



W V McEnnerney-Whittle
7, Bilsborough Meadow
Lea
PRESTON
PR2 1YY

Tel : 01772 733829 E-mail : clerk@leacottam-pc.gov.uk

4th May 2026

NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on
Monday the 11th May 2026 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

W V Mcennerney-Whittle Clerk and RFO

A G E N D A

1. To elect the Chairman for the forthcoming 12 months who will then sign the 'Acceptance of Office' form
2. To elect the Vice Chairman for the forthcoming 12 months
3. To receive apologies
4. To consider and approve the Minutes of the Meeting held on the 30th March 2026 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public discussion

Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any person present other than parish council members or officials.

7. To approve the following payments:

09/03/2026	BARLOW FENCING JUBILEE REC GROUND CIL	157	13350.00
09/03/2026	GGG LENGTHSMAN TEAM	158	1427.80
09/03/2026	FRETFOIN BIN BAGS	159	132.80
18/03/2026	EON NEXT ELECTRICITY SUPPLY	160	15.32
24/03/2026	PARTRIDGE LENGTHSMAN TEAM	161	567.00
24/03/2026	W V MCWHIITTLE 4TH QTR SALARY	162	3046.95
24/03/2026	AT CROSS LENGTHSMAN TEAM	163	730.85
24/03/2026	GGG LENGTHSMAN TEAM	164	1424.80
24/03/2026	BARTLETT LENGTHSMAN TEAM	165	434.70
24/03/2026	HMRC 4TH QTR	166	2560.20
24/03/2026	FITZPATRICK LENGTHSMAN TEAM	167	567.00
31/03/2026	BANK CHARGES	168	8.50

8. To approve the enclosed Financial Statement as at 31st March 2026
9. To receive and note the Internal Auditors Report for the year 2025/26
10. To approve Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 (enclosed) being part of the Annual Governance and Accountability Return 2025/26 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
11. To authorise repair to the War Horse damage due to anti-social behaviour at a cost of £550.00
12. To note that the next meeting is scheduled for the 29th June 2026

DECLARATION OF ACCEPTANCE OF OFFICE

I having been elected to the office of Chairman of Lea and Cottam Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Signed

Date

This declaration was made and signed before me,

Signed

Date

W V Mcennerney-Whittle

Proper Officer of Lea & Cottam Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on
Monday the 30th March 2026 at Cottam Community Centre Haydocks Lane commencing at 7.30p

Present: Cllrs Butler, Rayfield, Whitham, Brown, McFarlane, Parker,
Bielas-Barnes, Jonas, Lambert, Harper and O'Donnell
There were two members of the public present.

27/26 To receive apologies

Cllr Smith and Jewell

28/26 To consider and approve the Minutes of the Meeting held on the 2nd March 2026 (enclosed)

It was resolved that the minutes of the meeting held on the 2nd March 2026 should be approved and signed by the Chairman as a true and accurate record

29/26 To receive Declarations of Interest

None

30/26 To adjourn the meeting for a period of public discussion

The meeting was adjourned

A suggestion was made by a councillor resident of Clifton, that Ash Lane, which connects from Clifton through to Darkinson Lane, should be pedestrianised. He explained that it was used as a short cut by vehicles travelling in excess of reasonable speeds and was therefore a safety issue. The matter was to be discussed at Newton with Clifton Parish Council with a view to making such a request of LCC. It was suggested that he discuss the matter with Cllr Rayfield, who represented Lea Town Ward of this Parish so that a formal agenda item might be placed to a future meeting for consideration of supporting such proposals as were forthcoming.

