



<p><b>Present:</b> Cllr Stephen Le Tissier (in the Chair), Cllr Stephen Proffitt, Cllr Frank Mahon, Cllr Chris Watts, Cllr Andrew Shergold, In attendance: Clerk, Cllr's and 03 members of the public. Dictaphone on for Clerks record. The meeting was opened by Cllr Le Tissier at <b>19.30</b> The Steeple Claydon Parish Council meeting was held in person at the Village Hall, MK18 2PY on Tuesday 04 November 2025 admission from 7.15pm onwards for a 7.30pm start. Members of the public are welcome to come along to see what the council is doing. There is a public participation session at the start of the meeting when the public are able to comment on the agenda items or ask the council questions about their activities. The agenda is published on the website and on the VH noticeboard on the Thursday before the meeting.</p> <p><b>QUESTIONS FOR PARISH COUNCIL</b> All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday on the day of the meeting, details below. If you need any help or information from your PC, please contact the Proper Officer and Clerk to the Council; Ms Hannah Holmes <a href="mailto:clerk@steepleclaydonparishcouncil.gov.uk">clerk@steepleclaydonparishcouncil.gov.uk</a> <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Please note Clerk is part-time: 9.30am - 2.30pm, Monday to Friday</p>	
<p><b>1. Welcome by Chairman</b> Cllr Le Tissier with his new gavel, read aloud the following BMKALC GOOD PRACTICE NOTE: Council Meetings are formal meetings held in public but are not public meetings. Members of the public are welcome to join us but may only participate during Public Participation time. There is an overall time limit of 15 minutes for this segment. Multiple speakers for the same item may wish to select a single speaker or to edit their own contribution to ensure the maximum number of speakers can be accommodated. No single speaker may speak longer than 2 minutes. Points raised, but not on this evening's agenda, will not be addressed at this meeting but will be answered during the next working day or added to a future agenda as appropriate. Please be aware that this meeting may be recorded by any attendee exercising their legal right to do so. Please ensure that phones are set to silent during the meeting.</p>	
<p><b>2. Apologies</b> To receive Councillor's apologies; Cllr Alison Mapplethorpe, submitted their apologies. Noted.</p>	
<p><b>3. Declarations of Interest;</b> In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011; To receive declarations of interest and dispensations in respect of matters contained in this agenda: None</p>	
<p><b>4. Minutes</b> - To approve and sign the minutes of the meeting held on 07 October 2025 Approved as a true representation of the September 2025 PC meeting; Proposed by Cllr Mahon and seconded by Cllr Shergold all other Cllr's agreed, so it was <b>resolved</b> - signed off by Cllr Le Tissier a. Matters arising from the minutes None.</p>	
<p><b>5. Councillor Co-Option</b> – to consider any co-option applications received. None received. Cllrs agreed to put on Dec agenda.</p>	
<p><b>6. Chairman's Comments</b> - To receive a report on matters not on the agenda but of interest to the Council and Parish: Cllr Le Tissier noted most items he has notes on are already on agenda and will discuss the fireworks and events around fireworks in that agenda item.</p>	

