

ANNUAL RETURN
FOR THE YEAR ENDED 31 MARCH 2026
Coxhoe Parish Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

SOPHIE TAYLOR

Date

17/04/26

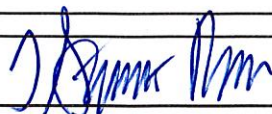
I confirm that these accounts are approved by the Council and recorded as council minute reference

1869

Dated

06/05/26.

Signed on behalf of the above Council (Chair)



Date

6.5.26

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	116,054	114,103	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2 (+) Precept or Rates and Levies	158,654	170,372	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	47,302	36,606	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4 (-) Staff costs	84,238	86,244	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6 (-) All other payments	123,669	141,148	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	114,103	93,689	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total value of cash and short term investments	114,103	93,689	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9 Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Annual Governance and Accountability Return 2025/26 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2025/26

ENTRUSTED TO THE PUBLIC BY ENGLAND
Coxhoe Parish Council

coxhoeparishcouncil.gov.uk 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.			NONE ✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/04/2026 DD/MM/YYYY DD/MM/YYYY

GORDON FLETCHER (C.M.I.I.A)

Signature of person who carried out the internal audit

G. Fletcher

Date

28/04/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

EN Coxhoe Parish Council TY

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	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
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

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

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

06/05/2026

and recorded as minute reference:

MINUTE REFERENCE
1869

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

Chair

[Signature]

Clerk

[Signature]

coxhoeparishcouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

EN Coxhoe Parish Council TY

	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	116,054	114,103	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	158,654	170,372	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	47,302	36,606	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	84,238	86,244	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	123,669	141,148	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	114,103	93,689	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	114,103	93,689	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	112,452	121,108	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

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

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

 **SIGNED**

Date

15/04/2026

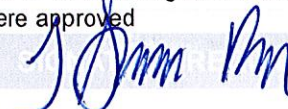
I confirm that these Accounting Statements were approved by this authority on this date:

06/05/2026

as recorded in minute reference:

MINUTE REFERENCE 1869

Signed by Chair of the meeting where the Accounting Statements were approved

 **SIGNED**

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

In respect of

EN Coxhoe Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Summary of Assets

Year Ending March 2025 Assets Value - £112,452

Year Ending March 2026 Assets Value - £121,108

Assets added to the Parish Council register:

CCTV System: £7,000

Flagpoles x 2: £1,656

Attachment 1.1 - Bank Reconciliation - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025 (selected)

Point 1.10 - "Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority".

Point 5.20 - "The year-end bank reconciliation is a key financial control as it will provide evidence to support the total cash and short-term investments balance shown in Line 8 in Section 2 of the authority's AGAR. As bank statements may be made up to different dates in the month, care should be taken, particularly at year-end, to ensure that the statement being reconciled includes balances as at 31 March".

Point 5.175 - "Where an authority holds short-term investments such as deposit or savings accounts, all year-end balances must be reported in detail within the bank reconciliation and be included in the sum of line 8". For more information on short-term investments, please see point 2.23 of the Practitioner's Guide 2025.

Instructions for completing this template

1. Please fill in the figure from the Annual Governance and Accountability Return (AGAR) for the Box 8 Cash and Cash Equivalents balance.
2. Complete the relevant sections to disclose the value of any cash held at bank accounts, any other cash amounts e.g., petty cash, any unbanked cash and any unrepresented cheques. Each section includes a total and this will feed into a Net Balances figure towards the 3. The final row calculates a difference between the Box 8 value per the AGAR and the adjusted bank balance at 31 March 2026. This should be NIL (or round to nil) for the balance to be satisfactorily reconciled.

NB: If the authority has either total income (Boxes 2+3) or total expenditure (boxes 4+5+6) above £500,000, the authority must provide a copy of the bank statement(s) showing the value of the bank account(s) at 31 March 2026 to support the figures per this template.

Box 8 Cash and Cash Equivalents	93,689.00	
Bank Statement Balances		
Cashbook 4 - Youth Provision	1,130.64	
Cashbook 3 - Credit Card	0.00	
Cashbook 2 - Nationwide	85,722.70	
Cashbook 1 - Unity Trust	6,835.58	
Total Cash at Bank	93,688.92	
Additional Balances e.g., petty cash, short-term investments		
Total Additional Cash Balances	0.00	
Total Balances at 31 March 2026	93,688.92	<i>calculated figure</i>
ADD unbanked cash		
Total Unbanked Cash	0.00	
LESS unrepresented cheques		
Total Unrepresented Cheques	0.00	
Net Balances at 31 March 2026	93,688.92	<i>calculated figure</i>
Difference	0.08	<i>calculated figure</i>

Statement of Variances - Year ended 31 March 2026

Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a difference and a percentage change between years.
2. If the variance is within 15%, no explanation is required (except fixed assets). However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in the 'Item' column within each section, quantified as appropriate. This will automatically calculate the remaining difference and the percentage unexplained. There is additional space in the 'Additional comments/explanations' column, where a more detail explanation can be provided for the movement between years.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'explained' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

Item	2024-25	2025-26	Difference	%	Additional comments / explanations
Box 2: Precept or Rates and levies	158,654.00	170,372.00	11,718.00	7.4%	
			0.00		
			0.00		
			0.00		
			0.00		
Box 2: Precept or Rates and levies (explained)			11,718.00	7.4%	No further explanation needed

