

# THRILOW AND HEATHFIELD PARISH COUNCIL

**Minutes of an Extraordinary Parish Council Meeting held on 17<sup>th</sup> June 2026 in The Barbara Pointon Room Thriplow Village Hall at 7.30 pm**

Present:

Councillors: Les Clifford, Carly Richman, Sally Cartwright, Lynn Driscoll, Fergus Ramsay, David Schneider

Clerk: Martyn Corbet

RFO: Austin Flynn

**1. Apologies for Absence**

Apologies for absence were received from Cllrs Bushell and Rivett

**2. Consideration of the contents of the Annual Internal Audit Report**

The meeting considered the report prepared by the Internal Auditor. The report had previously been distributed to all parish councillors. A copy of the report is attached.

It was agreed that the various existing council policies need to be updated. There also needs to be an update of the website. Preparation of an IT Policy and a Freedom of Information Policy will be implemented as soon as possible.

Acceptance of the recommendations in the Internal Audit Report was proposed by Cllr Richman seconded by Cllr Driscoll and agreed.

**3. Consideration and approval of the Annual Return and Accountability Return (AGAR) for 2025/26**

A copy of the draft Annual Governance and Accountability Return (AGAR) 2025/26 had previously been distributed to parish councillors.

Approval of the AGAR was proposed by Cllr Driscoll seconded by Cllr Schneider and agreed.

The AGAR will be sent to the External Auditors for approval.

The requisite "Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return" will be published.

There being no further business published on the agenda, the chairman thanked everyone for attending and the meeting ended at 8.00 pm.

Signed ..... Chairman

Dated .....

## INTERNAL AUDIT REPORT FY2026

## THRILOW AND HEATHFIELD PARISH COUNCIL

SECTION		IN PLACE	NOTES
<b>A</b>	<b>APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE FINANCIAL YEAR.</b>		
	CASH BOOK	Y	
	UPDATED REGULARLY	Y	
	INDIVIDUAL ENTRIES	Y	
	VAT COLUMN	Y	
	NET/ GROSS / VAT	Y	
<b>B</b>	<b>THE COUNCIL'S FINANCIAL REGULATIONS HAVE BEEN MET, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.</b>		
	FINANCIAL REGS	Y	
	INVOICES	Y	
	PAYMENTS APPROVED AS IN F/R	Y	
	APPROVED IN MINS	Y	
	S137 AMOUNT	Y	
	OTHER		
<b>C</b>	<b>THE COUNCIL ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.</b>		
	STANDING ORDERS	Y	THE COUNCIL CONSIDERED THE IA REPORT AND AGREED TO GIVE CONSIDERATION TO UPDATING ALL ITS POLICIES. NOT AVAILABLE ON THE WEBSITE AT THE TIME OF THE IA
	RISK ASSESSMENT POLICY	Y	SEE ABOVE
	COMPLAINTS POLICY		SEE ABOVE
	PUBLICATION SCHEME (FOI)		SEE ABOVE
	GDPR / DATA PROTECTION	Y	
	OTHER POLICIES		
	CODE OF CONDUCT	Y	
	DECLARATION OF INTEREST	Y	
	ROSPA/ASSETS CHECKS	Y	
	AGENDAS		THE CHAIRMAN GIVES NOTICE OF THE BUSINESS TO BE TRANSACTED AT AN EXTRA-ORDINARY MEETING CALLED BY HER. THE SUMMONS SHOULD BE MADE BY THE PROPER OFFICER.
	MINUTES		
	REVIEWED IA+EA COMMENTS		
	OTHER		
<b>D</b>	<b>THE ANNUAL PRECEPT OR RATES REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.</b>		
	BUDGET	Y	
	BUDGET APPROVED		NO MENTION OF BUDGET BEING APPROVED WHEN PRECEPT WAS SET AT JANUARY MEEITNG
	PRECEPT	Y	SET AT JANUARY 2025 MEETING
	BUDGET MONITORED	Y	
	RESERVES ADEQUATE	Y	
<b>E</b>	<b>EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT APPROPRIATELY ACCOUNTED FOR.</b>		
	INCOME FULLY RECEIVED	Y	
	SUPPORTING PAPERWORK	Y	
	VAT FULLY CLAIMED	Y	
	INCOME BANKED PROMPTLY	Y	
	CASH BOOK DATE	Y	
<b>F</b>	<b>CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.</b>		
	PETTY CASH BOOK	Y	
	PAYMENTS	Y	
	RECEIPTS	Y	
	VAT CLAIMED	Y	SAMPLE CHECKED.
<b>G</b>	<b>SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.</b>		
	EMPLOYEE FORMS (E.G. P60, P45)	Y	
	HMRC RTI	Y	
	EMPLOYEE PAY SLIPS	Y	
	PAYMENTS TO HMRC	Y	
	EMPLOYMENT CONTRACTS	Y	
	ANNUAL APPRAISALS	Y	
<b>H</b>	<b>ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.</b>		
	ASSETS LIST	Y	LAND GIVEN A NOMINAL £5
	INSURANCE		SUFFOLK ACRE
<b>I</b>	<b>PERIODIC AND YEAR-END BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT.</b>		
	PERIODIC BANK RECS	Y	
	YEAR END BANK REC	Y	

