

WESTBOROUGH & DRY DODDINGTON PARISH COUNCIL

Telephone: 07356 031636

Email: clerk@westborough-dry-doddington-pc.gov.ukWebsite: <https://westborough-dry-doddington.parish.lincolnshire.gov.uk/>

15/05/2026

Dear members

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Thursday, 21 May 26** commencing at **7.30pm** at Westborough Village Hall.

The business of the meeting is set out in the agenda below.



Belina Boyer
Parish Clerk/RFO

Agenda no	Agenda item title
26-49	To elect a chairman for the 2026-7 municipal year.
26-50	To consider applications for co-option received. If new members are co-opted, to adjourn the meeting to allow the newly elected members to sign their declaration of acceptance of office and take their seat on the council.
26-51	To elect vice chairman for the 2026-27 municipal year.
26-52	To adjourn the meeting for the Public Forum : to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum)
26-53	To receive the County and District Councillor's reports (for information only).
26-54	To note apologies for absence.
26-55	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk
26-56	To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s). a) Minutes of Parish Council Meeting on 07 April 2026.
26-57	To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting: a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities; b) Review of the terms of reference for committees; c) Appointment of members to existing committees; d) Appointment of any new committees in accordance with standing order 4;

Agenda no	Agenda item title
	<ul style="list-style-type: none"> e) Review and adoption of appropriate standing orders and financial regulations; f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. g) Review of representation on or work with external bodies and arrangements for reporting back; h) Review of inventory of land and other assets including buildings and office equipment; i) Confirmation of arrangements for insurance cover in respect of all insurable risks; j) Review of the Council's and/or staff subscriptions to other bodies; k) Review of the Council's complaints procedure; l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>); m) Review of the Council's policy for dealing with the press/media; n) Review of the Council's employment policies and procedures; o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
26-58	To receive and note Dry Doddington Village Pooors' Charity Trust annual trustees report.
26-59	To receive and note the Clerk's Report.
26-60	<p>Financial Matters:</p> <ul style="list-style-type: none"> a) To receive and note the council's receipts and payments over budget report to 31 March 2026 b) To receive and note the council's bank reconciliation to 31 March 2025. c) To authorise the following known upcoming payments: d) To review earmarked reserves e) To review the regular payments listing (Financial Regulations) f) To nominate a fourth member to be a signatory of the council's NatWest Accounts. g) To review and approve the CCLA account application.
26-61	<p>Audit 2025-26</p> <ul style="list-style-type: none"> a) To receive the Internal Auditor's report and consider any recommendations therein for action. b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. c) To consider the questions in the Annual Governance Statement and agree the appropriate answers.

Agenda no	Agenda item title
	d) To consider and agree the Accounting Statements. e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 14 July 2026. f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.
26-62	To consider the clerk's attendance at the LALC summer conference.
26-63	To consider an application from the Copley Solar Fund for solar panels at the Dry Doddington Village Hall.
26-64	To consider planning applications for comment. S26/0550 Demolition of the existing side extension and replacement with a two-storey side extension. 10 Main Street Dry Doddington Lincolnshire NG23 5HU
26-65	To note planning decisions made since the last meeting. S26/0148 Change of use from a public house (Sui Generis) to residential dwelling (Class C3). The Wheatsheaf Inn Main Street Dry Doddington Lincolnshire NG23 5HU - Refused
26-66	To receive and note reports from members including Highways updates. (for information only).
26-67	To note correspondence previously circulated by email.
26-68	Items for notification to be included in a future agenda. For information only.
26-69	To note the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall.

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

APPLICATION FOR CO-OPTION	
Full name and title	Miss Helen Prowen-King BSc Honours Tourism and Hospitality Management
About you	<i>In the box below tell us a little about your background, skills and experience that might be useful if you join the parish council.</i>

Below are my skills I have gained from my experiences of my life so far from university, travelling and work. I have lived in the South of England for most of my life with a year in Cardiff, the last 5 years I moved to Birmingham for work and experienced a different part of the UK which broadened my knowledge.

Worked for over 2 years for the Macdonald Hotels and Resorts Chain in a fast-paced front office environment as an administrative which involved many different skills i.e. **phone etiquette** and helped with high profile events and clients i.e. the commonwealth games, celebrity events. Was a duty manager when required. **Knowledge in Opera.**

Excellent communication skills through group project work, teamwork, and leadership in certain course modules and through hobbies. **Presentation pitching experience (vocational and communication skills)** from delivering pitches to academics and business executives.

Welcomed guests into the reception and guided them on where they needed to go while keeping the reception area tidy. Handled the phones daily and connected them through to the relevant department.

Worked in and with different departments i.e; accounts, food & beverage, housekeeping, conferences and banqueting, to help resolve any issues that arose for the business. Dealt with day in, day out financial activities of the hotel. Was asked to visit other hotels to assist and gain knowledge.

Analytical and evaluation skills of business case studies.

IT Skills M-S Office: Proficiency in all areas of Microsoft Office including Word, Excel, PowerPoint, and Outlook.

Sports competitions i.e. football, hockey, underwater hockey, dancing – ballroom, lindy hop, swimming, and cycling. These sports enhanced my enthusiastic and competitive side which allowed me to improve my physical skills for physical and mental stimulation and flexibility.

