

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

STRATFIELD SAYE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, 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>'Yes' means that this authority 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 took all reasonable steps to assure 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
			✓

***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:

23/06/2025

and recorded as minute reference:

66.25

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

Chair

CA

Clerk

hweeb

www.stratfieldsaye-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

STRATFIELD SAYE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			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.
2. (+) Precept or Rates and Levies	11,843	8,349	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.
3. (+) Total other receipts	3,900	4,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	3,617	25,754	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	0	0	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.
6. (-) All other payments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
7. (=) Balances carried forward	10,651	18,350	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
	8,349	19,953	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	8,349	19,953	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	70,812	76,890	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	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

Date

[Signature]
23/06/2025

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

23/06/2025

as recorded in minute reference:

67-25

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

[Signature]

Annual Internal Audit Report 2024/25

STRATFIELD SAYE PARISH COUNCIL

www.stratfieldsaye-pc.go.uk

During the financial year ended 31 March 2025, 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 2024/25 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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied	✓		
H. Asset and investments registers were complete and accurate and properly maintained	✓		
I. Periodic bank account reconciliations were properly carried out during the year		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes)	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

NO
PETTY
CASH

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

12/06/2025

Name of person who carried out the internal audit

A. BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

A. Beams

Date

12/06/2025

*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). **SEE FULL INTERNAL AUDIT REPORT**

**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 3 – External Auditor's Report and Certificate 2024/25

In respect of

Stratfield Saye 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 2025; 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 2024/25

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.

The AGAR was not accurately completed before submission for review.

Boxes 1 to 6 in the prior year do not add up to box 7. There is a difference of £360. A review of the internal audit report indicates there is a transposition error in box 1 and it should read £11,483.

(continue on a separate sheet if required)

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

In the prior year, the smaller authority was exempt from review, therefore we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The internal auditor has highlighted a number of weaknesses and raised a number of recommendations in their supplementary report to the smaller authority. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We 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 2025.

External Auditor Name

ENTER BDO LLP Southampton AL AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

Date

18 September 2025

Stratfield Saye Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Stratfield Saye Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Stratfield Saye Parish Council on application to:	
(a) <u>Louise Webb (Clerk) Oakridge, New Street, Stratfield Saye</u> _____ _____ _____	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) <u>9am to 12 noon</u> _____ _____	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £0.60____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: <u>Louise Webb (Clerk)</u> _____	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: <u>30 September 2025</u> _____	(e) Insert the date of placing of the notice.

STRATFIELD SAYE PARISH COUNCIL

APPENDIX A – Decisions made under the Scheme of Delegation

Planning Decisions made under the Scheme of Delegation

Date	9 th September 2025
Full Council	No
Proposal	Lavells Farm, West End Green, Stratfield Saye – proposed change of use of two adjoining agricultural buildings to Class C3 dwellinghouse to create 4 dwellings, comprising 3 three bed units and 1 two bed units, together with associated car parking, landscaping, refuse and recycling storage. 25/02173/GPDADW
Interests declared	Yes
Vote & Decision	Vote not required as no comments received

Payments made under the Scheme of Delegation

TO	ITEM	Approval/Paid	AMOUNT - £
SSE	Invoice	18 th June 2025 In favour (7) Against (0)	88.35
Vision ICT	Invoice	13 th June 2025 In favour (7) Against (0)	168.00
Castle Water	Invoice	28 th July 2025 In favour (7) Against (0)	13.54
Castle Water	Invoice	11 th September 2025 In favour (7) Against (0)	32.40
Berkshire Extinguisher	Invoice	11 th September 2025 In favour (7) Against (0)	108.00