<p><b>7. Update from Unitary Ward Cllr – Cllr F Mahon</b></p> <p>Cllr Mahon noted Rosehill Solar farm PA has been accepted by inspectorate for inspection – suggests individuals do go ahead and make comments.</p> <p>On 02 until 10 December Cllr Mahon will be pushing back on EKFB closing Portway Road; cutting off school buses etc Cllr Mahon has written to BC and HS2 to express his concerns and objections to this badly timed road closure that is to install cabling is for the IMD. Noted Schedule 17 has not yet been approved – could be 10 years before IMD is built, so why the urgency?</p> <p>Planning is busy at BC with lots of applications coming in. Parish support phone number to be sent to Cllrs.</p>	<p>Clerk- FM check 10/11</p>
<p><b>8. Public Participation</b> – Standing Orders are set aside to allow for public participation - The meeting was <b>closed</b> by the Chair and public participation was opened at <b>19.43</b></p> <p>P1 – thanked PC for donating half of the Fireworks donations to Steeple Claydon volunteer car service – that funding is very much appreciated. It is noted there is also a different Volunteer Driver scheme are also supporting SC parishioners, but the Steeple Claydon Volunteer car service would encourage all parishioners to utilise the local service that is available via the SC volunteer car service.</p> <p>P2 – very much enjoyed the local fireworks display from their garden and praised the quick clean up and re-opening of the recreation ground.</p> <p>Public participation was closed at: <b>19.47</b> and the meeting was <b>re-opened</b>.</p>	
<p><b>9. Clerk report: monthly report. Appendix 1</b></p> <p>Hard copies given to Cllrs. Martyn's Law note in report discussed.</p> <p>SCPC Fingerpost needs installing, the fingers being engraved due to arrive in November/December.</p>	<p>Clerk</p>
<p><b>10. Caretakers update:</b> September &amp; October monthly report. Hard copies given to Cllrs.</p>	
<p><b>11. Action Point List</b> – to go through and update completed actions for the last month.</p> <p>Cllrs were reminded by Clerk to check the To Do app regularly and to update when they have completed an action point. To Do List can be found in Outlook under a blue tick.</p> <p>Some jobs on the list need to be re-allocated – Cllr Le Tissier and Clerk still to update list from July mtg onwards. Agreed date of meeting to go through list – Friday 07/11/25 am</p>	<p>Clerk - done</p>
<p><b>12. Neighbourhood watch – any update?</b></p> <p>Leave on agenda for Dec – no update as a NHW Co-ordinator in still needed for the village. Will encourage for a new NHW group at Annual Parish Meeting 26.</p>	
<p><b>13. Road Safety Strategy</b> a. Any update from working group?</p> <p>Cllr Le Tissier noted the HS2 road safety update on Addison Road is an ongoing process.</p>	
<p><b>14. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Planning and Development</b> – <i>includes; Planning, Developments and Roads / Street Furniture / EWR &amp; HS2 / Neighbourhood Plan / Best Kept Village;</i></p> <p>a. NHPlan update – Cllr Le Tissier</p> <p>Cllr Le Tissier invited Paul Firth to update the PC on the recent meeting with ONHomer; a planning consultant the PC have retained, she explained the process in more detail.</p> <p>Gave advice and agenda items on the steering group meetings that need to happen – regulation 14, a key point status required by May 2026. Formal process publishing plan/amends and then submit to inspector.</p> <p>Cllr Mahon asked about the BC local plan that has been published. Cllr Le Tissier noted they were up to item 18/19 and closing date has now passed for comments.</p> <p>Paul Firth – aware of the BC published plan, noted in SC it could be X95 houses over a 20yr period – but it was noted this is not yet confirmed.</p> <p>Cllr Mahon discussed the AVDC plan, that is also being produced and discussed the Claydons being</p>	