Scout leader for the 1st Winnersh scout group. Developed leadership skills that allowed further development and practice.

Return this form to the Parish Clerk once you have completed it.

clerk@westborough-dry-doddington-pc.gov.uk

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

Reasons for applying	<i>Please explain here your reasons why you want to be a member of the Parish Council</i>
	<p>I have recently moved to the village in September 2025, it felt very awe inspiring, and a real authentic community village. The neighbours were so welcoming, open and I would like to spread more of that enthusiasm and kindness to others and protect this Parish with a passion. I am very approachable, friendly and trustworthy and want to do my part for the local community as I have always loved helping and contributing to those around.</p> <p>Community is the heart and soul of a Parish, and I wish to protect it and help nurture it for generations to come.</p> <p>I am an administrative professional with in-depth knowledge and practical experience in the business sector, I like to apply for roles that will challenge me to utilise the current analytical and vocational skills I have acquired, and to further enhance them and use them to help this Parish grow.</p> <p>I am hardworking and self-motivated with core skills that will stand for the needs of the people and the environment. I feel that this role will provide me with an excellent opportunity and gain transferable skills for the future to further improve and to contribute to the Parish and the people.</p> <p>My goal is to passionately contribute to the overall success of the community by gaining and developing my current skillset set even further, working with people, organising events/local projects and hopefully inspire others to come together and become an integral member of this community.</p>
Signature	Helen Prowen-King
Date	11/03/2026

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WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

ELIGIBILITY FOR CO-OPTION	
Full name and Title	Miss Helen Prowen-King
Home address	
Home telephone	
Mobile telephone	
Email address	
<p>It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?</p> <p>Yes / No</p>	
<p>Are you a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain?</p> <p>Yes / No</p>	
<p>Are you aged over 18?</p> <p>Yes / No</p>	
<p><i>To qualify you must be able to answer 'Yes' to at least one of the questions below</i></p>	
<p>a) Are you on the electoral register for Westborough and Dry Doddington Parish Council? Yes / No</p>	
<p>b) Have you lived either in parish of Westborough and Dry Doddington or within 3 miles of its boundary, for at least a year? Yes / No</p>	
<p>c) Have you been the owner or tenant of land in XXXXXXXXXXXXX parish for at least a year? Yes / No</p>	
<p>d) Have you had your only or main place of work in parish of Westborough and Dry Doddington for at least a year? Yes / No</p>	
<p><i>You must be able to answer 'No' to all the questions below to be eligible to serve as a councillor.</i></p>	

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WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

i)	Are you the subject of a bankruptcy restrictions order or interim order? Yes / No
ii)	Have you within the last five years been convicted of an offence in the UK, the Channel Islands or Isle of Man and has been sentenced (whether suspended or not) to imprisonment for three months or more without the option of a fine? Yes / No
iii)	Are you disqualified by order of a court from being a member of a local authority? Yes / No
iv)	Employed by Westborough and Dry Doddington Parish Council, a joint committee or holds a paid office? Yes / No
v)	Subject to the notification requirements of the Sexual Offences act 2003 or Sexual Risk Orders? Yes / No
Signature	Helen Prowen-King
Date	11/03/2026

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WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

ELIGIBILITY FOR CO-OPTION	
Full name and Title	MR ROGER SQUIRES
Home address	
Home telephone	
Mobile telephone	
Email address	
<p>It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?</p> <p>Yes / <input checked="" type="checkbox"/></p>	
<p>Are you a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain?</p> <p>Yes / <input checked="" type="checkbox"/></p>	
<p>Are you aged over 18?</p> <p>Yes / <input checked="" type="checkbox"/></p>	
<p><i>To qualify you must be able to answer 'Yes' to at least one of the questions below</i></p>	
<p>a) Are you on the electoral register for <u>Westborough and Dry Doddington Parish Council</u>?</p> <p>Yes / <input checked="" type="checkbox"/></p>	
<p>b) Have you lived either in parish of <u>Westborough and Dry Doddington</u> or within 3 miles of its boundary, for at least a year? Yes / <input checked="" type="checkbox"/></p>	
<p>c) Have you been the owner or tenant of land in <u>XXXXXXXXXXXX</u> parish for at least a year? Yes / <input checked="" type="checkbox"/></p>	
<p>d) Have you had your only or main place of work in parish of <u>Westborough and Dry Doddington</u> for at least a year? Yes / <input checked="" type="checkbox"/></p>	
<p><i>You must be able to answer 'No' to all the questions below to be eligible to serve as a councillor.</i></p>	
<p>i) Are you the subject of a bankruptcy restrictions order or interim order?</p> <p><input checked="" type="checkbox"/> / No</p>	

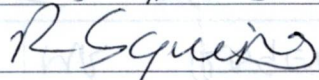
Return this form to the Parish Clerk once you have completed it.

clerk.west.drydodd.pc@gmail.com

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

APPLICATION FOR CO-OPTION	
Full name and title	MR ROGER SQUINES
About you	<i>In the box below tell us a little about your background, skills and experience that might be useful if you join the parish council.</i>


