations of Interest

4 Open Public Forum

15 minutes for members of the public to raise any issue of concern

5 Minutes

To approve the minutes of the meeting held on 6th May 2026

6 Report of the District & County Councillor

7 Parish Matters

7.1 Highways

Rosamondford closure

Road Closure proposed for replacement of marker posts which has been challenged (unsuccessfully) and referred to the Ombudsman

Village Way parking

Parking at the junction of Village Way and Withen Lane obscuring the visibility for vehicles emerging from Withen Lane.

7.2 Roadside drainage grips

From Cllr Warren

I wish to raise the issue of the road side drainage grips only being cut back rather than the additional scrap with a digger bucket as has been done poorly in passed years. The vegetation will soon grow back and block the grips when needed when raining.

7.3 Damage to Village Hall Drain during grass cutting

Email from the VH

... I was pleased to see that the grass had been cut, which seemed like perfect timing for the wedding. However I quickly realised that one of the cast iron inspection chamber covers had been damaged beyond repair along with the frame. A section of the frame was lying in the channel pipe and would have blocked the sewer when used had I not retrieved it.

I was at the hall on Monday afternoon and there was definitely no damage then.

I assume that the EDDC cutting team will have completed an Accident Report, and EDDC will be prepared to pay compensation so that the repairs can be undertaken.



7.4 Parking in Scotchmead (incl car park surface, abandoned vehicles, caravan)

Any further EDDC or Police action

7.5 SWW Improved Water Treatment Works

Email from SWW contractor

South West Water is investing in the Aylesbeare Sewerage Treatment Works to install new equipment. This will allow us to remove more phosphorus from treated water, helping to improve water quality in streams, rivers and the coastline.

There may be some noise from machinery and an increase in traffic to and from the site during construction but we'll do all we can to minimise this, and we're sorry if this causes any inconvenience. The work will start on 25 May and is expected to take around four months to complete.

From Cllr Warren

Total

| | | |
|----------------------------------|--------------------|----------------------------|
| 0 | 29.2 | 1.15 |
| Overflow Duration Hrs | Rainfall.mm | Rainfall Inches |

Another overflow free month

7.6 Ford Oaks Solar Park

Draft letter to Aylesbeare VH & Church

This letter sets out the framework for the community of Aylesbeare to use to obtain the benefit of funds from the Community Benefit Fund (CBF) derived from the Ford Oaks Solar Park being developed by Infinis.

Aylesbeare plans to bid for a third of the CBF and this amount will be divided equally between three village organisations:

Aylesbeare Village Hall
Aylesbeare Save Our Church
Aylesbeare Village Hall

Each organisation will put forward its own schemes to be considered by Infinis' appointed contractor. The bids will be expected to be supported with details of community engagement, financial planning and expected benefits.

The Parish Council will submit details for improvement of the play area in the Rec including the provision of a dog exercise area.

The Church and Village Hall will prepare their own bids but the Parish Council is happy to assist if required.

Each organisation agrees to this framework

Aylesbeare Village Hall

Name Signature
.....

Aylesbeare Church

Name Signature
.....

Aylesbeare Parish Council

Name Signature
.....

8 Policies to approve

8.1 IT Policy & Website Accessibility Statement

Aylesbeare Parish Council

Parish Council IT Policy Draft May 2026

Adopted at Full Council Meeting on

Minute ref

1. Introduction

Aylesbeare Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Aylesbeare Parish Council IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Aylesbeare Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Aylesbeare Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Aylesbeare Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Aylesbeare Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited. Please note; at the time of adoption Aylesbeare Parish Council does not operate any network or internet connections.

7. Email communication

Email accounts provided by Aylesbeare Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Aylesbeare Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Aylesbeare Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Aylesbeare Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Aylesbeare Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish clerk using clerk@aylesbeareparishcouncil.gov.uk

All staff and councillors are responsible for the safety and security of Aylesbeare Parish Council's IT and email systems. By adhering to this IT and email Policy, Aylesbeare Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

8.2 Publication Framework

FREEDOM OF INFORMATION ACT 2000

Information available from Aylesbeare Parish Council under the model publication scheme

| Information to be published | How the information can be obtained |
|--|---|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Who's who on the Council and its Committees | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) on website | The clerk is currently: Jim Roberts 07768 457590 10 The Glebe, Thorverton EXETER EX5 5LS |