The meeting was reconvened

31/26 To approve the following payments:

03/11/2025	TREE CHECK LTD MILLER GRREN TREE RISK ASSESSMENT	95	660.00
03/11/2025	G MASON PORTACABIN HIRE	96	900.00
03/11/2025	GGG LENGTHSMAN TEAM	97	1372.70
03/11/2025	FITZPATRICK LENGTHSMAN TEAM	98	756.00
03/11/2025	AT CROSS LENGTHSMAN TEAM	99	863.00
03/11/2025	PRESTON CC FINAL PAYMENT TREE PROJECT COTTAM	100	977.92
03/11/2025	COTTAM CC ROOM HIRE	101	35.00
03/11/2025	BARTLETT LENGTHSMAN TEAM	102	548.10
03/11/2025	PRESTON CC TRIM TRAIL	103	31146.03
18/11/2025	EON NEXT ELECTRICITY COSTS	104	18.23
18/11/2025	SANDERSONS AND SON GRASS CUTTING	105	768.00
18/11/2025	GGG LENGTHSMAN TEAM	106	1401.70

18/11/2025	PRINTING WORLD NEWSLETTER		107	284.00
18/11/2025	SAVOY TIMBER LENGTHSMAN MATERIALS		108	26.89
18/11/2025	PRESTON CC OPEN SPACE CONTRIBUTION 2025/6		109	32812.00
18/11/2025	NEWGATE NURSERIES LENGTHSMAN MATERIALS		110	14.10
30/11/2025	BANK CHARGES		111	7.80
12/02/2026	DISCOUNT TREE SERVICES MILLER GREEN MAINTENANCE TREES	ONLINE	146	480.00
12/02/2026	COTTAM COMMUNITY ASSOC ROOM HIRE	ONLINE	147	35.00
12/02/2026	CLAREMONT AQUATIC FOUNTAIN MAINTENANCE	ONLINE	148	300.00
12/02/2026	GGs LENGTHSMAN TEAM	ONLINE	149	1372.70
24/02/2026	EON NEXT ELECTRICITY SUPPLY	ONLINE	150	21.69
25/02/2026	A BARTLETT LENGTHSMAN TEAM	ONLINE	151	756.00
25/02/2026	A PARTRIDGE LENGTHSMAN TEAM	ONLINE	152	756.00
25/02/2026	A T CROSS LENGTHSMAN TEAM	ONLINE	153	933.00
25/02/2026	S FITZPATRICK LENGTHSMAN TEAM	ONLINE	154	756.00
25/02/2026	GGs LENGTHSMAN TEAM	ONLINE	155	1409.80
28/02/2026	BANK CHARGES	ONLINE	156	7.20

It was resolved that the payments referred to above should be approved

32/26 To consider the enclosed Bill Of Quantities / Quotation from Neil Satff to undertake works on Cottam Ancient Oak Pond involving the removal of bull rushes in order to open up the pond area at a price of £3894.00 plus Vat.

It was resolved that the quotation referred to above should be accepted and subject to the permission of Preston CC the proposed works be undertaken and a budget set at £3894.00 to be funded from CIL monies