<p>a Solar area/BESS rather than houses, and the new prison has been approved. Mr Firth notes the steering group will again write to BC with regards to expected figures for SC. Winslow – new station briefly discussed. Consultant has started process – 50% of original invoice to be paid Cllr Le Tissier to request it. Mr Firth noted we have a great team of people and is confident we can push this through at a decent pace. Mr Haest is helping to prepare a village consultation plan – considering identifying any potential sites in the parish. What do we; want/need/the village requires/etc Cllr Mahon discussed that people do nothing until something happens</p> <p>b. NHPlan digital platform costs (DPC) – Cllr Le Tissier NHP £13,100 + VAT has already been agreed by Council; now plus DPCosts of £1,750 + VAT total = £17,820.00 was noted by RFO. Cllr Le Tissier discussed the DPC so ONH would manage our digital content – provides the Neighbourhood plan online and includes the consultation process. User friendly. Cllr Le Tissier proposed we use the ONHomer digital platform, seconded by Cllr Mahon all other Cllr’s agreed so it was <b>resolved</b>. Cllrs are encouraged the attend the NHPlan meetings to stay informed.</p>	<p>Done 04/11</p>
<p><b>B. Properties and Facilities</b> – <i>includes; Village Hall, Cottage &amp; Library / Recreation Ground / Vicarage Orchard / Pavilion Project</i></p> <p>a. Tractor &amp; Fireworks shed roller door quotes: Clerk / Cllr Le Tissier – add to discussion on Friday 07/11</p> <p>b. Pavilion refresh quotes: Clerk / Cllr Le Tissier Ongoing with the two contractors.</p> <p>c. Kitchen &amp; Library interior works quotes – Clerk noted have gone out to 4 local companies, – Clerk asked if we could advertise on social media – Cllrs happy for that to happen. Go through Claydon magazine first, then look online.</p> <p>d. Etesia repair update – Cllr Le Tissier Repair has been booked with RTM. Clerk to check when it is done. Possibly sell it once repaired.</p> <p>e. Claydon Cycling Club request for storage – Clerk Note was passed to Cllrs on the day of last month's PC meeting but CCC were unable to attend. Mr Firth was invited to discuss this request as a Director of CCC. Storing CCC bits of wood/ wooden &amp; plastic boundary poles/ ramps – nothing electrical or flammable. Padlock is on the door. CCC agreed they are happy to take full responsibility, no liability to SCPC and to add to their PLI and send copy of PLI to Clerk. Cllrs happy for CCC to use the power shed for storage – might fit solar lights, Cllr’s preference. CCC to send on a note to Clerk to confirm they assume all liability. Cllr Watts proposed we support this request, seconded by Cllr Mahon, all cllrs present agreed so it was <b>resolved</b>.</p>	<p>Clerk - to do</p>
<p><b>C. Finance</b></p> <p>a. To approve the payments listed in the finance run for November 2025 - RFO Proposed by Cllr Watts seconded by Cllr Proffitt, al other Cllrs agreed so it was <b>resolved</b>. Clerk noted the missing wreaths should be re-delivered to Clerk from RBL for 2026, Cllr Mahon kindly arranged 2 wreaths for this year at short notice from RBL.</p> <p>b. Cllr to approve BACS run before Friday 07 November 2025 – Cllr Proffitt to do and Clerk to remind Cllr before Friday</p>	

<p>c. Date for budget and precept 26/27 meeting – RFO/All Cllrs Monday 10 November – 1PM teams and invite all cllrs – Cllr Le Tissier reiterated it is very important that all Cllrs are involved. Cllr Shergold to liaise with Cllr Watts about viewing teams.</p> <p>d. Annual review of appointment of internal auditor and letter of engagement – RFO</p> <p><b>Appendix 3</b> Cllrs agreed to request Melanie Rose to be the IA for 25/26 audit.</p>	<p>Clerk done</p>
<p><b>D. Youth Council</b> - any update – Cllr A Shergold Set a date Wednesday 12 Nov at Mollys at midday – Clerk to confirm with Mollys manager. Cllr Shergold has written to the three local secondary schools – Cllr Shergold to send clerk a copy of his letter.</p> <p>a. To note; Family Hub Team from BC are hosting a community meeting at SC Primary School on 13 November from 10-11am</p>	<p>Clerk done</p>
<p><b>E. Communications</b> - any update from working group</p> <p>a. Registrar of gov.uk domain update – Cllr Watts Cllr Watts has sent around a long list to Council – discussed Cloudy IT is new host provider and moving across and is also looking at how to recruit youth on to the council.</p> <p>b. Monthly magazine article to be produced – Cllr Le Tissier Cllr Le Tissier agreed to write two articles for Claydons magazine</p>	
<p><b>F. Events</b></p> <p>a. Fireworks update – <b>Saturday 01/11/2025</b> - Cllr Le Tissier – good fundraising approximately £3,500.00- number of issues faced on the day; including a road traffic accident which fortunately everyone was OK and it was dealt with quite quickly. Small investigation into fireworks once report received from AAMS- Cllr Proffitt will then investigate</p> <p>b. Farmers Market – any update Cllr Le Tissier Cllr Le Tissier has spoken to some people and all local parishioners seem keen – set up a meeting with ??(forgotten name) event organiser to take this forward for the summer time.</p> <p>c. RBL Poppy wreaths x2 for Remembrance Sunday – Cllrs to attend - Cllr Mahon Cllr Mahon noted the PC has always laid a wreath at remembrance garden and at the Church Note from remembrance garden group; The Brownies and Scouts have confirmed the usual timings. Groups taking part in the parade, will gather in the school playground, they will form a parade and plan to leave the school at 10.30, stopping to lay wreaths in the Remembrance Garden, just a five-minute walk away. Names of the fallen from both world wars are read out, this is followed by a two-minute silence. The parade, and anyone who wishes to join it, will then continue and will walk to St Michaels church for the annual Remembrance Service.</p>	
<p><b>15. Rosefield Solar Farm</b> – any update - Cllr Mahon Cllr Mahon gave his update already in ward cllrs section.</p>	