I AM 62 SELF EMPLOYED BUILDER, GROUNDWORKS CONTRACTOR AND SMALL HOLDER. BASICALLY I HAVE BEEN SELF EMPLOYED FOR OVER 40 YEARS, GIVING ME A VAST ARRAY OF SKILLS. BOTH PRACTICAL AND CLERICAL

Reasons for applying	<i>Please explain here your reasons why you want to be a member of the Parish Council</i>
	I AM NOW PRACTISING AT RETIREMENT AND FINDING MORE FREE TIME. I FEEL AS IF I WAS BORN IN THE VILLAGE AS WAS MY DAD AND GRANDAD - I HAVE A GREAT UNDERSTANDING OF THE VILLAGE WE, AS A FAMILY, HAVE BEEN IN THE VILLAGE FOR AT LEAST 4 GENERATIONS BACK FROM MYSELF, AND AS MY KIDS AND GRANDKIDS ARE ALSO LOOKING TO REMAIN HERE
Signature	
Date	9-3-26

I THINK I HAVE THE VILLAGE INTERESTS TO HEART.
Return this form to the Parish Clerk once you have completed it.

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WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

ii)	Have you within the last five years been convicted of an offence in the UK, the Channel Islands or Isle of Man and has been sentenced (whether suspended or not) to imprisonment for three months or more without the option of a fine? YES / No
iii)	Are you disqualified by order of a court from being a member of a local authority? YES / No
iv)	Employed by <u>Westborough and Dry Doddington</u> Parish Council, a joint committee or holds a paid office? YES / No
v)	Subject to the notification requirements of the Sexual Offences act 2003 or Sexual Risk Orders? YES / No
Signature	
Date	9/3/26

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Minutes

Of the meeting 07 April 2026 at Dry Doddington Village Hall

Members Present:

Arnold	Birnage (Chair)	Broomham	Forman	Lett	
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Members Absent:

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In attendance: The Parish Clerk

Also Present: two members of the general public.

<u>Agenda no</u>	<u>Agenda item title</u>	<u>Power/ Regulation</u>
	<p>Public Forum: to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum)</p> <p>Members of the public expressed their objection to the change of use application and pointed out that changes to the property had already been made.</p>	
26-44	<p>To receive and note apologies for absence and resolve to approve such absence where applicable..</p> <p>There were none.</p>	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
26-45	<p>To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk</p> <p>There were none.</p>	<i>Localism Act 2011, s31, s33</i>
26-46	<p>To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s).</p> <p>Minutes of Parish Council Meeting on 12 March 2026</p> <p>The council unanimously resolved to sign the minutes of the Parish Council Meeting on 12 March 2026 as a true record of that meeting.</p>	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
26-47	To consider planning applications for comment.	<i>Town and Country Planning Act</i>

Initial _____

<u>Agenda no</u>	<u>Agenda item title</u>	<u>Power/ Regulation</u>
	<p>S26/0148 <u>Change of use from a public house (Sui Generis) to residential dwelling (Class C3). The Wheatsheaf Inn Main Street Dry Doddington Lincolnshire NG23 5HU</u></p> <p>Westborough and Dry Doddington Parish Council unanimously resolved to object to planning application S26/0148 .</p> <p>a) It contravenes SKDC Local Plan Policy SP6 Community Services and Facilities</p> <p>b) The pub is an integral part of the fabric of village life for social life and well being</p> <p>c) Economic impact</p> <p>d) Impact on heritage assets and history</p> <p>e) Planning application S24/1476 outcome - refused and appeal dismissed</p> <p>Full submission to LPA appended.</p>	1990, Sched.1, para.8
26-48	<p>To note the date and time of the next Full Council meeting.</p> <p>21 May 2026, 19.30 at Westborough Village Hall</p> <p>The Council noted the date and time of the next meeting as 21 May 2026, 19.30 at Westborough Village Hall.</p>	Local Government Act 1972, Sch 12, p10 (2)(a)

_____ Date _____
Signed as a true record by the presiding Chair of the approving meeting.



Mrs Belina Boyer
 Westborough & Dry Doddington Parish Council
 3 Jackson Court
 Farndon
 NEWARK
 Nottinghamshire
 NG24 3TS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720858823
Insured	Westborough & Dry Doddington Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2026
To	31 st May 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 215.27
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	169123032
Long Term Agreement:	Not Applicable
Preparation Date	06 th April 2026
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		£500	12	N/A	

For Premises: 1

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
2x tree seat benches & Tree Lighting	£3,202.50	£100
Memorial Bench	£1,323.00	£100
Speed Signs x2 , Notice Board, bus shelter	£12,465.60	£100
CHT Defibrillators- Doddingtonphone box & Westborough Village Hall	£4,299.75	£100
Portable External Hard Drive	£26.87	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public liability**

Limit of Indemnity: £10,000,000

Operative Endorsements: None

**Part F – Hirers' liability**

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

**Part H – Libel and slander****Sum Insured**

£100,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£25,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£20,000.00	£20,000.00	£20,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£20,000.00	£20,000.00	£20,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£20,000.00	£20,000.00	£20,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£20,000.00	£20,000.00	£20,000.00	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£Nil	£Nil	£Nil	£Nil
7. Quadriplegia	£Nil	£Nil	£Nil	£Nil
8. Temporary Total Disablement	£100.00 per week	£100.00 per week	£100.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £100,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.