STRATFIELD SAYE PARISH COUNCIL

APPENDIX B – Payments made

TO	ITEM	DATE	AMOUNT
Service Charge	Auto	6.5.25	4.25
SSPC	Transfer – savings account	14.5.25	3000
Castle Water	Invoice	14.5.25	6.67
HALC	Invoice	14.5.25	226
Vision ICT	Invoice	14.5.25	161.26
Bibby Commercial	Invoice - Tactical Grass Cutting	14.5.25	130
AJCIBL	Invoice - insurance	20.5.25	1067.53
Service Charge	Auto	2.6.25	4.25
Bibby Commercial	Invoice - Tactical Grass Cutting	13.6.25	130
Wellington Estate	Invoice - lock	13.6.25	21
Castle Water	Invoice	13.6.25	6.66
Vision ICT	Invoice	13.6.25	168
SSE	Invoice	18.6.25	88.35
Bibby Commercial	Invoice - Tactical Grass Cutting	25.6.25	130
Mulberry	Invoice	25.6.25	294
Service Charge	Auto	1.7.25	4.25
Bibby Commercial	Invoice - Tactical Grass Cutting	28.7.25	130
Castle Water	Invoice	28.7.25	13.54
Service Charge	Auto	4.8.25	4.25
Bibby Commercial	Invoice - Tactical Grass Cutting	28.8.25	130
Service Charge	Auto	2.9.25	4.25
Castle Water	Invoice	11.9.25	32.40
Berkshire Extinguisher	Invoice	11.9.25	108
		TOTAL	5864.66

Payments received

FROM	ITEM	METHOD	AMOUNT
HMRC	VAT refund	Bank transfer	4259.30
BDBC	Precept	Bank transfer	2150.00
		TOTAL	6409.30

STRATFIELD SAYE PARISH COUNCIL

APPENDIX C - Payments to be made before next meeting

FROM	ITEM	INVOICE No	METHOD	AMOUNT
BDO	Invoice	00736319	Bank Payment	252.00
Bibby - Tactical Ltd	Invoice	SI 4368	Bank Payment	130.00
			TOTAL	£380

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
Hampshire
SO14 3TL
+44 (0) 20 7486 5888

STATEMENT

Stratfield Saye Parish Council
c/o Parish Clerk
Oakridge
New Street Stratfield Saye
Reading
RG27 2EJ
United Kingdom

Client Number:	0336502
Statement Date:	30-Sep-2025

This statement includes cash received up to and including: 30-Sep-2025

OPEN ITEMS

Date	Reference	Description	Amount Due
23-09-2025	INV-00736319	Invoice	252.00

Statement Total:	252.00 GBP
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BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Please quote the below account details on your remittance advice.

Client Number:	0336502
----------------	---------

Client Name:	Stratfield Saye Parish Council
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Ways To Pay Your Account

By Bank Transfer: National Westminster Bank Plc

Sort Code: 56-00-03 | Account no: 00065013 | IBAN: GB76NWBK56000300065013 ISWIFT BIC: NWBKGB2L

By Cheque: to BDO LLP | Central Finance Team | 2 City Place | Beehive Ring Road | Gatwick | West Sussex | RH6 0PA





Tactical Facilities Management Ltd

Unit 3B, Green Farm, Green Farm Road,
Burghfield
Reading, Berkshire, RG30 3RJ
United Kingdom

Telephone: 0118 929 1447
Mobile 07443 091832
Email info@tactical-fm.com

Invoice To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

Deliver To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

SALES INVOICE

Invoice Date
24/09/2025

Due Date
24/10/2025

Reference
Maintenance September 2025

Invoice Number
SI-4368

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
65454	Stratfield Saye Grounds Monthly Charge	1.00	108.33	20.00	108.33

VAT Rate

Standard 20.00% (20.00%)

Net

£108.33

VAT

£21.67

Total Net

108.33

Total VAT

21.67

TOTAL

£130.00

Notes:

PLEASE NOTE CHANGE OF BANK DETAILS BELOW:

The amount due under this invoice is assigned to and must be paid to:
BIBBY COMMERCIAL FINANCE LIMITED 8th Floor, Anchorage Two,
Anchorage,
Salford Quays,
Manchester, M50 3XE

For cheques please send to:

Bibby Financial Services Ltd, 8th Floor, Building 2, Anchorage Quay, Salford Quays, Salford, M50 3XE.

For BACS payment please send to:

Barclays Bank plc, Corporate Banking, 48b - 50 Lord Street, Liverpool, L2 1TD

Sort code: 22 54 74

Account Number: 20149977

Please make sure that you reference the invoice number when making payment to allow allocation to take place.

Terms and Conditions:

Payment terms are 30 days. Failure to do so will incur a 5% late payment fee.
Please reference the SI number when making payment.