<p><b>16. Future agenda Items</b> - Councillors are invited to propose items for consideration for the next agenda. Cllr Le Tissier discussed - Rural England prosperity fund note just received – add to Dec 25 agenda – Cllr Proffitt happy to take this forward and investigate before Dec mtg. Possible capital funding for installing an accessible footpath from Meadoway to children's corner – Cllr to write brief and get 3 quotes</p>	
<p><b>17. Date of next meeting: Tuesday 02 December 2025 at the Village Hall</b></p>	
<p><b>18. Confidential Items</b> - That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Staffing update. Separate minutes taken.</p>	
<p>Any other business and future agenda items are invited by all Councillors to be sent to the Clerk (minimum of a week) ahead of preparing the next agenda.</p>	
<p><b>Meeting was closed by the Chair, Cllr Le Tissier and his new gavel at 20.41</b></p>	
<p>The next Parish Council meeting will be held on <b>Tuesday 02 December 2025</b> at 7.30pm. The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information regarding accessing the meeting please contact the clerk, Hannah Holmes, Mon-Fri 9.30am - 2.30pm Clerk phone – 01296 534698. Website <a href="https://www.steepleclaydonparishcouncil.gov.uk">https://www.steepleclaydonparishcouncil.gov.uk</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

## Appendix 1

### Summary of Clerk activity from 08/10/25

- **October 2025**

#### Administration

- Preparation of monthly transactions for November 25 Meeting of the Council

#### On-going

- October Draft Minutes prepared and on public display
- November agenda prepared and on public display
- November Wage run and finance runs prepped
- On-going email correspondence
- Website updates ongoing
- Planning Application PC response submitted ref:
- **Streetlights:** column 38 Meadoway being replaced in next 9 weeks – 20/10
- **Fixmystreet:** Reported: fly tipping on North End road - 21/10 **collected**

#### Meetings:

**09/10** - fireworks PM

**14/10** - NO 26/27 budget prep

**20/10** - NBClerks forum Aylesbury

**21/10** - Martyn's Law update webinar

**22/10** - pavilion contractors

**22/10** - caretaker catch up

**01/11** - Fireworks event

**Other:**

- Martyn's Law update – received royal assent on 03 April 2025 - implementation period to be at least 24 months, may wish to consider what needs to be prepared before commencement. Statutory guidance will be available in advance of the Act coming into force from NALC. They note it should not require specialist expertise nor the use of third-party products or services. Standard tier 200-799 Enhanced tier 800+ people – SIA, Security Industry Authority – exclusion for rec grounds usual business of recreation or leisure. Another exclusion is open access not restricted by tickets/entry fee. More information here: [Martyn's Law | ProtectUK](#)
- Contacted ex-cllrs regarding fingerpost sign. Post at hall ready for installation. Fingers being engraved - expected in November
- rota bounce repairs - 27/10 - **completed**
- Wicksteed fitted toddler swing – 24/10 - **completed**
- Library/Kitchen painting brief written 10/09 - sent out x 4 – chased
- Ordered replacement bolts for roundabout 09/09 - SH to fit
- Preparation for 26/27 budget/precept meeting
- Installed bin by NERd car park in rec with caretaker – SH to add pegs 08/09
- Fencing repairs at hall/cottage – roof contractor damage x2 – awaiting quote for one more repair
- Scribe training continues – now in 'income and expenditure'
- Etesia repair quote approved 15/10 RTM
- Getting quotes for Hall to be valued for insurance for 26/27
- Taxed Tractor 15/10
- NS&I annual statement request letter sent 24/07 & 29/10