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Communications may be monitored or recorded to improve our service and for security and regulatory purposes. © Copyright – Zurich Insurance Company Ltd. All rights reserved. Reproduction, adaptation, or translation without prior written permission is prohibited except as allowed under copyright laws.



Posts



Is your Parish Council registered with the ICO?

🕒 19th February 2021 👤 Jane Olds

I have discovered over the last few weeks while doing internal audits that a number of parishes are still not registered with the Information Commissioner's Office and haven't paid the data protection fee.

The reason for registering with the ICO is that under the Data Protection (Charges and Information) Regulations 2018 which came into force in May 2018, organisations that determine the purpose for which personal data is processed (controllers) must pay a data protection fee unless they are exempt – and Parish Councils are unlikely to be exempt, as even receiving letters and emails from villagers would count as processing personal data! This fee replaces the requirement to 'notify' (or register), which was in the Data Protection Act 1998.

So while Parish Councils might not be "public authorities", they are still processing data and therefore have to pay the data protection fee. More information is available here – <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-fee/>

Recent Posts

Year End 2023/24

Do you still need a scanner?

Transparency Code

Internal Audit – Ensure Independence

Internal Auditor Training

Archives

April 2024

December 2022

November 2022

September 2022

May 2022

March 2022

February 2022

November 2021

October 2021

September 2021

August 2021

July 2021

June 2021

April 2021

February 2021

However, PCs don't have to have a Data Protection Officer as the legislation was changed at the last minute.

The ICO has created a [Parish Councils Resource Pack](#) which may also be of use.

You will also need to ensure that you have the associated Freedom of Information Publication Scheme published (this is a standard document [available on the ICO's website](#) – just put “Parish Council Publication Scheme” in the search bar – which can be adapted for your needs). As part of the GDPR suite of policies, you should also have a Document Retention Policy and a Data Protection Policy.

[← Are your Standing Orders and Financial Regulations up-to-date?](#)

[Electors' Rights Dates 20/21 →](#)

[September 2020](#)

[July 2020](#)

[May 2020](#)

[April 2020](#)

About me



I have been a Clerk since 2011 when I started with one small parish, [Caversfield](#) to the north of Bicester, and over the years others have come and gone. I'm currently also Clerk to [Launton](#) which is a larger village to the east of Bicester.

I am a member of the [Society of Local Council Clerks](#) and Chairman of the Oxfordshire Branch. I've been the Zoom Host to the Oxfordshire Branch regular coffee mornings since the beginning of the first lockdown.

I passed CiLCA in January 2018 and am also available for Parish Council internal audits and governance reviews.

I have been told that I should write a blog, so let's see how this goes!

WESTBOROUGH & DRY DODDINGTON PARISH COUNCIL
 Telephone: 07356 031636
 Email: clerk@westborough-dry-doddington-pc.gov.uk
 Website: <https://westborough-dry-doddington.parish.lincolnshire.gov.uk/>

15/05/2026

Clerk's Report

to **Full Council** which will be held on **Thursday, 21 May 26** commencing at **7.30pm** at Westborough Village Hall.

Agenda no	Agenda item title
26-49	<p>To elect a chairman for the 2026-7 municipal year.</p> <p><i>This must be the first item on the agenda and the council must elect a chairman.</i></p> <p>Please find useful information what the role entails here Chairmanship workshop available through LALC https://www.lalc.co.uk/event/chairs-workshop-2026-06-03-344/register</p>
26-53	<p>To receive the County and District Councillor's reports (for information only).</p> <p><i>Cllr Wood has given his apologies</i></p>
26-54	<p>To note apologies for absence.</p> <p><i>Cllr Lett</i></p>
26-57	<p>To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting:</p> <p>a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;</p> <p><i>There currently are no committees or delegations other than those detailed in Financial Regulations.</i></p> <p>b) Review of the terms of reference for committees;</p> <p><i>There are currently no committees. Council should note.</i></p> <p>c) Appointment of members to existing committees; <i>See above</i> d) Appointment of any new committees in accordance with standing order 4; e) Review and adoption of appropriate standing orders and financial regulations;</p> <p><i>Recommendation: Readopt 2025 versions as they are based on the most recent models available.</i></p> <p>f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p><i>Grass cutting contact with LCC is rolling contract.</i></p> <p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p>