Box 3: Total other receipts	47,302.00	36,606.00	-10,696.00	-22.6%	
Youth Grants	19,501.00	15,274.00	-3,227.00		Fewer grants applied for
Sports Ground Income	2,317.00	1,534.00	-783.00		Sports ground hired out less frequently
Grant Income	17,140.00	9,299.00	-7,841.00		Fewer grants applied for
			0.00		
			0.00		
Box 3: Total other receipts (explained)			1,155.00	2.4%	No further explanation needed

Box 4: Staff costs	84,238.00	86,244.00	2,006.00	2.4%	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
Box 4: Staff costs (explained)			2,006.00	2.4%	No further explanation needed

Box 5: Loan interest/capital repayments			0.00	#DIV/0!	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
Box 5: Loan interest/capital repayments (explained)			0.00	0.0%	No further explanation needed

Box 6: Other payments	123,669.00	141,148.00	17,479.00	14.1%	
			0.00		
			0.00		
			0.00		
			0.00		
Box 6: Other payments (explained)			17,479.00	14.1%	No further explanation needed

Attachment 1.3 - Reconciliation of Boxes 7 and 8 - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025

Point 5.172 - "Where an authority prepares its accounts on the I&E basis, the balance sheet total of reserves will not match the bank reconciliation due to debtors, prepayments, creditors and accruals".

Point 5.173 - "A reconciliation between lines 7 and 8 should be prepared that will always agree to the accounting records".

Instructions for completing this template

1. Please fill in the figures from the Annual Governance and Accountability Return (AGAR) for the Box 7 Balances carried forward and the Box 8 Cash and Cash Equivalents balances.
2. Complete the sections as shown for any trade debtors, prepayments, trade creditors or receipts in advance. Totals will be displayed for each section, including the total additions/deductions to feed into the reconciliation of the figures for Boxes 7 and 8.
3. The Reconciliation table at the bottom of the sheet will calculate any difference between the adjusted Box 7 and the Box 8 balances. This difference must be nil (or rounds to nil) for the reconciliation to be complete.

Box 7 Balances carried forward	93,689.00
Debtors	
Total Debtors	0.00
Payments made in advance / prepayments	
Total Prepayments	0.00
Total deductions	0.00 <i>calculated figure</i>
Creditors	
Total Creditors	0.00
Receipts in Advance	
Total Receipts in Advance	0.00
Total additions	0.00 <i>calculated figure</i>
Reconciliation of Boxes 7 and 8	
Recalculated Value for Box 8	93,689.00
Box 8 Cash and Cash Equivalents	93,689.00
Difference	0.00

Attachment 1.4 - Earmarked Reserves - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025

Point 1.13 - "The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves"

Point 5.208 - "As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is less than three months or more than twelve months of net revenue expenditure an explanation should be provided to the external auditor".

Instructions for completing this template

1. Please populate the Annual Governance and Accountability Return (AGAR) figures for the total current year expenditure i.e., Boxes 4, 5 and 6.
2. The template will calculate the total value of revenue expenditure incurred in the period (which is the upper limit for the value of unearmarked/general reserves).
3. Please enter the value of balances carried forward (Box 7) for the level of general reserves held by the authority. A warning will appear if an explanation is required regarding the level of reserves held.
4. Please outline any earmarked reserves the authority hold in the 'Earmarked Reserves' section. Once a sufficient explanation is provided, this will be shown as 'Yes in the 'Explanation sufficient?' line.

Annual Governance and Accountability Return (AGAR)		2025-26
Box 4 Staff Costs		86,244.00
Box 5 Loan interest/capital repayments		
Box 6 Other payments		141,148.00
Total Revenue Expenditure		227,392.00
Box 7 Balances carried forward		93,689.00
Explanation required?		No
Earmarked Reserves		
		0.00
Total Earmarked Reserves		0.00
Unearmarked / General Reserves		93,689.00
Explanation sufficient?		Yes

Confirmation of contact details

Authority Name: Coxhoe Parish Council.....

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name: Sophie Taylor.....	RFO name (if different to clerk) 	Chair name: Stuart Dunn.....
Clerk working hours (so we know when we can ring) 9am – 5pm, Monday to Friday	Clerk working hours (so we know when we can ring)	
Is this person the primary contact: Yes/No	Is this person the primary contact: Yes/No	
Authority registered address: Coxhoe Parish Council Coxhoe Village Hall Front Street East Coxhoe Durham DH6 4DB	Authority registered address: 	Chair contact postal and email address Email: chair@coxhoeparishcouncil.gov.uk Postal address: Coxhoe Parish Council Coxhoe Village Hall Front Street East Coxhoe Durham DH6 4DB
Telephone: Primary contact number: ... 07988283287. Mobile/alternative number:	Telephone: Primary contact number: Mobile/alternative number:	Telephone: Primary contact number: ...07703 351046 Mobile/alternative number:
Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email) clerk@coxhoeparishcouncil.gov.uk.....		

NB: to be compliant with the requirements of assertion 10 within the Proper Practices of the SAPP Practitioner's Guide 2025, the authority "must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example".