Please note: The Clerk will be alternating at the **Library & Mollys Cafe – fortnightly for a 'Clerk Clinic'**, on **Thursdays from 10am - during term time**. Please email Clerk to book an appointment.

**Dates:** Thursday 16 October Mollys Cafe, Thursday 13 November Library, Thursday 27 November Mollys Cafe, Thursday 11 December Library, Thursday 08 January 2026 Mollys Cafe.

**Appendix 2**

Finance Run for November 2025

Payee	Details	Payment Method	Clr initials	Category	NET	VAT	Gross
Hannah Holmes	wages	BACS		Wages	£		£

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Sam Hills	wages	BACS		Wages	£		£
Pat Serle	wages x 42 hrs	BACS		Wages	£		£
Nick Osgerby	wages x 8 hrs	BACS		Wages	£		£
Pat Serle	expenses - 3 x fiction books	BACS		Library	£12.99		£12.99
Hannah Holmes	expenses - office / petrol to Gatehouse Way 45p/p/m	BACS		Admin & equipment	£30.36		£30.36
Sam Hills	petrol for cottage mower	BACS		Cottage	£20.01		£20.01
Wicksted	Installation of cradle/toddler seat swing	BACS		Clock Tower & Children's Corner	£150.00	£30.00	£180.00
Sasse	Hygiene services at hall 26/10/25-26/10/2026	BACS		Hall	£944.40	£188.88	£1,133.28
Richard Claridge	RATIFIED from 12/09/25 - Library/kitchen plastering	BACS	12 September 2025	Library	£1,650.00		£1,650.00
BMKALC	chairing skills training course	BACS		Training Courses	£50.00		£50.00
Assured drainage	clear drains at pav blocked with mud	BACS		Rec Ground & Pavilion	£150.00	£30.00	£180.00
Cloudy IT	one year domain hosting .gov.uk	BACS		Admin & equipment	£120.00	£24.00	£144.00
Tony Fishlock plumbing	Caretakers cottage boiler repairs	BACS		Cottage	£125.00		£125.00
Clear Councils Insurance	Fireworks PL extended exposure event insurance	BACS		Fireworks S137	£137.00		£137.00
Ivo Haest/Forge	2 x shed paint 5L dark brown	BACS		Hall	£70.09	£14.00	£84.09
Alchemy Fireworks	final 50% payment for fireworks	BACS		Fireworks S137	£2,875.00	£575.00	£3,450.00

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Acute Ambulance & Medical services	1xparamedic 1xFR 1xRRV	BACS		Fireworks S137	£315.00	£63.00	£378.00
NPower	01 - 31 Aug elec to streetlights	DD	25 September 2025	Street Lights	£388.96	£19.45	£408.81
NPower	01-30 Sept elec to streetlights	DD		Street Lights	£460.17	£23.01	£483.18
YGP	electric to hall/library	DD		Hall	£128.92	£6.45	£135.37
YGP	electric to pav	DD		Rec Ground & Pavilion	£56.38	£2.82	£59.20
Village Networks	wifi at hall/library	DD		Library	£25.00	£5.00	£30.00
Village Networks	wifi at Pav/CCTV	DD		Clock Tower & Children's Corner	£25.00	£5.00	£30.00
ICO	annual fee for GDPR/Data protection support	DD		Admin & equipment	£52.00		£52.00
HMRC	PAYE month 8	DD quarterly		Wages	£1,082.52		£1,082.52
Nest	staff pensions	DD		Wages	£176.43		£176.43
Scribe/St arboard Systems	accountancy package monthly fee	DD		Admin & equipment	£68.00	£13.60	£81.60
Checked Safe	monthly lone worker app fee	DD		Admin & equipment	£5.00	£1.00	£6.00
		DD			£12,860.40	£1,001.21	£13,862.01
		DD					
Aldi	Halloween decorations	cashcard		Fireworks S137	£4.56		£4.56
Coop	Halloween doecorations	cashcard		Fireworks S137	£13.60		£13.60
Amazon	Salt for winter	cashcard		Hall	£44.60		£44.60
Amazon	Lights for fireworks (BBQ tent) 100ft mains	cashcard		Fireworks S137	£99.99		£99.99