Agenda no	Agenda item title															
	<p><i>There currently are none</i></p> <p>h) Review of inventory of land and other assets including buildings and office equipment;</p> <p><i>Note that reviewed March 2026 – no change since</i></p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p><i>Schedule in pack. Continue with Zurich</i></p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;</p> <p><i>Continued LALC subscription resolved at March Meeting. Note</i></p> <p>k) Review of the Council's complaints procedure; <i>To July Meeting adopted July 25</i></p> <p>l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p><i>The council adopted a Publication scheme in 2025 but no more. The Council must register with the ICO at a cost of £52 per annum as an organisation which processes personal data. Further data processing policies to July Meeting.</i></p> <p><i>m)</i>Review of the Council's policy for dealing with the press/media; <i>Defer to future meeting.</i></p> <p><i>n)</i> Review of the Council's employment policies and procedures; <i>Defer to Future meeting. There have been some recent legislative changes and I am waiting for new policy templates.</i></p> <p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p> <p><i>There was none. This power was not required to make payments.</i></p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p>															
26-60	<p>Financial Matters:</p> <p>a) To receive and note the council's receipts and payments over budget report to 31 March 2026</p> <p>b) To receive and note the council's bank reconciliation to 31 March 2025.</p> <p><i>Reconciliation to 30 April also available now.</i></p> <p>c) To authorise the following known upcoming payments:</p> <table border="1" data-bbox="236 1637 1458 1955"> <thead> <tr> <th data-bbox="236 1637 568 1720">Payee Name</th> <th data-bbox="568 1637 751 1720">Reference</th> <th data-bbox="751 1637 1043 1720">Transaction Detail</th> <th data-bbox="1043 1637 1270 1720">Budget Code</th> <th data-bbox="1270 1637 1458 1720">£ Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1720 568 1877">Various</td> <td data-bbox="568 1720 751 1877">SO/DD</td> <td data-bbox="751 1720 1043 1877">Staffing costs incl.PAYE +NI, WFHA May and June app)</td> <td data-bbox="1043 1720 1270 1877">Admin</td> <td data-bbox="1270 1720 1458 1877">261.40</td> </tr> <tr> <td data-bbox="236 1877 568 1955">Zurich Insurance</td> <td data-bbox="568 1877 751 1955">BACS</td> <td data-bbox="751 1877 1043 1955">Annual Insurance</td> <td data-bbox="1043 1877 1270 1955">Insurance</td> <td data-bbox="1270 1877 1458 1955">215.27</td> </tr> </tbody> </table>	Payee Name	Reference	Transaction Detail	Budget Code	£ Total	Various	SO/DD	Staffing costs incl.PAYE +NI, WFHA May and June app)	Admin	261.40	Zurich Insurance	BACS	Annual Insurance	Insurance	215.27
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Agenda no	Agenda item title																		
	C. Dell	Bacs	Grass Cutting	Grass Cutting	83.41														
	N. Poulson	BACS	Internal Audit	Audit	50.00														
					610.08														
	<p>d) To review earmarked reserves Westborough and Dry Doddington Parish Council</p>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">From CBF</th> <th style="text-align: right;">From Reserves</th> </tr> </thead> <tbody> <tr> <td>Other Projects - Copley Fund Reserve</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Project - Churchyard water</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Project - Dry Doddington Church Floor</td> <td style="text-align: right;">12,000</td> </tr> <tr> <td>Project - Village Sign</td> <td style="text-align: right;">6,500</td> </tr> <tr> <td>Project Solar Panels DD VH</td> <td style="text-align: right;">9,700</td> </tr> <tr> <td>TOTAL PAYMENTS</td> <td style="text-align: right;">33,700</td> </tr> </tbody> </table>					From CBF	From Reserves	Other Projects - Copley Fund Reserve	500	Project - Churchyard water	5,000	Project - Dry Doddington Church Floor	12,000	Project - Village Sign	6,500	Project Solar Panels DD VH	9,700	TOTAL PAYMENTS	33,700
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TOTAL PAYMENTS	33,700																		
	<p>e) To review the regular payments listing (Financial Regulations) in Pack f) To nominate a fourth member to be a signatory of the council's NatWest Accounts. <i>Mrs Birnage was one of the signatories. Recommendation: To nominate a fourth person</i> g) To review and approve the CCLA account application. <i>I was over optimistic when I put this on the agenda. Please defer.</i></p>																		
26-61	<p>Audit 2025-26</p> <p>a) To receive the Internal Auditor's report and consider any recommendations therein for action.</p> <p><i>To quote the Internal Auditor: "Regarding online security, I note the new .Gov new email address which is certainly a step in the right direction, the working world of today requires me to take part in annual online courses to understand more about this form of security and I would urge that anyone</i></p>																		

Agenda no	Agenda item title
	<p><i>servicing in a public capacity protects themselves and others from these online threats , this can be assisted by having a .gov email address.”</i> <i>The use of personal email addresses by councillors, the lack of GDPR and security training by councillors etc means the council must tick “no” to assertion 10 and take valid steps to be conform by next year.</i></p> <p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review.</p> <p><i>The council fulfils the relevant criteria. Recommendation: The council declare itself exempt.</i></p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers.</p> <p><i>Recommendation: the Council tick yes to assertions 1-8, N/A to assertion 9 and No to assertion 10.</i></p> <p>d) To consider and agree the Accounting Statements.</p> <p><i>Recommendation: To agree.</i></p> <p>e) Electors’ Rights – to note the dates of the Exercise of Public Rights as 03 June to 14 July 2026.</p> <p><i>Recommendation: To agree.</i></p> <p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p> <p><i>Recommendation: To agree.</i></p>
26-62	<p>To consider the clerk’s attendance at the LALC summer conference. <i>£45 + mileage. I urge one or two members to attend as well.</i> https://www.lalc.co.uk/event/lalc-summer-conference-2026-2026-07-14-333/register</p>
26-63	<p>To consider an application from the Copley Solar Fund for solar panels at the Dry Doddington Village Hall. <i>Recommendation: This is exactly the sort of energy saving project the solar fund is meant to support.</i></p>