STRATFIELD SAYE PARISH COUNCIL

APPENDIX D – Current Financial Situation

£8,189.28

Available: £8,189.28

Overdraft limit: £0.00

Earn up to 2.77% AER



Search

April

May

June

20 May 25

AJGIBL GB CLIENT

£3,048.93

- £1,067.53

14 May 25

BIBBY COMMERCIAL F

£4,116.46

- £130.00

14 May 25

VISION ICT

£4,246.46

- £161.26

14 May 25

HALC

£4,407.72

- £226.00

14 May 25

CASTLE WATER

£4,633.72

- £6.67

14 May 25

STRATFIELD SAYE PA

£4,640.39

- £3,000.00

06 May 25

SERVICE CHARGES

£7,640.39

- £4.25

In

£0.00

Out

- £4,595.71



Home



Apply



Payments



Support



Cards

£8,189.28

Available: £8,189.28

Overdraft limit: £0.00

Earn up to 2.77% AER



Search

May

June

July

25 Jun 25	£6,465.97
MULBERRY LOCAL AUT	- £294.00
25 Jun 25	£6,759.97
BIBBY COMMERCIAL F	- £130.00
23 Jun 25	£6,889.97
HMRC VTR	+ £4,259.30
18 Jun 25	£2,630.67
SSE ENERGY SOLUTIO	- £88.35
13 Jun 25	£2,719.02
VISION ICT	- £168.00
13 Jun 25	£2,887.02
CASTLE WATER	- £6.66
13 Jun 25	£2,893.68
WELLINGTON ESTATE	- £21.00
13 Jun 25	£2,914.68
BIBBY COMMERCIAL F	- £130.00
02 Jun 25	£3,044.68
SERVICE CHARGES	- £4.25



Home



Apply



Payments



Support



Cards

£8,189.28

Available: £8,189.28

Overdraft limit: £0.00

Earn up to 2.77% AER



Search

June

July

August

28 Jul 25

CASTLE WATER

£6,318.18

- £13.54

28 Jul 25

BIBBY COMMERCIAL F

£6,331.72

- £130.00

01 Jul 25

SERVICE CHARGES

£6,461.72

- £4.25

In

£0.00

Out

- £147.79



Home



Apply



Payments



Support



Cards

£8,189.28

Available: £8,189.28

Overdraft limit: £0.00

Earn up to 2.77% AER



Search

July

August

September

28 Aug 25

BIBBY COMMERCIAL F

£6,183.93

- £130.00

04 Aug 25

SERVICE CHARGES

£6,313.93

- £4.25

In

£0.00

Out

- £134.25



Home



Apply



Payments



Support



Cards

£8,189.28

Available: £8,189.28

Overdraft limit: £0.00

Earn up to 2.77% AER



Search

August

September

29 Sep 25

BASINGSTOKE & DEAN

£8,189.28

+ £2,150.00

11 Sep 25

BERKS EXTINGUISHER

£6,039.28

- £108.00

11 Sep 25

CASTLE WATER

£6,147.28

- £32.40

02 Sep 25

SERVICE CHARGES

£6,179.68

- £4.25

In

+ £2,150.00

Out

- £144.65



Home



Apply



Payments



Support



Cards

STRATFIELD SAYE PARISH COUNCIL

APPENDIX E - Bank Reconciliations

BANK RECONCILLIATION FOR THE MONTH OF MAY 2025

LLOYD'S BANK BALANCE AS AT	31/05/2025	3048.93
MINUS UNREPRESENTED CHEQUES		0
		<hr/> 3048.93
ADD INCOME NOT YET BANKED		0
TOTAL		<hr/> 3048.93

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS	3048.93
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	0
UNRECONCILED DIFFERENCE IS	<hr/> 0

BANK RECONCILLIATION FOR THE MONTH OF JUNE 2025

LLOYD'S BANK BALANCE AS AT	30/6/2025	6465.97
MINUS UNREPRESENTED CHEQUES		0
		<hr/> 6465.97
ADD INCOME NOT YET BANKED		0
TOTAL		<hr/> 6465.97

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS	6465.97
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	0
UNRECONCILED DIFFERENCE IS	<hr/> 0

**BANK RECONCILIATION FOR THE
MONTH OF JULY 2025**

LLOYD'S BANK BALANCE AS AT	31/07/2025	6318.18
MINUS UNREPRESENTED CHEQUES		0
		<u>6318.18</u>
ADD INCOME NOT YET BANKED		0
TOTAL		<u>6318.18</u>

