



HIGHLEY PARISH COUNCIL

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

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To: All members of the Revenue and Resources Committee, The Public and Press

You are summoned to attend a meeting of the **Revenue and Resources Committee** which will be held at Highley Parish Council Office at **6.30pm on Tuesday 28th April 2026** for the transaction of business as set out in the agenda below.

A. Palmer

Alison Palmer

Clerk to Highley Parish Council

Highley Parish Council Revenue & Resources Committee Agenda Tuesday 28th April 2026

01. Apologies for Absence

Members are asked to receive any apologies for absence.

Power: Local Government Act 1972, s.85

02. Declaration of Interest

Declaration of any disclosable or pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest, whether or not the interest is entered in the register of members interest maintained by the monitoring officer.

Power: Localism Act 2011, s.31

03. Parishioners Question Time

Members of the public who are electors of the parish of Highley are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1 (HPC/SO2024), questions should be related to matters of Parish Council policy or practice and not related to the individual affairs of either the questioner or another named person.

Power: Public Bodies (Admission to Meetings) Act 1960

[Clerks Note: The Chairperson for the Council will generally permit up to 15 minutes for public questions; each question being limited to 3 minutes]

04. Minutes

To review the minutes of the Revenue & Resources Committee Meeting dated Tuesday 20th January 2026.

Power: Local Government Act 1972, Schedule 12, Paragraph 41(1)

05. FINANCIAL YEAR-END BUSINESS

Q4 Accounts & Year-End Financial Reports

To consider and recommend to Full Council:

Q4 Receipts & Payments Report

Budget Monitoring Report to 31 March

Year-End Variance Analysis

Review of Earmarked and General Reserves

Power: Local Government Act 1972, s.151

06. Bank Reconciliation to 31 March

To review and recommend approval of the year-end bank reconciliation.

Power: Local Government Act 1972, s.151

07. Asset Register Review

To review the updated Asset Register for year-end and recommend adoption.

Power: Local Government Act 1972, s.150(1)

08. Internal Audit Report 2025/26

To receive the Internal Auditor's report and agree any actions required.

To recommend acceptance to Full Council.

Power: Local Audit and Accountability Act 2014

AGAR 2025/26

09. AGAR Section 1 – Annual Governance Statement

To review each governance assertion and recommend responses to Full Council.

Power: Accounts and Audit Regulations 2015

10. AGAR Section 2 – Accounting Statements

To review the draft Accounting Statements, supporting documents, and variances, and recommend approval to Full Council.

Power: Accounts and Audit Regulations 2015

11. Public Rights Period

To confirm the 30-working-day inspection period, including the first 10 working days of July, and recommend dates to Full Council.

Power: Accounts and Audit Regulations 2015

FINANCIAL MANAGEMENT FOR 2026/27

12. Delegated Payments & Financial Authorisations

To review and recommend to Full Council:

Delegated authority to the Clerk/RFO for routine payments

List of regular contractual payments
Direct debits, standing orders, and recurring card payments
Bank signatories and online banking authorisations
Schedule of regular suppliers

Power: Local Government Act 1972, s.111 & s.150

13. Review of Financial Regulations & Internal Controls

To review Financial Regulations, the Internal Controls Statement, and the Financial Risk Assessment, and recommend adoption for 2026/27.

Power: Accounts and Audit Regulations 2015

14. Insurance Review

To confirm adequacy of insurance cover for the new financial year.

Power: Local Government Act 1972, s.140

15. Any Other Year-End Compliance Actions

To consider any additional statutory or audit requirements prior to year-end sign-off.

Power: Accounts and Audit Regulations 2015

16. Date of Next Meeting

To confirm the date of the next meeting of the Revenue & Resources Committee.

Power: Local Government Act 1972, Schedule 12, Paragraph 23