R+P over Budget

Actual Year to date	Budget as Approved 30/01/2025	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget spent
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Expenditure Detail

Actual Year to date	Budget as Approved 30/01/2025	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget spent	
								8%	
Audit costs	-	240	- 50.00	190	190		190	0%	The IA did not charge. No EA costs
Community Grant	50.00	0	50.00	50	-		-		NEW CODE
Defibrillator maintenance	413.94	60		60	- 354		- 354	690%	
Election costs	-	0		0	-		-	No Budget	
Events (VE80, Christmas)	-	474		474	474		474	0%	
Insurance	160.64	180		180	19		19	89%	
Mowing	-	450		450	450		450	0%	
Office expenses incl. WFHA and mileage	312.00	397		397	85		85	79%	
Other Projects - Copley Fund Reserve	2,230.40	0		0	- 2,230		- 2,230		Defibrillators and Flood Shed
Project - Churchyard water	-	5000		5000	5,000		5,000	0%	
Project - Westborough village hall roof	15,450.00	10000		10000	- 5,450		- 5,450	155%	
Room Hire Charges	-	160		160	160		160	0%	
Staff Costs (Salary, NI, PAYE, Pension)	2,048.40	2032		2032	- 17		- 17	101%	
Subs LALC	-	163		163	163		163	0%	Normally paid March
Training and Development	54.00	350		350	296		296	15%	
Volunteer Mowing, Comm cleaner projects	1,396.65	1100		1100	- 297		- 297	127%	End of season.
Total Payments	22,116	20,606			- 1,510		- 1,510		

INCOME

Actual Year to date	Budget as Approved 30/01/2025	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget Received
Bank interest	761.75	520		520	- 242			146%
Community cleaner grant - from SKDC	926.64	926		926	- 1			100%
Grant - NTS clerk training bursary	-	0		-	-			No Budget
LCC mowing income for 3 cuts	1,482.38	1460		1,460	- 22			102%
Precept	2,700.00	2700		2,700	-			100%
VAT reclaimed	204.51	0		-	- 205			No Budget
*Transfer from reserves	13,378.56	15,000		15,000	1,621			89%
TOTAL Income	19,464.71	20,606		20,606	1,141			94%

Total Income	19,454	20,606	-	20,606		
Total Expenditure	22,116	20,606	-			
Balance	- 2,662	0	-	20,606		

Transactions in April 2026

Receipts

Payer Name	Reference	Transaction Detail	Budget Code	£ Total
SKDC	R01	Precept		2,850.00
NatWest	R02	Interest Notice Account		33.07
NatWest	R02	Interest Reserve Account		21.23
Total				2,904.30

Payments

Total		153.30	
Staffing	April Salary and PAYE Jan-March	153.30	Regular

Signed

Date

Bank Reconciliation

Westborough and Dry Doddington Parish Council

Financial Year ending: 31 March 2026

Prepared by: B Boyer. Date: 04/04/2026

Transactions for month up to 31/03/26

Reconciliation date:	31/03/2026		
STATEMENT BALANCES		LEDGERS	
NatWest Current Account	1,558.40	All	
Nat West Reserve Account	30,380.95	Opening Balance	54,911.48
Nat West 35 Day Notice	20,320.81	Receipts to date	19,464.71
Melton Building Society	-	Payments to date	22,116.03
	52,260.16	Running balance	52,260.16
		Sub-total	-
		Un-banked Receipts	
Sub-total	-		
Un-presented payments:			

NET BALANCE	52,260.16	Cashbook balance	52,260.16
Statement Balance	52,260.16	<u>Difference</u>	<u>-</u>

Approved by: Date:

Bank Reconciliation

Westborough and Dry Doddington Parish Council

Financial Year ending: 31 March 2027

Prepared by: B Boyer. Date: 04/04/2026

Transactions for month up to 31/04/26

Reconciliation date:	30/04/2026		
STATEMENT BALANCES		LEDGERS	
NatWest Current Account	4,255.10	All	
Nat West Reserve Account	30,402.18	Opening Balance	52,260.16
Nat West 35 Day Notice	20,353.88	Receipts to date	2,904.30
		Payments to date	153.30
	55,011.16	Running balance	55,011.16
		Sub-total	-
		Un-banked Receipts	
Sub-total	-		
Un-presented payments:			

NET BALANCE	55,011.16	Cashbook balance	55,011.16
Statement Balance	55,011.16	<u>Difference</u>	<u>-</u>

Approved by: Date:

Payments for approval

Payee Name	Reference	Transaction Detail	Budget Code	£ Total
Various	SO/DD	Staffing costs incl.PAYE +NI, WFHA May and June app)	Admin	261.40
Zurich Insurance	BACS	Annual Insurance	Insurance	215.27
C. Dell	Bacs	Grass Cutting	Grass Cutting	83.41
N. Poulson	BACS	Internal Audit	Audit	50.00

<u>610.08</u>

Late additions

Payee Name	Reference	Transaction Detail	Budget Code	£ Total

Payments approved at

21/05/2026 meeting.