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

In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to ensure that the period of elector's rights is exactly 30 working days. The Council should ensure that in 2025/26 they comply with the Regulations.

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- An error was present where £2,350 had been included in Boxes 7 and 8 which should have been included in Box 6.
- The fixed asset balance had erroneously been stated as "0" for both the current year and the prior year comparative.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

- Boxes have been checked to ensure they match and all figures included
- Fixed assets are not automatically calculated via the accountancy software so this year we ensured the figure was entered manually from our internal records
- The accuracy of the Annual Governance and Accountability Return was checked for accuracy and completeness by the internal auditor
- Councillors were presented the limited assurance review with the above recommendations in the meeting held 06 October 2025. It was Resolved to note minute ref:1753e. It was also noted under Clerks Report/Activity Undertaken minute ref: 1753c.
- There were no qualification points to address.





Meeting: **Ordinary Meeting**

Date & Time: 06 October 2025

Venue: Quarrington Hill Community Centre 6.30pm

Councillors present: S Dunn (Chair) W Lavelle, K Lowes, A Harden

County Councillors Present: County Councillors Hutchinson and Blakey

Also present: S Taylor, Parish Clerk N Watson, Admin Officer

1746 To note apologies

Apologies received from Councilor's K Simpson, C Thirlaway and J Ashworth

It was **Resolved** that apologies were noted.

1747 To receive declarations of interest in items on the agenda (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

Councillor Dunn declared other registerable interests as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall, as a Governor of Coxhoe Primary School.

Councillor Harden declared an other registerable interest as a Director of the Active Life Centre.

Councillor Lavelle declared an other registerable interest as a Director of the Active Life Centre.

Councillor Lowes declared an other registerable interest as a trustee of Coxhoe Village Hall and an other non registerable personal interest in the Youth Group due to having a family member in the service.

K Simpson - DISPENSATION APPLICATION FOR V HALL:

Clerk recommends the dispensation be granted as per Standing Orders 13g1:

"without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business."

It was **Resolved** the interests were noted and dispensation approved.

It was Resolved to suspend standing orders and bring item 6 forward in the matter of co-option to Coxhoe Parish Council.

1748 To consider co-option to Coxhoe Parish Council

It was **Resolved** to Co-opt onto the Council, J Ashford, J Peterson, and P King. As per Section 83(11) of the Local Government Act 1972, as amended by the Local Government Act 2000: "A declaration of acceptance of office by a member of a local authority shall be in a form prescribed by order and shall include an undertaking by the member to observe the authority's code of conduct", Co-opted Councillors signed the declaration of acceptance of office, witnessed by the Clerk. It was **Resolved** for the Clerk to send all policies and relevant documents to the new Councillors and arrange induction sessions.

1749 To confirm the minutes of the Ordinary Meeting held on 03 September 2025

It was **Resolved** to approve the Ordinary Meeting minutes which took place on 03 September 2025.

1750 Public participation

It was **Resolved** to note that 4 members of public were present at the meeting.

A resident asked for an update on the path works in St Mary's Churchyard. It was **Resolved** to note the update provided by the Chair and Clerk to reassure that work was proceeding. It was further **Resolved** to keep residents updated on the progress of these works. The residents asked if a tap for a water supply could be added to the churchyard, and although not Parish Council land, it was **Resolved** for the Clerk to pass this request over to St Mary's.

A second request raised that there wasn't adequate street lighting in the churchyard at the top end of the yard. It was **Resolved** to note this to be looked at once development plans had been completed for site behind the churchyard to see if lighting here improved the situation.

A resident asked if an additional memorial could be placed on the Quarrington Hill green to remember the 5 lives lost in the second world war.

A resident asked for an update on the whether a HMO was planned in Quarrington Hill. County Councillors confirmed there was no change to the original planning permission of a 4 bedroom residential property.

1751 To receive the County Councillors' Update

It was **Resolved** to note the County Councillors update.

County Councillor Blakey provided an update regarding the proposed work at the Peace Haven garden and the on going car issues being dealt with by the police.

County Councillor Hutchinson provided an update on the proposed yellow lines and reported rat issues in both Coxhoe and Quarrington Hill. He reiterated again that Durham County Council require 7 pieces of evidence before they will look into the matter. Others issues from residents which have been reported include, grass cutting, weeding and dog waste bins.

County Councillor Blakey advised that there was a consultation for Integra planning proposal on the 14th October. It was **Resolved** to note the Clerk will attend this meeting at Bowburn.

County Councillor Blakey and Hutchinson confirmed they had delivered a poster into the Parish Office showing the contact details for both Councillors to display in the notice boards. It was **Resolved** to note that County Councillor Genner had not granted permission to advertise his role as a County Councillor. It was further **Resolved** for the Clerk to write to County Councillor Genner asking if permission can be given.



1752 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

It was Resolved to note the following meetings were attended this month.

24th September – It was **Resolved** to note the Chair, Clerk and prospective Church Street developers attended a meeting re easements and ROW

26th September – It was **Resolved** to note the Chair, Clerk, St Mary's Church Warden and prospective Church Street developer attended a meeting re the Church wall.

