Minutes of Swindon Parish Council Meeting held at 7:15pm on 14th May 2026 at Swindon Community Centre

Present: Cllrs Mr S Massey (Chairman), Mr G Fanthom (Vice Chairman), Mr S Hewitt, Dr R Painter, Mrs S Woods, Mrs L Page.

Also, present Clerk Mrs J Cree, County Cllr Mrs V Wilson and one member of the public.

A minutes silence was held for District Cllr R Lees that sadly passed away recently.

60/26. Election of Chairman of the Parish Council for the Council Year 2026/7.

There was 1 nomination for Chairman of the Council, Councillor S Massey, this was proposed by Councillor Mrs L Page and seconded by Councillor Mrs D Chandler, on a vote this was carried with 1 abstention. Therefore, he was elected to the office of Chairman and duly signed his acceptance of office form.

61/26. Appointment of Vice-Chairman of the Parish Council for the Council Year 2026/7.

There was 1 nomination for Vice Chairman of the Council, Councillor Mrs L Page, this was proposed by Councillor Mrs D Chandler and seconded by Councillor Mr S Hewitt , on a vote this was carried with 1 abstention. Therefore, she was elected to the office of Vice Chairman and duly signed his acceptance of office form.

62/26. Apologies for Absence.

Cllr Mr A Osbourne was not in attendance.

Cllr Mrs P Halford, has resigned from the council. The vacancy will be advertised as per the regulations.

63/26. To report on Police matters.

The Crime statistics are on the South Staffordshire Police website. Any matters should be reported. There has been a couple of rough sleepers in the Parish, the Police have been out to try to help them.

64/26. Declarations of Councillors' Interest.

Cllrs Mr G Fanthom, Mrs L Page and Mr S Massey re affirmed that having previously declared an interest as they are serving members of Swindon Community Centre.

65/26. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 9th April 2026

The minutes of the meeting held on the 9th April 2026 were agreed. They were proposed by Cllrs Mr S Massey and seconded by Cllr Mr S Hewitt.

66/26. Review and re affirm standing orders and financial regulations, and all Parish Council policies inc inventory of land and assets including buildings and office equipment.

The following policies were noted and are available on the Parish Council website:-

Code of Conduct
Cookie Policy
Data Protection Notice
Financial Regulations
GDPR
Health & Safety
Marking the Death of a Senior National Figure Policy
Model Councillor & Officer Protocol
Play Safety Report for 2024
Standing Orders
Video, Photography & Audio Recording Policy
Email policy

There are 2 new policies that need to be agreed the IT Policy and BYOD Policy. It was proposed by Cllr Mr S Massey and seconded by Cllr Dr R Painter to adopt these policies. On a vote this was carried.

The fixed assets schedule that Clerk has found and used for the past 5 years is listed below:-

Fixed Assets schedule March 2026

Item Insured	Declared/Full Value
BUILDINGS	£492,500
CONTENTS	£ 27,500
Street Furniture	£ 60,000
Walls, Gates and Fences	£ 30,000
Playground Equipment	£ 75,000
~~War Memorials~~	~~£ 40,000~~
Ground Surfaces	£ 0
~~Mowers and Machinery~~	~~£ 5,000~~
~~Sports Equipment~~	~~£ 15,000~~
Regalia	£ 0
Solar Panels	£ 17,500
Flag pole	£ 1,500
CCTV Equipment	£ 2,000
Total	£~~766,000~~
Total	£706,000

It was noted that the fixed assets listed should be as above and remove the strike through items. The Agar will be amended to reflect this.

67/26. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The insurance policy expires on in March 2027. This was noted.

The Reinstatement Cost Assessment has been completed the costs are as follows:-

Rebuilding cost	£841,000
External works	£264,000
Demolition and debris removal	£49,000
Professional and other fees	£128,000
Total	£1,282,000

The Chairman will contact the broker to see if there are any reductions in premium, based on the above.

68/26. Appointments to Outside Bodies. - Review of the Council's and/or employees' memberships of other bodies.

