

WILBERFOSS PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE WILBERFOSS PARISH COUNCIL Held on Thursday 21st May 2026 at Wilberfoss Community Centre, Main Street, Wilberfoss

1. Present: The Chair Richard Rains and Councillors Stuart Savage, Alan Mercer, Ross Cleary, Tricia Room and Anna Edwards together with Ward Councillor Andrew Cousins

Apologies were received from Cllrs David Barnett, and Colin Veitch

2. Cllr Rains was proposed as Chairman by Cllr Savage and seconded by Cllr Cleary and was duly re-elected.
3. In his absence but with his request for consideration, Cllr Veitch was re-elected as Vice Chair, proposed by Cllr Mercer and seconded by Cllr Room .
4. Members confirmed adherence to the Council's Annual Governance Statement.
5. Following the Internal Auditor's inspection of the Accounts, two minor administration issues were identified. They are detailed in the attached report from the Internal Auditor. With annual income and expenditure exceeding £25,000 the Parish Council will require an external examination of the Annual Accounts. The AGAR (Annual Governance & Accountability Return) was duly completed and signed and will be displayed on the parish website (www.wilberfoss-pc.gov.uk). The period for the Exercise of Public Rights was set for **3rd June 2026 to the 14th July 2026**.
6. The Biodiversity Policy was considered and a discussion took place regarding the Parish Council's obligations under the Government's Biodiversity Strategy. Existing and planned activities involving volunteers and residents to encourage biodiversity was welcomed and the policy was duly adopted.

..... (Chairman)

..... S Wills (Clerk)

Meeting Closed at 19.27

Internal Auditor's Examination – Corrective Action Report

I have now examined the Parish Council's books and am delighted to be able to confirm that the Parish records continue to be maintained in excellent order. Sarah's work as Responsible Financial Officer, supported by the Parish Councillors is first class.

I have only two minor discrepancies to bring to your attention:

A payment to the Village Youth Project, WCYAP for £175 on 26/11/25 was discussed as reported in the minutes and was suitably receipted but not included in the list of payments that the Clerk sought approval to pay.

The Bank Account balances shown on the Bank Reconciliation form are correct and checked to the Bank Statements. The table of ring-fenced Reserve Funds at the bottom of the form overstates the 'Allotment Association' funds by £450 which in turn understates the 'Balance in hand less allocated Reserve Funds' by the same amount. I have amended the figures accordingly.

I have checked as far as I could the amounts due to HMRC in connection with the Clerk's earnings. Clearly I do not have all the financial information required to be categorical about the accuracy of the figures and, anyway that would be well outside the remit of this Internal Examination. However, the figures are clear and consistent and nothing I have seen would suggest the schedules provided are other than accurate.

None of the issues raised above are significant and, in summary, I am pleased to report that the Parish Accounts continue to be maintained in good order.

David Smillie ACIB