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)
 (2). There are no items of a confidential & contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

| | |
|---|---|
| Location of main Council office and accessibility details | Council does not have an office. Appointment can be made with the clerk by phone or email during office hours, Monday to Friday 9am to 1pm |
| Staffing structure – Council employs one part-time parish clerk | As above |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Annual return form and report by auditor | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Finalised budget | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Precept | All details available on www.aylesbeareparishcouncil.co.uk |

| | |
|--|---|
| | A printout can be obtained on request from the clerk |
| Financial Standing Orders and Regulations | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Grants given and received | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| List of current contracts awarded and value of contract | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| Parish Plan | All details available on www.aylesbeareparishcouncil.co.uk |



Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)
 (2). There are no items of a confidential & contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

| | |
|--|---|
| | A printout can be obtained on request from the clerk |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| | |
| | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings) | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Agendas of meetings (as above) | Parish notice boards (Current Agenda 3 clear days before a meeting.) |

| | |
|--|--|
| | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting. | Website All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Reports presented to meetings (as above) - Note this will exclude information that is properly regarded as private to the meeting. | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Responses to consultation papers | Hard copy (Can also see Minutes on website) |
| Responses to planning applications | Hard copy (Can also see Minutes on website) |
| | |
| | |
| Class 5 – Our policies and procedures | All details available on www.aylesbeareparishcouncil.co.uk |

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)
 (2). There are no items of a confidential & contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

| | |
|---|---|
| (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | A printout can be obtained on request from the clerk |
| Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Class 6 – Lists and Registers Currently maintained lists and registers only | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |

| | |
|---|---|
| Assets Register | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Register of members' interests | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Register of gifts and hospitality | Not applicable |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Allotments | N/A |

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)
 (2). There are no items of a confidential & contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

| | |
|---|---|
| Burial grounds and closed churchyards | N/A |
| Community centres and village halls | All details available on www.aylesbeareparishcouncil.co.uk |
| Parks, playing fields and recreational facilities | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Seating, litter bins, and lighting | N/A |
| Bus shelters | All details available on www.aylesbeareparishcouncil.co.uk A printout can be obtained on request from the clerk |
| Contact details: Jim Roberts, Parish Clerk, Email: clerk@aylesbeareparishcouncil.co.uk Website address:- www.aylesbeareparishcouncil.co.uk | |