1753 To consider, note and agree financial matters

a) Finance Report and Payment Schedule

Finance Report and Payment Schedule for Coxhoe

Parish Council: 06 October 2025

1. Bank Reconciliation and Balances
2. Payments and Receipts

1. Bank Reconciliation and Balances

Bank reconciliation, bank statements and cashbook will be available on Councillors' request.

Bank Balances as at 02/10/2025

Unity Trust: £ 3,991.17

Unity (Youth Account): £ 13,407.94

Nationwide: £84,337.83

Credit Card Balance £ 0

Recommendations:

note the bank balances.

2. Payments and Receipts

a) Payments for Approval

Direct Debits

Id	Billing Period	Payee	Description	Amount
DD1	September 25	NEST	Employer & Employees' Pension Contributions	£429.46
DD2	September 25	ITC	One drive	£4.80
DD3	September 25	BT	Landline & Broadband	£45.44
DD5	September 25	Vodafone	4 x Mobile Phones	£67.20
DD7	Sept 25	WAVE	Q Hill Allotment Water Bill	£35.73

Bank Payments

Id	Billing Period	Payee	Description	Amount
BP1	September 25	Staff Salaries	Staff Salaries September 2025	6898.46
BP2	Sept 25	HMRC	Staff Liabilities September	2262.89
BP3	01.09.25	SE landscapes	Ground Maintenance	£1562.50
P5	01.09.25	Liddle Services	Watering hanging baskets	£1494.00
P6	16.09.24	Glowsticks	Firework Merch	£196.96
P7	08.09.25	Sum Up	Sum Up machine	£94.80
P8	22.09.25	Grenke	Photocopier	£122.40

Credit Card Purchases

Jo	Purchase Date	Payee	Description	Amount
CC1	09.09.25	Timpsons	Keys – Pavilion	£74.00
CC2	28.09.25	Asda	Halloween Disco	£54.86
CC3	28.09.25	The Works	Halloween Disco	£63.00
CC4	28.09.25	Shein	Halloween Disco	£72.83
CC5	28.09.25	Purple Chilli	Silent Disco (SEN)	£173.00

Payments are gross (after VAT) unless indicated otherwise.

Payments requiring further information, presented for approval

Ref	Payee	Description	Further information	Amount
A				
B				

Payments are gross (after VAT) unless indicated otherwise.

Approved for action/payment:

Signed:

Print Name:

b) Monies received

Youth Account Income:

Monday 8th September 2025

08/09/25

[PAYPAL](#)•PPWDL4GGJ222222CVY

446.90

Unity Bank Income:

Thursday 11th September 2025

11/09/25

[S Taylor](#)•Banked cash

130.00

Wednesday 3rd September 2025

03/09/25

[COXH UNI FOO CLU](#)•COXHOE UNITED

200.00

Paying in Authorisation

Please see banking form to be signed and authorised.

Recommendation: approve monies

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments in the payments schedule.

b) Employer Costs for September 2025

The Clerk had sent a report.

It was **Resolved** to note the employer costs for September 2025.

c) Bank Reconciliation

It was **Resolved** to note the Report

d) Grants and Grants Expenditure

It was **Resolved** to note the report.

e) Financial Position and Expenditure

It was **Resolved** no note the report.

f) DCC Budget Consultation

It was **Resolved** to bring this to the next ordinary meeting to discuss then. It was further **Resolved** to invite County Councillor K Genner to attend this meeting.

1753 To consider matters in the Clerk's Report

The Clerk had sent a report.

a) Matters raised by residents

It was **Resolved** to note the report.

b) To update on resolutions and actions from previous meetings

It was **Resolved** to note the report.

c) To note activity undertaken and the Clerk's priorities

It was **Resolved** to note the activity undertaken and the Officer priorities.

It was further **Resolved** to note the Clerk's Report.

It was **Resolved** to contact Councillor P King to arrange a community litter pick. It was further **Resolved** to involve YSG in this project.

1754 To note Parish Council Youth Provision Report

It was **Resolved** to note the report.

- a) It was **Resolved** to note that the Youth Group had been shortlisted for an award in the Community/Voluntary Group category for the County Durham Together Awards 2025 and the team has been provided with 2 tickets to attend the award ceremony in December. It was **Resolved** to pay for one additional ticket so all 3 staff members can attend. It was further **Resolved** for the Clerk to write a letter of well done to the staff for their hard work in gaining the nomination.

1755 Coxhoe & Area Community Pantry and Foodbank

It was **Resolved** to note the Coxhoe & Area Community Pantry and Foodbank update.

It was further **Resolved** to note a donation had been received for £500 for the Pantry. It was further **Resolved** for the Pantry to speak to other local schools to seek donations.

1756 Planning Correspondence and Consultations Report

- a) To consider any response to the County Council regarding planning application.
None to note.

1. To consider any planning applications received after the agenda was issued to be dealt with by the
To note approved, withdrawn and refused decisions.

A public consultation for Integra 61, phase 2 has been received.

It was Resolved for the Clerk to attend the consultation meeting on the 14th of October. It was further Resolved to ask for the following;

- 1) Using the freedom of information act, ask for Road traffic accident data figures from the past 10years and any identified patterns.
- 2) Ask for lorry impact assessment and workforce cars and the traffic impact.
 - b) To consider correspondence and a response to consultations

It was **Resolved** to note the correspondence.

d) To note bulletins

It was **Resolved** to note the bulletins.

e) Ongoing / Upcoming planning applications and correspondence.

