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Highley Parish Council Revenue & Resources Committee

Tuesday 28th April 2026 6.30PM

Present: Councillors T. Quinn (Chair) P. Vinall, H. Hancox.

Clerk: Alison Palmer

01. Apologies for Absence

Cllr J. Marshall (none received D. Thakrar)

It was **RESOLVED to ACCEPT** these apologies.

Power: Local Government Act 1972, s.85

02. Declaration of Interest

There were no declarations of interest.

Power: Localism Act 2011, s.31

03. Parishioners Question Time

There were no members of public in attendance.

Power: Public Bodies (Admission to Meetings) Act 1960

04. Minutes

RESOLVED to accept 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

Members considered the Q4 Receipts & Payments Report, the Budget Monitoring Report to 31 March, the Year-End Variance Analysis, and the review of Earmarked and General Reserves.

RESOLVED: To accept the Q4 financial reports and to recommend them to Full Council for approval.

Power: Local Government Act 1972, s.151

06. Bank Reconciliation to 31 March

RESOLVED to accept approval of the year-end bank reconciliation.

Power: Local Government Act 1972, s.151

07. Asset Register Review

RESOLVED to approve the updated Asset Register for year-end and recommend adoption.

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

08. Internal Audit Report 2025/26

RESOLVED to accept the Internal Auditor's report and agree no 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**

RESOLVED to complete each governance assertion and recommend responses to Full Council.

Power: Accounts and Audit Regulations 2015

10. AGAR Section 2 – Accounting Statements

RESOLVED to approve the draft Accounting Statements, supporting documents, and variances, and recommend approval to Full Council.

Power: Accounts and Audit Regulations 2015

11. Public Rights Period

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

Power: Accounts and Audit Regulations 2015

12. Delegated Payments & Financial Authorisations Financial Management for 2026/27

Members considered the arrangements for delegated payments and financial authorisations for the 2026/27 financial year, including routine payments, regular contractual commitments, direct debits and standing orders, online banking permissions, and the schedule of regular suppliers.

RESOLVED: To recommend to Full Council:

Delegated authority to the Clerk/RFO for routine payments in line with Financial Regulations

Approval of the list of regular contractual payments

Approval of direct debits, standing orders and recurring card payments

Confirmation of bank signatories and online banking authorisations

Approval of the schedule of regular suppliers

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

13. Review of Financial Regulations & Internal Controls

RESOLVED to approve 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

RESOLVED to return the insurance policy document and share any updated quotes with council.

Power: Local Government Act 1972, s.140

15. Any Other Year-End Compliance Actions

Members considered any additional statutory or audit requirements prior to year-end sign-off in accordance with the Accounts and Audit Regulations 2015.

It was noted that the Transparency Code requirements will be added to the website as required once documents are made.

Members reviewed the appointment of the Internal Auditor for 2026/27.

RESOLVED: To appoint V. Turner as Internal Auditor for the 2026/27 financial year.

Members further noted that the Council's ICO registration is up to date.

Power: Accounts and Audit Regulations 2015

16. Date of Next Meeting

Members noted the date of the next meeting of the reformed Revenue & Resources Committee as 28 **July 2026 (Q1)**.

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