<b>J</b>	<b>ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&amp;P OR I&amp;E), AGREED TO THE CASH BOOK, WERE SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS, AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.</b>		
	AGAR		
	I&E / R&P	R&P	
	MATCH CASH BOOK	Y	
	DEBTORS	N/A	BUT DETAILED IN SUPPORTING ACCOUNTS
	CREDITORS	N/A	BUT DETAILED IN SUPPORTING ACCOUNTS
	AUDIT TRAIL	Y	
<b>K</b>	<b>IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN THE PREVIOUS FY IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.</b>		
	UNDER 25K	N/A	
	EXEMPTION DECIDED AT MEETING		
	ELIGIBILITY CRITERIA MET		
<b>L</b>	<b>THE AUTHORITY PUBLISHES INFORMATION ON A FREE TO ACCESS WEBSITE/WEBPAGE UP TO DATE AT THE TIME OF THE INTERNAL AUDIT IN ACCORDANCE WITH ANY RELEVANT LEGISLATION</b>		
	WEBSITE ADDRESS		thriplow.org.uk
	REQUIRED PAPERS PUBLISHED	Y	
	INFORMATION UP TO DATE	Y	
<b>M</b>	<b>THE AUTHORITY HAS DEMONSTRATED THAT DURING THE PREVIOUS FINANCIAL YEAR IT CORRECTLY PROVIDED FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.</b>		
	INSPECTION DATES	Y	2ND JUNE TO 11TH JULY 2025
<b>N</b>	<b>THE AUTHORITY HAS COMPLIED WITH THE PUBLICATION REQUIREMENTS FOR THE PREVIOUS FY AGAR.</b>		
	NOTICE OF INSPECTION PERIOD	Y	
	AGAR SECTION 1&2	Y	
	CONCLUSION OF AUDIT	Y	
	AGAR SECTION 3 (EXTERNAL AUDIT)	Y	
<b>O</b>	<b>THE COUNCIL HAS COMPLIED WITH LAWS, REGULATIONS &amp; PROPER PRACTICES RELATING TO DIGITAL AND DATA COMPLIANCE.</b>		
	WEBSITE WCAG COMPLIANT	Y	
	DOMAIN UNDER COUNCIL CONTROL		THE ACCESSIBILITY STATEMENT STATES THE WEBSITE IS RUN BY THE PARISH COUNCIL. THE JOINT PANEL ON ACCOUNTABILITY AND GOVERNANCE STRONGLY RECOMMENDS THAT ALL LOCAL COUNCILS TRANSITION TO A .GOV.UK DOMAIN
	IT POLICY		WHILE THE COUNCIL'S PRIVACY POLICY REGULATES HOW DIGITAL PROCEDURES ARE MANAGED THE COUNCIL SHOULD CONSIDER THE NALC MODEL IT POLICY
	DATA AUDIT		NO SPECIFIC POLICY SEEN. THE COUNCIL SHOULD CONSIDER THE NALC MODEL
<b>P</b>	<b>TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.</b>		
	CHARITY RETURNS	N/A	
	TRUST DEED		
	MEETINGS		
	TRUSTEES		
	ACCOUNTS		
	INDEPENDENT INSPECTION		

Signed:

(Internal Auditor)

*Ben Stoehr*