Signed

**Re: Wstborough and Dry Doddington
Internal audit**

**Parish
Clerk** <clerk@westborough-dry-doddington-pc.gov.uk >

Nicholas Poulson <nickpoulson@hotmail.co.uk >

Tue, 14 Apr 2026 09:18:45 +0100

To "Parish Clerk"<clerk@westborough-dry-doddington-pc.gov.uk>

Dear Belina

Further to the audit I carried out on the Parish Council accounts I can confirm the following:
On behalf of the Westborough and Dry Doddington Parish Councillors
I have audited their Parish Council Accounts for the year ended 31 March
2026 by a series of reconciliations, samples and in-depth checks as
appropriate.

Based on the information provided, my view is that there is a reasonable
level of control on receipts and payments.

Regarding online security , I note the new .Gov new email address which is certainly a step in
the right direction , the working world of today requires me to take part in annual online
courses to understand more about this form of security and I would urge that anyone serving in
a public capacity protects themselves and others from these online threats , this can be assisted
by having a .gov email address.

Regarding a fee for the work carried out ,£50 seems reasonable for the 3 hours work involved , I
wish this to be donated to St James Church Dry Doddington.

Regards

Nick Poulson

From: Parish Clerk <clerk@westborough-dry-doddington-pc.gov.uk>

Sent: 06 April 2026 13:33

To: Nick Poulson <nickpoulson@hotmail.co.uk>

Subject: Fwd: Re: Internal Audit

Dear Nick,

please see documents attached for your perusal. I have previously sent you the 2025
practitioner's guide which lays out the requirements for internal audit.

I am looking forward to seeing you this Friday at 11.00.

Kind regards

Belina E Boyer BA (Hons) Community Governance FSLCC

Pronouns she/her/hers

Clerk to Westborough and Dry Doddington Parish Council

Mobile: 07356 031636

==== Forwarded message =====

From: Nicholas Poulson <nickpoulson@hotmail.co.uk>

To: "Parish Clerk" <clerk@westborough-dry-doddington-pc.gov.uk>

Date: Thu, 02 Apr 2026 15:23:58 +0100

Subject: Re: Internal Audit

==== Forwarded message =====

Hi Belina

10th at 11 would work for me , yes come to The Kiln ,Mather Road Newark , re the documents needed :

Excel spread sheets/manual paper accounting

Receipts /Invoices/

Parish Council Meeting minutes and any subsequent correspondence

Bank statements

Assets register

Cash book (if applicable)

Proof of publication of internal audit

Any other information deemed to be relevant

Online/Paper accepted

I look forward to meeting you again next Friday at 11.00am

Regards

Nick Poulson

From: Parish Clerk <clerk@westborough-dry-doddington-pc.gov.uk>

Sent: 27 March 2026 14:02

To: Nicholas Poulson <nickpoulson@hotmail.co.uk>

Subject: Re: Internal Audit

Dear Nick,

Thank you for getting back to me so quickly.

I guess Friday 10th would be ok. 10.00 onwards? Same place as last year?

What would you like me to bring with me, bearing in mind you would be required to complete page four of the attached form.

Kind regards

Belina E Boyer BA (Hons) Community Governance FSLCC

Pronouns she/her/hers

Clerk to Westborough and Dry Doddington Parish Council

Mobile: 07356 031636

From: Nicholas Poulson <nickpoulson@hotmail.co.uk>

To: "Parish Clerk" <clerk@westborough-dry-doddington-pc.gov.uk>

Date: Wed, 25 Mar 2026 09:14:56 +0000

Subject: Re: Internal Audit

Good morning Belina

Thank you for your email , I will be happy to carry out the Internal audit , I will be available 7-10th April at a time to suit

Regards

Nick Poulson

From: Parish Clerk <clerk@westborough-dry-doddington-pc.gov.uk>

Sent: 24 March 2026 10:02

To: Nick Poulson <nickpoulson@hotmail.co.uk>

Subject: Internal Audit

Dear Nick,

I Hope you are well and are enjoying the recent warmer, sunnier weather.

It is this time of year again. Annual Audit time.

The council would like to appoint you once again as its internal auditor. Our next meeting will be 21 May. I would like to have the internal audit report ready for then, if at all possible.

Please let me know when you will be available in the coming weeks after 31 March.

Kind regards

Belina E Boyer BA (Hons) Community Governance FSLCC

Pronouns she/her/hers

Clerk to Westborough and Dry Doddington Parish Council

Mobile: 07356 031636

**Re: Westborough and Dry Doddington
Internal audit**

Parish Clerk <clerk@westborough-dry-doddington-pc.gov.uk >

Nicholas Poulson <nickpoulson@hotmail.co.uk >

Tue, 14 Apr 2026 09:18:45 +0100

To "Parish Clerk"<clerk@westborough-dry-doddington-pc.gov.uk>

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Online/Paper accepted

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Sent: 27 March 2026 14:02

To: Nicholas Poulson <nickpoulson@hotmail.co.uk>

Subject: Re: Internal Audit

Dear Nick,

Thank you for getting back to me so quickly.

I guess Friday 10th would be ok. 10.00 onwards? Same place as last year?

What would you like me to bring with me, bearing in mind you would be required to complete page four of the attached form.