33/26 To note that the next meeting is scheduled for the 11th May 2026

It was noted that the next meeting is scheduled for the 11th May 2026

FINANCIAL STATEMENT 1ST APRIL 2025 TO 31ST MARCH 2026			
REVISED			
BUDGET	INCOME	£	
295867	Balance b/f 1st April 2025	295867.09	
137000	Precept	137000.00	
10000	Bank Interest	9694.45	
5168	V A T Recovered	5168.80	
179457	CIL	179457.71	
1200	SPID MANGEMENT FEES HUTTON PC	1200.00	
628692		628388.05	
1000	Donations/Sponsorship		
300	Hire of Hall for Meetings	280.00	
1000	Subs/Registrations/Training/Web Site	1016.82	
9500	Grass Cutting	9525.00	
69000	Lengthsmen	63951.66	
650	Insurance	520.38	
4000	Open Space - Plants Bulbs General Repairs	4125.95	
	VAT recoverable	8525.56	
19900	Clerk salary & Office Allow	19626.44	
2200	National Insurance	2244.47	
800	Postage, Telephone, Stationery and Electricity	732.21	
300	Petrol Costs	235.95	
700	Audit / Legal	820.00	
1000	Newsletter	568.00	
100	Bank Charges	96.70	
6000	Xmas Tree		Awaiting Invoice
65624	PCC Open Space Contribution	65624.00	
182074	Revenue Sub Total	177893.14	
4672	Ancient Oak Pond		Works not yet commenced
2472	Canberra Memorial CIL	2461.00	Project Closed
39000	Jubilee Trim Trail CIL	31146.03	Project Closed
19735	Tree Replacement Project CIL	16459.08	Project Closed
10000	War Horse Project CIL	8883.50	Project Closed
7079	Pond Project Fountain Cottam Way CIL	7230.80	Project Closed
1800	Tree Replacement Design Fees CIL		Awaiting Invoice from PCC
22000	Dodney Drive Green Drainage CIL		Works not yet commenced
7971	Jubilee New Bases Project CIL		Awaiting Invoice
2000	Milller Green Drainage Investigation CIL		Awaiting Invoice
11125	Jubilee Fence	11125.00	Project Closed
18000	Cottam Community Centre		Works not yet commenced
327928	Total	255198.55	
	Balance in hand	373189.50	
	less Restricted Funds (CIL)	319989.53	Committed not yet spent £56443
			Not yet Committed £263546
	Unspent Revenue Budget / Reserves	53199.97	
	BANK BALANCE (RECONCILIATION)	295759.35	
		17739.84	
		59690.31	
	Balance in hand	373189.50	

COMMUNITY INFRASTRUCTURE LEVY RECEIPTS AND PAYMENTS

DATE	REASON	PAYMENT	INCOME	BALANCE
28/10/2016			11386.47	11386.47
28/04/2017			12648.78	24035.25
02/04/2018			23086.01	47121.26
25/06/2018	Miller Green Path	5000.00		42121.26
11/07/2018	Miller Green Path	5000.00		37121.26
14/08/2018	Miller Green Path	5970.00		31151.26
17/09/2018	Jubille Recreation Goal Posts	258.75		30892.51
17/09/2018	Miller Green Raised Beds	1750.78		29141.73
26/09/2018	Labour Miller Green Raised Beds	100.00		29041.73
08/10/2018	Miller Green Riased Beds	1886.50		27155.23
08/10/2018	Miller Green Trees	1364.65		25790.58
15/10/2018	Miller Green Shrubs	984.35		24806.23
15/10/2018	Replace Notice Boards x 2	2200.00		22606.23
25/10/2018			3208.09	25814.32
12/11/2018	Miller Green Gates Repair	269.72		25544.60
26/11/2018	Replace Notice Boards x 2	2254.00		23290.60
04/12/2018	Miller Green New Benches x 2	895.50		22395.10
07/12/2018	Pond Mulch For Maintenance	121.97		22273.13
18/12/2018	Jubilee Pond Project	638.40		21634.73
11/01/2019	Miller Green Riased Beds Mulch	307.88		21326.85
31/12/2019	Balance To Date			21326.85
21/06/2019	Bee/Wildflower Meadow Creation	313.23		21013.62
13/09/2019	Bee/Wildflower Meadow Creation	150.00		20863.62
25/11/2019	Blackpool Rd Wildlife Area Creation	60.04		20803.58
23/12/2019	Blackpool Rd Wildlife Area Creation	286.15		20517.43
25/10/2019			8663.30	29180.73
31/03/2020	Balance to date			29180.73
28/04/2020			61818.87	90999.60
01/10/2020			19773.21	110772.81
01/03/2021	Jubilee Recreation Ground Grant	8000.00		102772.81
31/03/2021	Balance to date			102772.81
23/04/2021			39977.84	142750.65
30/09/2021	Cottam Path Project to Date	2936.01		
15/10/2021	Cottam Path Project Further Stone	654.40		139160.24
22/10/2021			16370.84	155531.08
25/10/2021	SPID Replacement	3132.00		
25/10/2021	3 x Planters Aldfield Avenue	1190.78		
31/12/2021	Balance To Date			151208.30
16/03/2022	Basketball Units	5832.36		
31/03/2022	Balance to date			145375.94
11/04/2022	Ponds Project	354.17		
11/04/2022	Dodney Project	449.04		
25/04/2022	Dodney Project	1840.00		
25/04/2022	Dodney Project	684.44		
25/04/2022	Planter Project Lea Town	275.00		
22/06/2022	Community Centre Project	96.00		
22/06/2022	Lea Town Planter Project	1438.90		
22/06/2022	Community Centre Project	400.00		
22/06/2022	Cottam Benches Project	758.00		
22/06/2022	Lea Town Planter Project	215.00		138865.39
22/04/2022			8531.78	147397.17
04/07/2022	Lea Town Planter Project	298.20		
04/08/2022	Cottam Benches Project	306.17		