9 Budget Review, Annual Accounts and Annual Governance and Accounting Return

9.1 2025-26 Budget Review

| Aylesbeare Parish Council Budget 2025-26 - Quarter 4 Review | | | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|-----------------------------|-------------------------|
| Detail | 2019-20 Actual | 2020-21 Actual | 2021-22 Actual | 2022-23 Actual | 2023-24 Actual | 2024-25 Actual | Budget | 2025-26 Actual | FYF |
| Staff Costs | £ 3,068 | £ 4,492 | £ 4,164 | £ 4,915 | £ 5,147 | £ 4,064 | £ 6,300 | £ 5,746 | |
| Village Hall Telephone/Internet | £ 651 | £ 355 | £ | £ 53 | £ 210 | £ 158 | £ 230 | £ 210 | |
| Donations | £ 300 | £ 1,000 | £ 802 | £ 1,368 | £ 993 | £ 1,400 | £ 1,500 | £ 475 | |
| Subs | £ 136 | £ 183 | £ 183 | £ 188 | £ 270 | £ 281 | £ 320 | £ 310 | |
| Playing Field | £ 154 | £ 361 | £ 156 | £ 1,270 | £ 46,900 | £ 177 | £ 1,500 | £ 45 | |
| Insurance | £ 375 | £ 1,336 | £ 1,356 | £ 413 | £ 437 | £ 827 | £ 1,000 | £ 934 | |
| Training Courses | £ 165 | £ 261 | £ 108 | £ 90 | £ 72 | £ | £ 250 | £ | |
| Cllr & Clerk Expenses | £ 545 | £ 126 | £ | £ | £ | £ | £ 20 | £ | |
| Stationery & Postage | £ | £ 272 | £ 79 | £ 29 | £ 64 | £ 22 | £ 100 | £ | |
| Rents | £ 50 | £ 50 | £ 50 | £ | £ | £ | £ 150 | £ | |
| Website & Email Hosting | £ 178 | £ 178 | £ 898 | £ 256 | £ 645 | £ 216 | £ 320 | £ 231 | |
| Grounds Maintenance | £ 1,359 | £ 933 | £ | £ 3,203 | £ 36 | £ 4,699 | £ 4,500 | £ 1,485 | |
| Audit | £ | £ 216 | £ 120 | £ 63 | £ 71 | £ 70 | £ 85 | £ 586 | |
| Defib | £ | £ 663 | £ | £ | £ | £ | £ 95 | £ 57 | |
| Software Subs | £ | £ 237 | £ 7 | £ 7 | £ 144 | £ 7 | £ 10 | £ | |
| Elections | £ | £ | £ | £ | £ 300 | £ | £ 300 | £ | |
| Total | £ 6,982 | £ 10,663 | £ 7,924 | £ 11,855 | £ 54,989 | £ 11,921 | £ 16,680 | £ 10,078 | £ - |
| Income | | | | | | | | | |
| Precept | | | | | | £ 14,350.00 | £ 16,986.00 | £ 16,896.00 | |
| Interest | | | | | | £ 79.00 | £ 100.00 | £ 58.88 | |
| CIL | | | | | | £ - | £ - | £ 10,274.90 | |
| Other | | | | | | £ 1,000.00 | £ - | £ 10,581.68 | |
| Total | | | | | | £ 15,429.00 | £ 17,086.00 | £ 37,811.46 | £ - |
| Reserves | | | | | | | | | |
| Recreation Fund & Youth Club | £ 694 | £ 3,489 | £ 3,489 | £ 3,489 | | Play Area refurb | | £10,291.00 | Forecast 31Mar26 |
| Neighbourhood Plan | £ 945 | £ 945 | £ 945 | £ 945 | £ 945 | £ 945 | | £945.00 | |
| CIL | £ 568 | £ 1,830 | £ 1,916 | £ 1,917 | £ - | £ - | | £10,274.90 | |
| Defib funds | £ 187 | £ 187 | £ 187 | £ 187 | £ 400 | £ 400 | | £400.00 | |
| Elections | £ | £ - | £ - | £ - | £ | £ 300 | | £600.00 | |
| Rec Ground maintenance | £ | £ - | £ - | £ - | £ | £ 1,000 | | £2,000.00 | |
| Ringfenced reserves | £ 2,394 | £ 6,450 | £ 6,536 | £ 6,538 | £ 1,345 | £ 2,645 | | £ 24,511 | £ - |
| Bank Balance | 1st Apr 25 | £ 10,029 | | | | | | Forecast 01 Apr 2026 | £ 37,762 |
| General reserves | | | £ 7,660 | £ 8,242 | £ 6,752 | £ 7,384 | | £13,251.47 | £ 37,762 |
| Precept | | | | | | | | | |
| Total Precept | £ 7,400 | £ 7,622 | £ 10,258 | £ 11,200 | £ 12,068 | £ 14,350 | | £16,896.00 | |
| Tax base households | 271.0 | 269.0 | 265.0 | 265.0 | 261.0 | 263.0 | | £267.00 | |
| per Band D Household per year | £ 27.31 | £ 28.33 | £ 38.71 | £ 42.26 | £ 46.24 | £ 54.56 | | £ 63.28 | |

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)
 (2). There are no items of a confidential & contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

9.2 2025-26 Annual Accounts

| Aylesbeare Parish Council | | | | | Statement of Accounts | | 1st April 2025 – 31st March 2026 | |
|---------------------------|------------------------|---------------------------|---------------------------|--------------------|------------------------------|--------------------|----------------------------------|------------------|
| Bank Accounts | | | | | Payments and Receipts | | | |
| | NatWest | | | | | | | Total |
| | Current Account | Business Reserve 1 | Business Reserve 2 | Total | | | | |
| Opening balances | £ 4,307.10 | £ 5,004.59 | £ 717.02 | £ 10,028.71 | Opening Balance | | | £ 10,028.71 |
| Deposits | | | | | Receipts | | | |
| Precept | £ 16,896.00 | £ - | £ - | | Precept | £ 16,896.00 | | |
| CIL | £ 10,274.90 | £ - | £ - | | CIL | £ 10,274.90 | | |
| Interest | £ - | £ 51.50 | £ 7.38 | | Interest | £ 58.88 | | |
| Donations | £ 290.00 | £ - | £ - | | Donations | £ 290.00 | | |
| VAT reclaim | £ 10,291.68 | | | | VAT reclaim | £ 10,291.68 | | |
| | | | | | Total | £ 37,811.46 | £ | 47,840.17 |
| Withdrawals | | | | | Payments | | | |
| Standing Orders | £ - | £ - | £ - | | Staff Costs | £ 5,745.73 | | |
| Cheques | £ 10,077.80 | £ - | £ - | | General Admin | £ 1,183.58 | | |
| Other | £ - | £ - | £ - | | VH Broadband | £ 210.00 | | |
| | | | | | Donations | £ 475.00 | | |
| Closing balances | £ 31,981.88 | £ 5,056.09 | £ 724.40 | £ 37,762.37 | Play Area & Rec | £ 45.00 | | |
| | | | | | Insurance | £ 933.62 | | |
| | | | | | Training | £ - | | |
| | | | | | Grounds Maintenance | £ 1,484.87 | | |
| | | | | | Total | £ 10,077.80 | £ | 37,762.37 |