Kind regards

Annual Governance and Accountability Return 2025/26 Form 2

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

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

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

Publication Requirements

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

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

Limited Assurance Review

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

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

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

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

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review **must** do so at a meeting of the authority after 31 March 2026. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption **must** be returned to the external auditor no later than **30 June 2026** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority **must** publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026)
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights for a single period of 30 working days for inspection (this excludes weekends and public Holidays) which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is ‘no’, is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority’s approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

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

Certificate of Exemption – AGAR 2025/26 Form 2

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

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

ENTER NAME OF AUTHORITY

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

Total annual gross income for the authority 2025/26:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

ENTER AMOUNT £00,000

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

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

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

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

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

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

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

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

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

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

WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:
 - a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
 - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
 - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026; and
- c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **Westborough and Dry Doddington Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 29 May 2026</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) B Boyer, 3 Jackson Court, Farndon, Newark Notts, NG24 3 TS clerk@westborough-dry-doddington-pc.gov.uk</p> <p>commencing on (c) Wednesday 3 June 2026 _____</p> <p>and ending on (d) Tuesday 14 July 2026 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) B. Boyer, Parish Clerk and RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

<p>For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.</p>	<p>If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i>.</p>
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Explanation of variances – pro forma

Name of smaller authority: **Westborough and Dry Doddington Parish Council**
 County area (local councils and): **Lincolnshire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	43,909	54,911				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,700	2,700	0	0.00%	NO		
3 Total Other Receipts	16,823	16,765	-58	0.34%	NO		
4 Staff Costs	1,520	2,048	528	34.73%	YES	New clerk appointed 1/1/25. Salary as per contract.	Clerk appointed 01/01/2025 is a qualified Clerk. Salary payments as per contract agreed.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	6,999	20,068	13,068	186.70%	YES		Last year the council only paid £4200 as a major payment from the Copley solar fund. This year the council made several major grant payments from the fund: 15,450 for work to the WVH and 941.72 and 324.58 for DDVH equipment. Taking these major variations into account, the difference is a mere 7.89%
7 Balances Carried Forward	54,911	52,260				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	54,911	52,260				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	19,274	19,274	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		



Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Westborough an Dry Doddington Parish Council

Email: clerk@westborough-dry-doddington-pc.gov.uk Mobile: 07356 031636

Grant Application Form

Name of Organisation Dry Doddington Village Hall Charitable Trust Main Street, Dry Doddington
Contact Details 
Position within Organisation Chair and Trustee
Telephone 
Email drydoddvillagehall@gmail.com
Is your organisation a registered charity? YES
If yes, charity number 521834

Please return completed applications to: The Parish Clerk,

Email: clerk@westborough-dry-doddington-pc.gov.uk

Westborough an Dry Doddington Parish Council

Email: clerk@westborough-dry-doddington-pc.gov.uk Mobile: 07356 031636

Project for which grant is required?

Please give details of the projects to be financed, who will be benefit from the funding

Installation of solar panels and battery storage.

Users of the hall and the environment will both be beneficiaries.

1. Financial Impact and Cost Savings

- **Reduced Energy Bills:** Installing solar panels can reduce a hall's electricity bills by up to **60%**. By generating and using our own power, halls can save thousands of pounds annually. The halls orientation of being south facing maximises the energy from the sun.
- **Revenue Generation:** Through the **Smart Export Guarantee (SEG)**, our village hall can earn income by selling surplus electricity back to the National Grid.
- **Long-Term Investment:** Solar systems typically have a lifespan of 25 years or more, providing a stable energy supply that often outlasts the initial payback period by decades.

2. The Role of Battery Storage

- **Maximised Self-Consumption:** The Village hall often experience peak energy usage in the evenings for meetings and classes. Batteries allow halls to store free solar energy generated during the day for use after sunset.
- **Energy Resilience:** Battery systems provide essential backup power during grid outages, ensuring community functions and emergency services remain uninterrupted.
- **Peak Load Shaving:** Batteries help reduce peak demand charges by discharging stored energy during high-demand periods.

Please return completed applications to: The Parish Clerk,

Email: clerk@westborough-dry-doddington-pc.gov.uk

Westborough an Dry Doddington Parish Council

Email: clerk@westborough-dry-doddington-pc.gov.uk Mobile: 07356 031636

3. Environmental and Social Benefits

- **Carbon Footprint Reduction:** Solar energy is a clean, renewable source that significantly lowers a community's greenhouse gas emissions. For example, one village hall saved approximately **1,500kg of CO₂ annually**, equivalent to planting 68 trees.
- **Community Leadership:** Adopting green technology positions the hall as a "sustainability ambassador," inspiring local residents and businesses to consider renewable solutions.
- **Educational Hub:** Installations serve as a hands-on tool for teaching local students and visitors about climate change and renewable technologies.

Total Cost £9377.79

Have any funds been requested from other sources? NO

Success/failure of application, and amount requested N/A

Amount of grant requested from Westborough and Dry Doddington Parish Council.
£9377.79

When are the funds required?
As detailed in quotation attached.

Please return completed applications to: The Parish Clerk,

Email: clerk@westborough-dry-doddington-pc.gov.uk