05/09/2022	Dodney Project	481.15		146311.65
28/10/2022			4213.27	150524.92
31/03/2023	Balance to date			150524.92
30/06/2023	Balance to date			150524.92
17/07/2023	Miller Green Garden Area Notice Board	259.29		
15/08/2023	Replace Gate Miller Green	570.00		
15/08/2023	Miller Green Garden Area Notice Board	145.62		
15/08/2023	Pond Project	560.42		
22/09/2023	Miller Green Garden Area Notice Board	331.93		
22/09/2023	Miller Green Garden Area Notice Board	96.38		
11/10/2023	Pond Project and Bench Parkside	305.63		
11/10/2023	Notice Board Planting	217.50		
06/11/2023	Pond Project	68.70		
20/11/2023	Pond Project	180.00		147789.45
31/12/2023	Balance To Date			147789.45
05/03/2024	Pond Project	4570.00		143219.45
31/03/2024	Balance to Date			143219.45
26/04/2024			89249.59	232469.04
26/09/2024	Bench Project	1383.00		
15/08/2024	Canberra memorial	173.21		
04/11/2024	Canberra Memorial	4200.00		
04/11/2024	Hdge Project Jubilee Ground	1623.00		
02/12/2024	Canberra Memorial	179.00		
02/12/2024	Bench project	93.07		
17/12/2024	Canberra memorial	175.92		
01/01/2025	Bench Project	200.00		
06/01/2025	Cleaning Statues Project	3030.00		
28/01/2025	Bench Project	30.51		
28/01/2025	Bench Project	609.10		
27/03/2025	War Horse Project	2935.00		
31/03/2025	Balance to date			217837.23
31/03/2025	Balance Check	81090.82	298928.05	217837.23
25/04/2025			90208.12	308045.35
24/04/2025	Pond Project	3578.30		
24/04/2025	War Horse Project	5135.00		
30/05/2025	War Horse Project	1874.25		
10/06/2025	Cottam Tree Project	14931.16		
27/06/2025	Canberra Project	2461.00		
14/07/2025	War Horse Project	1874.25		
11/08/2025	Fountain Project	3652.50		274538.89
30/09/2025	Balance Check	114597.28	389136.17	274538.89
24/10/2025			89249.59	
03/11/2025	Miller Green Tree Inspection	550.00		
03/11/2025	Cottam Tree Project	977.92		
03/11/2025	Jubilee Park Gym	31146.03		331114.53
31/12/2025	Balance Check	147271.23	478385.76	331114.53
09/03/2026	Jubile Park Fence	11125.00		
31/03/2026	Balance Check	158396.23	478385.76	319989.53

Annual Internal Audit Report 2025/26

LEA AND COTTAM PARISH COUNCIL

www.leacottam-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.	✓		
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


27/04/2026

DD/MM/YYYY

DD/MM/YYYY

SANDRA WISEMAN AUDITOR

Signature of person who carried out the internal audit



Date

29/04/2026

*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).