None to note.

1757 To consider applications for Community Grants and Funding

It was Resolved to approved to request from Coxhoe Village Hall for £4000

1758 To consider activity and expenditure on Land, Buildings and Open Spaces

- a) Quarrington Hill and Churchyard
It was **Resolved** to note the report. It was further **Resolved** for the Clerk to write to the County Councillors with an update from the meeting
- b) St Mary's Churchyard
It was **Resolved** to note the report. It was further **Resolved** following a unanimous decision by councillors to support the partial closure of the church yard. It was further **Resolved** for the Clerk to send a letter of approval and issue a statement to the public.
- c) Coxhoe Land Swap
It was **Resolved** to note the report and further **Resolved** to agree boundary lines as illustrated.

- d) Shaun Henderson Land Transfer
It was **Resolved** to note the report
- e) Use of Land Policy/Approval
It was **Resolved** to note the report and approve the use of Land Policy.
- f) Lamp post Testing and Licencing
It was **Resolved** to note the report. . It was further **Resolved** for the Clerk to contact DCC and ask for clarity in regards to stress testing and costs involved to the Parish Council.
- g) Peace Haven Park, Coxhoe
It was Resolved to note the report and for the Clerk to investigate further funding for the project.
- h) Unadopted Paths, Coxhoe
It was **Resolved** to note the report.

1759 To consider items for the agenda of a future meeting

- a) DCC Budget Consultation

1760 To confirm the date and time of next meeting

It was **Resolved** that the next meeting be held Wednesday 12th November 2025 at Coxhoe Village Hall at 6.30pm.

The meeting ended at 8.45pm

Certified as a True Record:

Chair (Sign)

Date


6 May 2026

Local council name: _____ Coxhoe Parish Council _____

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2026

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 4th June 2026 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2026 these documents will be available on reasonable notice on application to:</p> <p>(b) Sophie Taylor Coxhoe Parish Council Coxhoe Village Hall Front Street East Coxhoe DH6 4DB</p> <p>commencing on (c) 5th June 2026</p> <p>and ending on (d) 20th 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 auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, Newcastle Office via 30 Old Bailey, London, EC4M 7AU Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Sophie Taylor, Parish Clerk</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2026.</p> <p>(e) Insert name and position of person placing the notice</p>
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Our web provider has just provided us with a new set up to upload previous report. During last years external audit, it was noted that we were uploading reports, accounts and audits as 'News Articles' rather than a specific annual accounts section of the website, so we are moving over to this set up.

<https://coxhoeparishcouncil.gov.uk/annual-accounts-2024-25/>

Bank Statements and Reconciliation Reports

Cashbook 3 (credit card) shows a closing balance of £0 as per the reconciliation report, and the final statement dated 17th March 2026 shows a balance of £1456.64.

This is due to the fact that credit card statements are issued 17th of each month, therefore purchases after 17th March 2026 will go into the next financial year, but payments made to the credit card before 31st March 2026 are accounted for.

This is illustrated clearly on the Unity Trust statement which shows a payment made from cashbook 1 (unity trust) to cashbook 3 (Lloyds credit card) on 03/03/2026 of £1456.64.

This has been checked and agreed as balanced by the internal auditor.

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Unity Trust Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Current Account	31/03/2026		6,835.58
			<u>6,835.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,835.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,835.58
		Balance per Cash Book is :-	6,835.58
		Difference is :-	0.00

Signatory 1:

Name J.S. Dunn Signed [Signature] Date 6-5-26

Signatory 2:

Name K Simpson Signed [Signature] Date 6-5-26

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Claire Llewelyn
Coxhoe Parish Council
Coxhoe Village Hall
Coxhoe
Durham
DH6 4DB

Date: 31/03/2026

Account Name: Coxhoe Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20359090

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£17,290.37
02/03/2026	Credit	DURHAM COUNTY COUN	£0.00	£2,640.00	£19,930.37
03/03/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£1,459.64	£0.00	£18,470.73
06/03/2026	Credit	S Taylor	£0.00	£5.00	£18,475.73