Last years appointments:-

Police liaison – All Cllr's can interact with Local Police
Flower boxes - Cllrs Mrs L Page and Mrs D Chandler
Planning – Cllr Mr S Hewitt
Wolverhampton Airport Consultative Committee – Cllr Mr S Massey, Cllr Mrs S Wood if the Chairman is not available
Community Watch – Cllr Mr S Hewitt
Community Speed-watch Local area co-ordinator– Cllr Mrs L Page

69/26. Members to check and amend if required their Disclosable Pecuniary Interest forms

Members to ensure their forms are correct and up to date. The Clerk reported that the forms from 26th June have to be redacted with their personal home addresses removed, the Clerk has removed the information.

70/26. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

The Parish Council meets the 2nd Thursday of the month at 7.15 except for August. The May 2027, may need to move to the 3rd Thursday, this depends on the outcome of the local elections.

71/26. County Councillor to address the Council on any matters relevant to the Parish

County Cllr Mrs V Wilson reported that:-

- She reported that the District council there will be a bi-election, 16th July is a provisional date.
- There is an application in Himley for 115 houses, if individuals can make any objections although its not in the Parish.
- Parish Assembly, Monday 18th May.
- SSDC have decided they would like to leave a legacy and have allocated £1.5 million pounds to the South Staffordshire Area. They are awarding every ward £50,000. The funding for Parishes and Community Groups. The only requirement is to enhance their environment. They may be able to pool resources between the 2 parishes. What ever funds are left, this will be available to be reapplied for in January 27. They have to be completed by January 2028. The funding goes straight to the Contractor for payment. There are 3 other grants the first which is a total of £160,000 allocated, £1000 - £10,000 for local community groups, such as the bowling club etc. The applications go straight to the District Council via Cllr Mrs V Wilson. This was launched May 1st, but no forms have come forward yet. A second phase will happen, this is first come first served. If its not an accredited group you can apply through the Parish Council. The second funding is for the District Cllr has a £1000 to spend on smaller things. The last fund is a business investment fund, £1000 for a startup business and more funds for developed businesses.
- The temporary traffic lights at Smestow are there for South Staffordshire Water, and County are chasing to get the work completed.
- Community fund £2500, is open now and ends in November.
- She has received a report that a Parish Councillor was abusive to the workers fixing a pothole, there will be further investigations taking place. The Officer from Highways contact the County Cllr as it was happening to ask her to speak to him directly to stop the situation. The Supervisor who heard the abuse from the Councillor directly whilst he was on the phone to his work force.

72/26. To discuss Development Applications received and any licensing matters

The following items were noted:-

The Old Chapel , Smestow's appeal has been rejected again by the Planning Inspectorate.

Smestow Dutch Barn's application has been withdrawn.

Outstanding Planning issues to be resolved before work starts at the battery energy farm at Hinksford.

The Kingswinford triangle planning application has been submitted.

The wall on the property on Himley Lane has been refused retrospective planning permission.

73/26. To receive an update and discuss any maintenance and repairs required within the Parish

The Chairman reported that:-

- Play ground equipment has been damaged, the springer helicopter has been broken in the ground due to age, a quote has been sought from Sutcliffe Play. A wooden step has also been removed as it was rotten.
- Cllr Mrs L Page reported that, she rang the company that supplied the silent soldier in Sedgley. They have sent a cost of £300. A further local company has quoted 2 soldiers and metal poppies for the same price. The local contractor will come and look at the site to see the best way to fix everything in place. The school is going to make poppies to cover the whole bank by November. The Headteacher would like to do a poppy painting session as well. A budget was set for £300, this was proposed by Cllr Mr S Massey and seconded by Cllr Mrs D Chandler, and carried on a vote.
- Currently there are no updates from Highways, they are under pressure Currently dealing with numerous repairs. They are fully aware of the outstanding issues and he believes they should be given space to deal with the most pressing issues in the first instance.
- Cllr Mrs L Page and Cllr Mrs D Chandler will organise the plants when they need to be replaced, and the winter plants are coming through late due to the weather. The dead plants to be removed.
- The laurel is growing well, but the weeds need to be removed, and the bench needs to be cleaned.
- The noticeboard at Smestow needs to be filled, posters will be passed to the Chairman to put in and refresh it.