Lea and Cottam Parish Council – Internal Audit 2025/26

	Control Objectives	Agreed?	Evidence																																																																								
A	Appropriate accounting records have been properly kept throughout the financial year.	Yes	<p>The Clerk maintains a computerised cash book, which is updated regularly and reported to Committee on a quarterly basis along with a comparison of progress against budget.</p> <p>For each payment the cash book records the transaction date, payee, method of payment, minute number, expenditure type and gross amount paid. For receipts, the precept, grants, VAT and other income are itemised separately.</p>																																																																								
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	<p>The Council's Financial Regulations and Standing Orders were updated and adopted on 4th March 2024.</p> <p>The orders require each payment to be authorised by the Council and minuted. Cheques and on-line payments are required to be authorised by 2 members of the Council. Where possible, invoices should be approved for payment at the next available parish meeting. All payments are now made online.</p> <p>The following selective assessment of 8 payments (5%) has been checked and found to be in compliance with the Council's financial regulations:</p> <table border="1" data-bbox="857 901 2154 1356"> <thead> <tr> <th>Pymnt No</th> <th>Date</th> <th>Payee</th> <th>Amount</th> <th>Invoice Recorded in A/cs</th> <th>VAT Amount</th> <th>Minuted</th> <th>VAT correctly reclaimed</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>21/5/25</td> <td>Viking Direct</td> <td>£142.82</td> <td>✓</td> <td>£0.84</td> <td>30/6/25</td> <td>Yes</td> </tr> <tr> <td>40</td> <td>27/6/25</td> <td>Sanderson</td> <td>£2,694.00</td> <td>✓</td> <td>£449.00</td> <td>1/9/25</td> <td>Yes</td> </tr> <tr> <td>63</td> <td>11/8/25</td> <td>Savoy Timber</td> <td>£37.96</td> <td>✓</td> <td>£6.32</td> <td>6/10/25</td> <td>Yes</td> </tr> <tr> <td>77</td> <td>23/9/25</td> <td>EON</td> <td>£18.87</td> <td>✓</td> <td>£0.90</td> <td>1/12/25</td> <td>Yes</td> </tr> <tr> <td>95</td> <td>3/11/25</td> <td>Tree Check Ltd</td> <td>£660.00</td> <td>✓</td> <td>£110.00</td> <td>95-111</td> <td>Yes</td> </tr> <tr> <td>110</td> <td>18/11/25</td> <td>Newgate Nurseries</td> <td>£14.10</td> <td>✓</td> <td>£2.82*</td> <td>Next meeting</td> <td>*</td> </tr> <tr> <td>131</td> <td>29/12/25</td> <td>Cottam Comm Assoc</td> <td>£35.00</td> <td>✓</td> <td>£nil</td> <td>19/1/26</td> <td>N/A</td> </tr> <tr> <td>157</td> <td>9/3/26</td> <td>Barlow Fencing</td> <td>£13,350.00</td> <td>✓</td> <td>£2,225.00</td> <td>Next Meeting</td> <td>Yes</td> </tr> </tbody> </table> <p>*Invoice paid short of VAT amount and VAT not reclaimed. If a discount has been given by Newgate to agree with the amount paid, this should have been split between net and</p>	Pymnt No	Date	Payee	Amount	Invoice Recorded in A/cs	VAT Amount	Minuted	VAT correctly reclaimed	20	21/5/25	Viking Direct	£142.82	✓	£0.84	30/6/25	Yes	40	27/6/25	Sanderson	£2,694.00	✓	£449.00	1/9/25	Yes	63	11/8/25	Savoy Timber	£37.96	✓	£6.32	6/10/25	Yes	77	23/9/25	EON	£18.87	✓	£0.90	1/12/25	Yes	95	3/11/25	Tree Check Ltd	£660.00	✓	£110.00	95-111	Yes	110	18/11/25	Newgate Nurseries	£14.10	✓	£2.82*	Next meeting	*	131	29/12/25	Cottam Comm Assoc	£35.00	✓	£nil	19/1/26	N/A	157	9/3/26	Barlow Fencing	£13,350.00	✓	£2,225.00	Next Meeting	Yes
Pymnt No	Date	Payee	Amount	Invoice Recorded in A/cs	VAT Amount	Minuted	VAT correctly reclaimed																																																																				
20	21/5/25	Viking Direct	£142.82	✓	£0.84	30/6/25	Yes																																																																				
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157	9/3/26	Barlow Fencing	£13,350.00	✓	£2,225.00	Next Meeting	Yes																																																																				