Page number 1 of 3

Statement number 158

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
09/03/2026	Direct Debit	Direct Debit (BT GROUP PLC)	£41.94	£0.00	£18,433.79
10/03/2026	Faster Payment Debit	B/P to: HMRC Cumbernauld	£1,000.00	£0.00	£17,433.79
16/03/2026	Direct Debit	Direct Debit (ITC SERVICE)	£4.80	£0.00	£17,428.99
16/03/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£294.98	£0.00	£17,134.01
16/03/2026	Direct Debit	Direct Debit (SCOTTISHPOWER)	£25.98	£0.00	£17,108.03
16/03/2026	Faster Payment Debit	B/P to: Amazon	£270.37	£0.00	£16,837.66
17/03/2026	Faster Payment Debit	B/P to: Croft Farms Part	£1,076.40	£0.00	£15,761.26
24/03/2026	Faster Payment Debit	B/P to: Baydale	£61.20	£0.00	£15,700.06
25/03/2026	Direct Debit	Direct Debit (GOCARDLESS)	£48.08	£0.00	£15,651.98
25/03/2026	Credit	DURHAM COUNTY COUN	£0.00	£9,886.00	£25,537.98
26/03/2026	Faster Payment Debit	B/P to: National Allotment	£84.00	£0.00	£25,453.98
26/03/2026	Faster Payment Debit	B/P to: Align P Partners	£4,500.00	£0.00	£20,953.98
26/03/2026	Faster Payment Debit	B/P to: DGS	£3,305.00	£0.00	£17,648.98
27/03/2026	Direct Debit	Direct Debit (VODAFONE LIMITED)	£71.47	£0.00	£17,577.51
27/03/2026	Faster Payment Debit	B/P to: DGS	£3,235.00	£0.00	£14,342.51
31/03/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£103.00	£0.00	£14,239.51
31/03/2026	Faster Payment Debit	B/P to: Employee 28	£1,501.14	£0.00	£12,738.37
31/03/2026	Faster Payment Debit	B/P to: Employee 27	£2,386.19	£0.00	£10,352.18
31/03/2026	Faster Payment Debit	B/P to: Employee 34	£585.50	£0.00	£9,766.68
31/03/2026	Faster Payment Debit	B/P to: Employee 21	£538.84	£0.00	£9,227.84
31/03/2026	Faster Payment Debit	B/P to: Employee 16	£1,276.93	£0.00	£7,950.91
31/03/2026	Faster Payment Debit	B/P to: Employee 36	£205.06	£0.00	£7,745.85
31/03/2026	Faster Payment Debit	B/P to: Employee 20	£900.57	£0.00	£6,845.28
31/03/2026	Fee	Service Charge	£9.70	£0.00	£6,835.58

Page number 2 of 3

Statement number 158

**For Businesses.
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For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people Gold



Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.



**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Your pre-notification statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Claire Llewelyn
Coxhoe Parish Council
Coxhoe Village Hall
Coxhoe
Durham
United Kingdom
DH6 4DB

Date: 31/03/2026

Page number 1 of 3

Account Name: Coxhoe Parish Council

Statement number: 158

Sort Code: 608301

Account Number: 20359090

Dear Mrs Claire Llewelyn,

This letter outlines charges relating to the transactions and debit interest on your account between 01/03/2026 and 31/03/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£10.90
Total debit interest	£0.00
To be debited from your account on	30/04/2026

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	11	£1.65
Faster Payments	15	£2.25
Manual	—	£0.00
Account Fee	—	£7.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		



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Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Thanks

Your Unity Team

Accessibility

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Additional information

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Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Nationwide Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Savings Account	31/03/2026		85,722.70
			<u>85,722.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,722.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,722.70
		Balance per Cash Book is :-	85,722.70
		Difference is :-	0.00

Signatory 1:

Name J.S. DVM Signed  Date 6.5.26

Signatory 2:

Name K Simpson Signed  Date 6.5.26

Summary for 31 Mar 2025 - 31 Mar 2026

Start Balance	84,337.83
Total In	1,384.87
Total Out	0.00
End Balance	85,722.70

Private & Confidential
 Attn of Sophie Taylor
 Coxhoe Parish Council
 Coxhoe Village Hall
 Front Street East
 Coxhoe
 Durham
 DH6 4DB

Client Name Coxhoe Parish Council
 Account Type Business Instant Saver Issue 9 - Annual

Account Number 90142897
 Statement Number 44
 Currency Sterling
 Interest Rate as at 31 Mar 2026 1.50%

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2025	Start Balance				84,337.83
31 Mar 2026	Interest Credited	For the period 01 Apr 2025 to 31 Mar 2026		1,384.87	85,722.70
31 Mar 2026	End Balance				85,722.70

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
 Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2025 to 31 March 2026 £ 1,384.87

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Making a payment

Fixed Rate Saver

If you have a Fixed Rate Saver you can make a single deposit on account opening. Take a look at your account Terms and Conditions to find out how much you can deposit.

Notice accounts

If you have a Notice account you can pay in as often as you like. Take a look at your account Terms and Conditions to find out how much you can deposit.

Instant Saver

If you have an Instant Saver account you can pay in as often as you like. Take a look at your account Terms and Conditions to find out how much you can deposit.

Three ways you can pay in to your Nationwide Business Savings account from another account

1. **Ask your bank to send the amount you want to pay in by Direct Electronic Transfer from your nominated account.** It's quick and convenient. However, they may charge you to do it. Your money will start earning interest straight away if it's paid in before 4pm, or the next working day if after 4pm.
2. **Arrange a BACS or online banking transfer.** You can do this from your nominated account. Just check with your bank to find out which method they use and how long it'll take.
3. **Ask us to arrange a transfer from another one of your Nationwide Business Savings accounts.** This can be done through the Internet Bank or by completing our 'Withdrawing money from your Business Savings account' form.

Our bank details

You'll need these to make a payment by Direct Electronic Transfer, BACS or online banking transfer.