Amazon	Zettle card reader x2	cashcard		Fireworks S137	£109.98		£109.98
Amazon	200 x money/cash bags	cashcard		Fireworks S137	£5.99		£5.99
Zempler Bank	fee for cash	cashcard		Admin & equipment	£4.00		£4.00
Post Office	rec del to NS&I	cashcard		Admin & equipment	£9.25		£9.25
Vonage	voip phone clerk/library	cashcard		Admin & equipment	£22.16		£22.16
EE	caretakers phone	cashcard		Admin & equipment	£12.00		£12.00
Microsoft	monthly fees office 365	cashcard		Admin & equipment	£109.56		£109.56
Coop	Halloween decorations	cashcard		Fireworks S137	£4.50		£4.50
Royal British Legion	Wreaths x 2 and 10 x poppies lamppost - MISSING	cashcard		Wreaths for Remembrance Day S137	£89.98		£89.98
					£530.17		£530.17

**Appendix 3 – to note;**

**INTERNAL AUDIT REQUIREMENTS**

Below is a listing of the records required for the internal audit. Please indicate which documents are accessible on your website. Not all documents will be required as some may not be applicable to your Council.

**Minutes**

- I will need access to Minutes for the current audit year and the previous audit year

**Year End Records for Previous Audit Year(2024/25)**

- Annual Governance Statement
- Signed External Audit Report
- Notice for the Period for the Exercise of Public Rights
- Notice of Conclusion of Audit
- Signed Minutes confirming review of the Internal Audit Report
- Signed Minutes approving the Annual Governance and Accounting Statements
- Signed Minutes approving the dates set for the Exercise of Public Rights
- Signed Minutes confirming review of the External Audit Report

**Budget and Precept**

- Signed Minutes approving the Budget and Precept for this audit year
- Budget Working Papers for this audit year's Budget as approved by Council

**Financial Regulations and Standing Orders**

- Financial Regulations

- Standing Orders
- Signed Minutes approving the review and approval of Financial Regulations and Standing Orders

#### **Risk**

- Signed Minutes confirming review of Risk for this audit year
- Risk Register
- ROSPA reports (if applicable)
- Signed Minutes approving review of the Risk Register

#### **Insurance**

- Confirmation of Renewal of Insurance from insurance provider i.e. email from provider
- Insurance policy schedule and certificate
- Signed Minutes confirming review and renewal of insurance.

#### **VAT**

- Latest s126 claims

#### **Income**

- Schedule of Fees and Charges (if applicable)
- Signed Minutes confirming review of Fees and Charges (if applicable)
- Allotment Register (if applicable)
- Burial Records (if applicable)

#### **Grants**

- List of Grants awarded including relevant powers
- Signed Minutes approving grants awarded
- Signed Minutes confirming adoption of General Power of Competence (if applicable)

#### **Bank Statements**

- Copy of bank statements covering the 31<sup>st</sup> March for the current year
- Approved and Signed Year-end bank reconciliations

#### **Bank Payments**

- Listing of Direct Debits / Standing Orders and date of approval by Council
- Signed Minutes confirming review of Direct Debits and Standing Orders
- Signed Minutes approving payments as required

#### **Credit / Debit Cards (if applicable)**

- Credit card statements
- Signed Minutes approving use of credit / debit card
- Supporting invoices for credit / debit card transaction as required