			<p>VAT. Not material.</p> <p>There were no new net purchases in excess of £50,000 in 2025/26 requiring 3 tenders.</p>
C	<p>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	Yes	<p>The Council maintains a comprehensive risk management policy statement which is reviewed annually. The activities of the Council do not present any significant risks. The 2024 risk management policy and risk register were approved on 2/3/26.</p> <p>The Council has adequate insurance cover as follows:</p> <p>Public Liability £10m Employer liability £10m Fidelity guarantee £500k (Highest balance £475k) Officials Indemnity £250k Libel £250k Legal expenses £100k Property damage Replacement cost.</p>
D	<p>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	Yes	<p>The annual precept for 2025/26 was based on a comprehensive budget; expenditure for 2025/26 in most areas was in line with budget. The main exception of £56k relates to the CIL works which are in progress or not yet started. The clerk has reported progress against budget to the Council on a quarterly basis.</p> <p>Reserves at the year-end were £373,189.50. Excluding the Community Infrastructure Levy funds of £319,989.53, general reserves were £53,199.97 which represents 39% of the 2025/26 annual precept.</p>
E	<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	Yes	<p>All income has been received by BACS which is best practice.</p> <p>The Council submits a VAT return annually. The VAT identified in section B above had been correctly reclaimed.</p>
F	<p>Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT</p>	Yes	<p>The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p>

	appropriately accounted for.		<p>The expense claim of £164.19 reimbursed on 12/12/25 was checked against NALC mileage rates and against the Clerk's contract of employment. VAT has been itemised for Vatable expenses and reclaimed on the annual VAT return.</p> <p>The mileage rate claimed is in accordance with the NALC 2010/11 rates published in April 2010. Mileage allowances above 45ppm and telephone expenses are treated as a taxable allowance and tax has been correctly deducted at source.</p>
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.	Yes	<p>The Clerk's hours increased from 20 hours to 21 hours per week with effect from 4/7/22. The scale of annual remuneration is effective from 1/4/06. The payment for quarter 3 was checked and is in accordance with current NALC pay scales (effective from 1/4/24) and the Clerk's contract of employment.</p> <p>PAYE is calculated using HMRC software (Employee NI contributions not payable). PAYE is deducted at source and payed to HMRC quarterly along with Employers NI. Statutory employer returns have been submitted to the HMRC on-line.</p> <p>The Council has contracts for services for a parish lengthsmen and 4 assistant lengthsmen. Payments in December 2025 (payments 119, 120, 121 and 123) agreed to current contracts.</p> <p>For payment 122, the rate differs to the contract and minutes dated 3/5/25 by £0.10. It is recommended that all the invoices are checked for tis assistant lengthsmen and any overpayment recovered from the next payment.</p> <p>All payments were recorded and in approved in the minutes of the meeting held on 3/5/25.</p>
H	Asset and investments registers were complete and accurate and properly maintained.	Yes	<p>Assets are required to be valued at purchase cost (or current cost if the purchase cost is not known) with no depreciation.</p> <p>The current Asset Register was approved by the Council on 2/3/26. The three new benches purchased in year have been added to the asset register.</p>
I	Periodic bank account reconciliations were properly carried out during the	Yes	The Clerk reconciles the accounts to the bank statements on a regular basis.