Address	Nationwide Building Society, Kings Park Road, Moulton Park, Northampton NN3 6NW
Nationwide account name	Nationwide Building Society
Nationwide sort code	40-02-50
Nationwide account number	01343556
Your payment reference	Your Business Savings account number, followed by your company name

Important information about the Financial Services Compensation Scheme

An **Information Sheet** and **Exclusion List** which provides information about the Financial Services Compensation Scheme and the protection that it provides can be found at www.nationwide.co.uk/fscs-info/. Alternatively, please contact us on **0800 66 55 11** to request a copy.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Other useful information

- **Check this statement's correct.** If you find anything that's not quite right, get in touch with us using the details below.
- **Account statements.** If you have an Instant Access or Notice account we'll send you an annual statement each April showing the interest your account has earned. We'll also send you a monthly statement if there have been any transactions on your account during that period. If you have a Fixed Rate Saver account we'll send you a statement when your fixed term ends and your account matures.
- **Terms and conditions.** A copy of the account terms and conditions are available on request. And if you'd like to ask for a one off statement, or a copy of the account terms and conditions, just call us on **0800 66 55 11** or email us at BusinessSavingsOperations@nationwide.co.uk.
- **Get in touch.** If you've got any questions you can reach us at Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW. And by phone **0800 66 55 11** or fax 01604 852 810. We're here to help Monday to Friday, 9am to 5pm, except on bank holidays.

We can send you documents in Braille, large print or as an audio recording. Just let us know by calling **0800 66 55 11** or by emailing us at BusinessSavings@nationwide.co.uk.

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 106078. You can confirm our registration on the FCA's website fca.org.uk. Most Business and Corporate Saver accounts are not regulated. Some businesses and charities may be eligible for protection under the Financial Services Compensation Scheme (FSCS). Nationwide is not responsible for the content of external websites. Nationwide's head office is at Nationwide House, Pipers Way, Swindon, SN38 1NW.

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Credit Card	31/03/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			<u>0.00</u>
		0.00	0.00
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name J.S. Dinn Signed  Date 6.5.26

Signatory 2:

Name K Simpson Signed  Date 6.5.26



SOPHIE TAYLOR
26 HILL TOP VIEW
DURHAM
DH6 5BU

Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 17/02/2026

Card ending: **** * 3581

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£1,456.64 DR
Statement balance:	£1,459.64 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
22/01/2026	SAFETY SIGNS 4 LESS COMMERCIAL EQUIPMENT, NOT ELSEWHERE CLASSIFIED		£32.46 DR
03/02/2026	CURRYS ONLINE ELECTRONIC SALES		£179.98 DR
10/02/2026	SUMUP *THE CORONATION PR MISCELLANEOUS PERSONAL SERVICES		£1,237.50 DR
13/02/2026	CO-OP GROUP 310016 GROCERY STORES, SUPERMARKETS		£6.70 DR
17/02/2026	MONTHLY FEE		£3.00 DR

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Youth Provision

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Youth Account	31/03/2026		1,130.64
			<u>1,130.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,130.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,130.64
		Balance per Cash Book is :-	1,130.64
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name K Simpson Signed K Simpson Date 6.5.26

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Claire Llewelyn
Coxhoe Parish Council
Coxhoe Village Hall
Coxhoe
Durham
DH6 4DB

Date: 31/03/2026

Account Name: Coxhoe Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20516383

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£1,861.15
10/03/2026	Faster Payment Debit	B/P to: HMRC Cumbernauld	£723.51	£0.00	£1,137.64
31/03/2026	Fee	Service Charge	£7.00	£0.00	£1,130.64

Page number 1 of 2

Statement number 018

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Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

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Additional information

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A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

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Your pre-notification statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Claire Llewelyn
Coxhoe Parish Council
Coxhoe Village Hall
Coxhoe
Durham
United Kingdom
DH6 4DB

Date: 31/03/2026

Page number 1 of 3

Account Name: Coxhoe Parish Council

Statement number: 018

Sort Code: 608301

Account Number: 20516383

Dear Mrs Claire Llewelyn,

This letter outlines charges relating to the transactions and debit interest on your account between 01/03/2026 and 31/03/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£7.00
Total debit interest	£0.00
To be debited from your account on	30/04/2026

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	—	£0.00
Faster Payments	1	£0.00
Manual	—	£0.00
Account Fee	—	£7.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		



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Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

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INTERNAL AUDIT REPORT – 2025/2026 COXHOE PARISH COUNCIL

1. Background

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Levelling up, Communities and Housing, the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities.
- 1.2. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,0000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR is made of 3 sections along with an annual internal audit report. which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls.
- 1.3. CDALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

2. Objectives of the Audit

- 2.1. To examine the system of internal controls to ensure that the Parish Council may obtain an adequate level of assurance for its activities.

3. Scope of the Work and the areas of Audit Work examined.

- 3.1. The Scope of Work covers the key control tests identified in the Internal audit section of the A.G.A.R.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by Internal Audit:
 - Payroll
 - Creditors
 - Risk Management
 - Income collection and Banking arrangements
 - Assets
 - Debtors
 - Budgetary Control (including year end procedures)
 - Exercise of Public Rights
- 3.3. The audit findings of this report have been discussed with the Clerk of the Council and any audit recommendations have been agreed with her.