#### **Petty Cash (if applicable)**

- Petty cash book
- Petty cash receipts
- Petty cash reconciliations

#### **Tenders / Quotes (if applicable)**

- Details of any tenders raised during the current year
- Signed Minutes approving award of any tenders

#### **Payroll / Employment**

- Signed Minutes confirming payroll payments for months selected
- Signed Minutes confirming any changes in staff terms and conditions

#### **Members Allowances (if applicable)**

- Details of any Member Allowances paid in current audit year
- Signed Minutes approving these allowances

#### **Annual Governance Statement 2025/26**

- AGAR accounting statements (current audit year)
- Year End trial balance

- Cash book

**Fixed Assets Register**

- Listing of Fixed Assets including the cost value (to agree to the value in the accounting statement)
- Signed Minutes approving additions to, or disposal from, the Fixed Asset Register during the year

**Charity Accounts (if applicable)**

- List of all charities of which the Council is a Trustee
- Charity bank statements for the year
- Charity Financial accounts for the year
- Trustee minutes

**LETTER OF ENGAGEMENT 2025/26**

Thank you for asking me to be your internal auditor. The purpose of this letter is to set out the basis on which the Parish Council will engage me.

My role as your Internal Auditor will be to be your 'critical friend'. I will look through your processes and procedures and, where necessary, will make recommendations. Some of these recommendations will be long-term goals, others may need to be implemented more quickly, but I will be available as part of the Audit process to help guide you through what is needed.

This letter confirms the basis on which I will provide services to you to avoid any misunderstandings of our respective responsibilities.

• **Internal Audit of the Council**

- The primary objectives of Internal Audit are:
  - to review, appraise and report upon the adequacy of internal control systems operating throughout the Council
  - to carry out an annual inspection of the books and records of the Council.

The Council is responsible for providing the documents as listed on the attached checklist.

• **Scope of Work**

Predominantly Internal Audit will review the books and records of the Council culminating in the completion of the Internal Audit Report. I will identify if the following key areas are in place and working satisfactorily:

- Proper Book-keeping
- Payment controls in relation to Financial Regulations
- Review of your Internal Controls.
- Petty Cash procedures (if applicable)
- Payroll
- Asset recording
- Bank reconciliations
- Application of Spending Powers
- Exemption criteria (if applicable)
- Website, transparency code and other relevant legislation
- Public rights notice and dates

- Publication of previous AGAR
- Review of the status of Trusts (if applicable)

And to support the above, a review of the following:

- Policies
- Completeness, approval and retention of minutes
- General governance
- Examination and completeness of audit action plans
- Year End procedures

- **Roles and Responsibilities**

My role as an Internal Auditor is one of independence. I can in no way involve myself in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

- **The Council Responsibilities**

The Council, supported by the Responsible Financial Officer / Proper Officer, has clearly defined responsibilities for risk management, internal control, internal audit and the prevention of fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

- **Fees**

My fees for all work undertaken are based on the number of hours I have estimated it is likely to take to complete the Internal Audit. Travel to and from the Council is charged at 45p per mile.

Fees for 2025/26:

Precept of under £25,000: £60.00

Precept of over £25,000: £85.00

- **Requests for attendance at Council Meetings**

I would be happy to attend a Council meeting, given reasonable notice, if convenient. This gives the Council an opportunity to ask questions, clarify the scope and nature of the work undertaken and to bring any issues to my attention. A nominal cost for this service is charged at £75 plus travel.

- **Request for work outside the scope of Paragraphs 1 to 3**

Any such request for extra audit time to be provided will be discussed at the time and will be subject to an appendix agreement.

- **Agreement of terms**

Once agreed and signed, this letter stands as effective until formal notice of termination is given by either party.

Steeple Claydon Parish Council.  
Minutes of November 2025

Please confirm your agreement to the terms of this letter of engagement in writing quoting the Minute Reference and date of meeting at which it was resolved.

I trust that this is acceptable to the council and look forward to hearing from you.

Yours sincerely,

Melanie Rose (Mrs)