	year.		<p>Balances at 31/3/25 reconcile to the accounts:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Current</td> <td style="text-align: right;">17,739.84</td> </tr> <tr> <td>Deposit 1</td> <td style="text-align: right;">295,759.35</td> </tr> <tr> <td>Investment</td> <td style="text-align: right;"><u>59,690.31</u></td> </tr> <tr> <td></td> <td style="text-align: right;">373,189.50</td> </tr> </table>		£	Current	17,739.84	Deposit 1	295,759.35	Investment	<u>59,690.31</u>		373,189.50
	£												
Current	17,739.84												
Deposit 1	295,759.35												
Investment	<u>59,690.31</u>												
	373,189.50												
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments or income & expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Yes	<p>Year end accounts have been prepared on a receipts and payments basis and agree to the cash book. The Clerk has maintained a comprehensive and well organised file, which along with the Councils minutes, provide a full and detailed audit trail.</p> <p>The Clerk has produced a statement of variances to submit with the accounts to the external auditor.</p>										
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.	Not covered											
L	The authority published the required information on a website / web page up to date at the time of the internal audit in accordance with the relevant legislation.	Yes	The Council's website is free to access and the 2024/25 accounts, expenditure analysis and external report are published and easily accessible.										
M	In the year covered by this AGAR, the authority correctly provided for the 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).	Yes	<p>The Council approved Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 at the meeting on 12/5/25 which is recorded in the minutes of the meeting and published on the Council's website.</p> <p>The notice of public rights for 2024/25 is published on the Council's website.</p>										

N	The authority has complied with the publication requirements for 2024/25 AGAR (See AGAR page 1 guidance notes)	Yes	2024/25 AGARs are published on the Council's website.
O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes	<p>The Council website has its own domain www.leacottam-pc.gov.uk which is easy to navigate and free to access. The Council's Information & Data Protection policy is accessible on the website along with Retention and Disposal policy and Privacy policy.</p> <p>The IT & use of personal device policy was approved by the Council on 1/12/25.</p> <p>The Clerk uses an official email address when carrying out Council business.</p> <p>The Council is registered with the Information Commissioner Office.</p>
P	(For local councils only) Trust Funds (including charitable) – The council met its responsibilities as a trustee.	N/A	

Signed



SANDRA WISEMAN ACMA CGMA

Date

27/4/26

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

LEA AND COTTAM 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.

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

www.leacottam-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

LEA AND COTTAM 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	176,706	295,867	<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	133,600	137,000	<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	103,237	195,521	<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	20,438	21,871	<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	97,238	233,328	<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	295,867	373,189	<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	295,867	373,189	<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	36,257	39,210	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

Re: WAR HORSE



From Thompson Dagnall <thompson.dagnall@gmail.com>
To Lea Cottam <clerk@leacottam-pc.gov.uk>
Date 2026-04-14 12:05

Hi Bill
 Thanks
 £550.
 Cheers
 Thompson

On Tue, 14 Apr 2026, 10:32, <clerk@leacottam-pc.gov.uk> wrote:

Thompson

We will need new paperwork but before doing that give me a quote as I will need get authorised by Council

Bill

W V MCENNERNEY-WHITTLE
 PROPER OFFICER
 TEL 01772 733829

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On 2026-04-14 10:18, Thompson Dagnall wrote:

Hi Bill that's fine would the previous risk and method paperwork be ok or would I have to do it again?
 Thanks
 Thompson.

On Mon, 13 Apr 2026, 16:32, <clerk@leacottam-pc.gov.uk> wrote:

Thompson

Think we just do the repair please

Bill

W V MCENNERNEY-WHITTLE
 PROPER OFFICER
 TEL 01772 733829

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On 2026-04-13 12:45, Thompson Dagnall wrote:

Hi Bill do you want me to clean it while I'm there?
 Cheers.
 Thompson.

On Thu, 9 Apr 2026, 18:23 Thompson Dagnall, <thompson.dagnall@gmail.com> wrote:

Yer they have just knocked the top off, not a bad fix will work a price and get back.
 Thanks
 Thompson

On Thu, 9 Apr 2026, 17:27, <clerk@leacottam-pc.gov.uk> wrote:

Attached - looks like may have been repaired before??