4. Findings

4.1. Payroll

- 4.1.1. During the year the Council employs various members of staff including a Parish Clerk who is the Responsible Finance Officer (RFO).
- 4.1.2. The completion of the payroll is outsourced to an accountancy firm which gives good separation of duties and Internal Control for the Council.
- 4.1.3. The Accountancy firm prepares the monthly payroll reports/payslips, as well as the HMRC information for the Clerk to pay the employees by BACS with all payments approved by the Council on the monthly financial report. These were confirmed as correct.

4.2. Creditors

- 4.2.1. This audit concentrated on carrying out detailed compliance tests to confirm that the internal controls were followed and sample testing of the Payment of accounts was carried out, between April 2025 to March 2026

There are separation of duties regarding Finance and Administration at Coxhoe Parish Council regarding the Clerk the Officer responsible, and the Administration Officer. Compensating checks are carried out by Members agreeing the payments for approval sheet, each month and the Chair and another Member authorises the Direct to Bank (Bank Payments) and Direct Debit payments on the approval list indicating the method of payment.

Credit card payments commenced during the previous year where a credit card authorization form is completed by the card holder (Administration Officer) and authorized by the Clerk. The form records usage of the credit card. All payments are recorded on the monthly payment's approval sheet, under reference "CC".

- 4.2.2. The payments of approval sheet include the monthly invoice reference number. The file of invoices was checked on the sheet and to the credit card statement and found to be correct.
- 4.2.3 The Council uses RBS financial systems to record all finance information, and all payments are recorded on this.
- 4.2.4 Bank Payment and Direct Debits are the main method of payments, and are recorded with reference "BP" and "DD"
- 4.2.5. The Council has adopted the Power of General Competence and therefore Section 137 payments does not apply; however any donations have been agreed by the Council prior to the payment being made and properly recorded.

4.3. Governance/Risk Management

- 4.3.1. Financial Regulations, Standing Orders and Governance arrangements including the risk register, for the Council are reviewed every year at the Council's AGM. These were reviewed and agreed at the 1⁴th May 2025 Annual meeting for continued relevance for the year 2025/26 and are updated when required throughout the year.

The Risk to the Parish Council has also been improved with the appointment of an independent Internal Auditor who gives assurance on the Council's internal controls.

- 4.3.2. Various policies were readopted at the 1st May Annual meeting and throughout the year the Council reviews various policies which are reported to Full Council. (12th November 2025).
- 4.3.3. An effectiveness of internal control report is reviewed every year and is approved at the Annual meeting (1⁴th May 2025) which included a review of internal audit. The report for 2025/26 is to go to Council meeting in May 2026.
- 4.3.4 The notice of appointment of date for the exercise of Public Rights for the accounts for the year ending 31st March 2025 was announced on 13th June 2025 where the dates for examination of the accounts being 16th June to 25th July 2025 and was placed on the Council's website.
- 4.3.5. The Parish Clerk has given a training session to staff and Councilors on Assertion 10 requirements: Digital and Data Compliance, which included how the Council met the requirements and what the Council was working on.

4.4. Income collection and Banking arrangements

- 4.4.1. Financial Regulations of the Council state that all sums due to the Council shall be the Responsibility of the Finance Officer (Clerk).

- 4.4.2. The Council uses receipt books for taking any cash and cheque payments at the Parish office which are paid into the Councils bank account. Where possible income is recommended to be received directly into bank where a receipt is made out.
- 4.4.3. I examined all the income for the year as recorded on the income summary sheet reported to the Council each month to the reports from the finance system (receipts) and to the bank statements and confirmed that all income has been promptly banked and properly recorded.
- 4.4.4. I confirmed the bank balances at the end of the year to the bank statements as at 31st March 2026. During the year the Council opened a separate bank account for the Youth Project with the bank balances approved with the Councils bank accounts.
- 4.4.5. Vat claims are completed during the year and paid into the Council's bank account. April to November 2025 claim and was received in the bank account on 19th December 2025.
- 4.4.6. Bank reconciliations are carried out every month and reported in the Finance Report by the Clerk at Council, which is confirmed by the Chair.

Accounting Records

- 4.5.1. The Council uses the Rialtus (RBS) financial system, which is used by most Parish and Town Councils to record all finance information and produce financial reports.
- 4.5.2. At the end of the financial year a working detail report is produced from the finance system and after reconciliation by the Clerk (RFO), the figures are completed in the Statement of Accounts in the Annual Return.

4.6. Security/Assets

- 4.6.1. There is an Inventory held of all assets, which is completed each year as a supporting statement for approval in the annual accounts.

4.7. Debtors

- 4.7.1. Invoices are sent out if required.
- 4.7.2. Allotment rents can be received by BACS or by cash or cheque at the Parish Office after they have been notified that they are due.

4.8. Budgetary Control

- 4.8.1. The budget and precept was discussed initially at the 3rd December 2025 Council meeting. The budget and precept were agreed at the 7th January 2026 Council meeting. The annual budget was prepared to support the precept.
- 4.8.2. Budgetary control is carried out throughout the year and reported to Full Council.
- 4.8.3. Reserves and earmarked reserves financial position are confirmed for the year at the Events, Environment and Finance Committee.

5. Conclusions/Recommendations

- 5.1. The Internal Controls within the Parish Council are satisfactory for the size of the Council.



Gordon Fletcher (C.M.I.I.A.)
Internal Auditor to the Council
Date: 27th April 2026