CASH BOOK RECONCILIATION

BALANCE PER CASH BOOK IS	6318.18
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	0
UNRECONCILED DIFFERENCE IS	<u>0</u>

**BANK RECONCILIATION FOR THE
MONTH OF AUGUST 2025**

LLOYD'S BANK BALANCE AS AT	31/8/25	6183.93
MINUS UNREPRESENTED CHEQUES		0
		<u>6183.93</u>
ADD INCOME NOT YET BANKED		0
TOTAL		<u>6183.93</u>

CASH BOOK RECONCILIATION

BALANCE PER CASH BOOK IS	6183.93
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	0
UNRECONCILED DIFFERENCE IS	<u>0</u>

**BANK RECONCILIATION FOR THE
MONTH OF SEPTEMBER 2025**

LLOYD'S BANK BALANCE AS AT	30/9/25	8189.28
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		8189.28
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		8189.28

CASH BOOK RECONCILIATION

BALANCE PER CASH BOOK IS	8189.28
DIFFERENCE EXCLUDING ADJUSTMENTS	
IS	<u>0</u>
UNRECONCILED DIFFERENCE IS	<u>0</u>

****Balance of Instant Access Savings Account at 30/9/25 is £11,412.96****

STRATFIELD SAYE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF STRATFIELD SAYE PARISH COUNCIL HELD ON

Monday 23rd June 2025 at 7pm
in Stratfield Saye Village Hall

COUNCIL MEMBERS

	In attendance	Apologies	Absent
Cllr Hall		<input checked="" type="checkbox"/>	
Cllr Harborne	<input checked="" type="checkbox"/>		
Cllr Peck	<input checked="" type="checkbox"/>		
Cllr Preston	<input checked="" type="checkbox"/>		
Cllr Toms	<input checked="" type="checkbox"/>		
Cllr Toosey		<input checked="" type="checkbox"/>	
Cllr Wainwright	<input checked="" type="checkbox"/>		

ALSO IN ATTENDANCE: Louise Webb (Clerk) and 0 members of the public.

62.25	To receive and accept apologies for Absence Apologies were RECEIVED and accepted from Cllr Hall and Cllr Toosey. Apologies were also noted from Borough Councillor Durrant.
63.25	To receive any declaration of interest relevant to items on the agenda Nothing declared.
64.25	To approve the minutes of the Annual Parish Council Meeting on 12th May 2025 APPROVED the minutes of the Annual Meeting of the Parish Council held on 12th May 2025 as a true record of the meeting.
65.25	To consider the report from our Internal Auditor Mulberry Local Authority Services Ltd dated 12th June 2025. The recommendations made by the internal auditor were as follows: - 1. New NALC standing orders to be adopted. 2. Bank statements and reconciliations to be signed by the Chair at every meeting. 3. Amend boxes 2 and 3 on Section 2 of the AGAR - move the grass cutting grant received from BDBC with the precept monies from Box 2 to Box 3. 4. Amend box 9 on Section 2 of the AGAR - increase by £1 for the bus shelter.
66.25	To amend and approve Section 1 of the Annual Governance and Accountability Return It was AGREED to amend and approve Section 1 of the Annual Governance and Accountability Return in accordance with the recommendations made by the internal auditor above.
67.25	To amend and approve Section 2 of the Annual Governance and Accountability Return

	It was <u>AGREED</u> to amend and approve Section 2 of the Annual Governance and Accountability Return in accordance with the recommendations made by the internal auditor above.
68.25	To confirm that no members of the Parish Council to include the Clerk has any conflicts of interest with BDO LLP (External Auditors) No interests were declared.
69.25	To amend and confirm the dates for the Exercise of Public Rights It was <u>AGREED</u> to amend and re-publish the dates for the Exercise of Public Rights to Tuesday 3rd June 2025 until Monday 14 th July 2025.
70.25	To approve the payment of Mulberry Local Authority Services Ltd's invoice dated 12th June 2025 in the sum of £294. It was <u>RESOLVED</u> to pay Mulberry Local Authority Services Ltd's invoice dated 12 th June 2025 in the sum of £294.
71.25	To agree the date of the next meeting as 6th October 2025 at 7pm It was <u>AGREED</u> that the next meeting will be on 6 th October 2025 at 7pm.
72.25	Closing Cllr Peck closed the meeting at 7.10pm.