| RESERVES | | | |
|----------------------------|--------------------|----------------------------|--------------------|
| At 1st April 2025 | | At 31st March 2026 | |
| Play Area refurb. | £ - | Play Area refurb. | £ 10,291.00 |
| Neighbourhood Plan | £ 945.00 | Neighbourhood Plan | £ 945.00 |
| CIL | £ - | CIL | £ 10,274.90 |
| Defibrillator funds | £ 400.00 | Defibrillator funds | £ 500.00 |
| Elections | £ 300.00 | Elections | £ 600.00 |
| Rec Ground Maintenance | £ 1,000.00 | Rec Ground Maintenance | £ 2,000.00 |
| | £ - | | £ - |
| Ringfenced reserves | £ 2,645.00 | Ringfenced reserves | £ 24,610.90 |
| General reserves | £ 7,383.71 | General reserves | £ 13,151.47 |
| Total | £ 10,028.71 | Total | £ 37,762.37 |

| | |
|---|---------------------------|
| Prepared by | Signed |
| Jim Roberts Clerk & Responsible Financial Officer | Cllr Anna Thompson, Chair |
| Aylesbeare Parish Council | |
| Date 17-May-26 | Date |
| | Minute ref |

9.3 2025-26 AGAR Internal Audit & Report

Annual Internal Audit Report 2025/26

AYLESBEAR PARISH COUNCIL

www.aylesbearparishcouncil.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. | ✓ | | |
| 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

19/05/2026

P. CLAPHAM BA (HONS)

Signature of person who carried out the internal audit



Date

19/05/2026

Penny Clapham BA (Hons) PSLCC, PIALC
Clerk/RFO to Colebrooke Parish Council & East Allington Parish Council
Penton Chapel
Christow
Exeter EX6 7NP

Pennyclapham35@gmail.com

Internal Audit Report for Aylesbeare Parish Council dated 25th May 2026

The internal audit was carried out on the 19th May 2026 examining all pertinent documents after checking the website of the Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- i. Your clerk is on SCP8 – this is a very low rate considering his experience. Consideration should be given to an uplift to SCP 13, £15.06 pr hour.
- ii. It is mandatory to be registered with the Information Commissioners Office (ICO). Please register and it is cheaper if this is paid by direct debit.
- iii. Also mandatory is a publication scheme and an IT policy.
- iv. .co.uk email address is not compliant for a parish council. This needs to be .gov.uk or .org .uk. Councils are not companies.

These findings are attached to the Internal Audit report and should be published on the council website.

Penny Clapham

Penny Clapham PSLCC
BA (Hons) Community Governance.

9.4 2025-26 AGAR Governance Statement

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Aylesbeare 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. | ✓ | | | <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> |

***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.**

9.5 2025-26 AGAR Accounting Statement

Section 2 – Accounting Statements 2025/26 for

Aylesbeare Parish Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2025 £ | 31 March 2026 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 8,098 | 10,030 | <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 | 14,350 | 16,896 | <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 | 1,079 | 20,915 | <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 | 5,621 | 5,746 | <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 | 0 | 0 | <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 | 7,876 | 4,332 | <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 | 10,030 | 37,763 | <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 | 10,029 | 37,762 | <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 | 56,693 | 56,693 | <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 | 0 | 0 | <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

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

9.6 2025-26 AGAR Dates of Public Rights

The dates are proposed:

Monday 29th June 2026 to Monday 10th August 2026

10 Finance

10.1 Current balances £ 44,825.00 (£39,040.47+ £5,059.62+ £724.91 at 01 May 2026)

10.2 Payments To consider the following payments:

| | | |
|--|-------------------|-----------------|
| 10.2.1 Shane Martin Gates, stile and bench in Rec | £ 1,644.00 | |
| 10.2.2 Mrs P Clapham Internal Audit 2025-26 | £ 92.20 | |
| 10.2.3 J P Roberts - clerk pay for May | £ 305.27 | |
| Reimbursement for VH Cuckoo Fibre (May) | £ 20.00 | |
| Reimbursement for pension payment (May) | £ 99.03 | |
| Reimbursement for defib pads (Medisol) | £ 70.79 | £ 475.09 |
| 10.2.4 HMRC - clerk's PAYE for May | £ 71.40 | |

11 Next Meetings

Wednesday 8th July 2026

Wednesday 9th September 2026

Wednesday 14th October 2026