74/26. To receive any updates / discuss improvements to the community centre

The Chairman reported that:-

- Central heating boiler has been serviced, it has had a clean bill of health.

- The Boundary map has been prepared, 2 prints are £375 + vat (1 print is £250 + vat), It was proposed by Cllr L Page and seconded by Cllr Dr R Painter to purchase 2 prints. On a vote this was agreed.
- There will be an open day by residents to commemorate the new display on the 13th June, at 11am – 3pm. Refreshments are to be provided by volunteers. A flyer will be printed, with a one page newsletter on the reverse. This was proposed by Cllr Mr S Massey and seconded by Cllr Dr R Painter. On a vote this was carried. Any ideas for the information to put this forward to the Chairman.

Cllr Dr R Painter reported that a member of the public had been banned from entering the building or go on the curtilage. They can however vote. He questioned whether it was within the power of the Community Centre Management Committee to do this or the Parish Council. This letter was sent prematurely by the Committee as there are other issues that should have been included.

It was moved that Cllr Dr R Painter be moved he no longer be heard, this was proposed by Cllr Mr G Fanthom and seconded by Cllr Mr S Massey and on a vote this was carried.

75/26. To receive an update and discuss the CCTV costs for the High Street

This project is ongoing, whilst the Insurers have agreed to a settlement amount and accept liability, they are yet to reimburse the Parish Council as their indemnity issues are still ongoing. They are waiting for the Police report which they claim has been applied for. The Police have advised no report has been requested. An update from the insurers, thanking Cllr Mr S Massey for forwarding the Police details, as he has passed the officers details (with their permission) that is dealing with the case.

Admiral Taverns have been approached for permission to erect the CCTV camera onto the public house, and a reply is still awaited.

76/26. To note the SID Data

The Chairman shared the speed statistics for the past month and they are detailed below:

Hinksford Lane April 2026 (Exiting Village)

V85: 32mph (V85 = Average speed of 15th fastest vehicle in every 100)
Vd: 28mph (Vd = Average speed recorded during evaluation period)
Vmax: 60mph (Vmax = Highest speed recorded during evaluation period)
Speed violations: 26%
Volume 46871

Wombourne Road April 2026 (Exiting Village)
V85: 33mph (V85 = Average speed of 15th fastest vehicle in every 100)
Vd: 27mph (Vd = Average speed recorded during evaluation period)
Vmax: 71mph (Vmax = Highest speed recorded during evaluation period)
Speed violations: 29%
Volume 35510

Cllr Mrs L Page gave an update on Community Speedwatch that she has spoken to the area co-ordinator and there are 5 people that want to train, and 1 form is outstanding and then training will take place.

77/26. To receive the report of the Clerk

The following was noted:-
BBC Casting Call - Community Heritage Items in Need of Restoration
Bilbrook Neighbourhood Plan – Regulation 16 Consultation

Updates from Severn Trent following Parish Council Meeting 09.04.2026 were circulated.

The County Council have requested that the Parishes conduct a survey of all the grit bins, this was circulated to all members, a neighbouring parish is buying their own grit bins and fill them from Parish funds. Swindon could follow suit if required. It was agreed not to complete the survey.

78/26. To agree accounts for payment , inc year end accounts and valuations

The accounts for payment are listed below:-

Accounts for payment

Ruta Puller – internal auditor	8	120.00
Talk Talk	9	32.34
HMRC	10	200.83
Wages	11	286.94

It was proposed by Cllr Mr S Massey and seconded by Cllr Mr G Fanthom to accept the payment of the accounts above.

Phone / Microsoft 30/04/26	12	20.49
Phone / Microsoft 1/4/25 – 31/03/26	13	245.88

It was proposed by Cllr Mr S Massey and seconded by Cllr Mrs L Page to accept the payment of the accounts above.

SPCA	14	469.00
RCA – Community Centre valuation	15	654.00

It was proposed by Cllr Mr S Massey and seconded by Cllr Mr G Fanthom to accept the payment of the accounts above.

The year end accounts are set out as appendix 1 to these minutes. It was proposed by Cllr Mr S Massey and seconded by Cllr Mrs D Chandler to accept the accounts. On a vote they were carried.

79/26. Items for future agendas (to be submitted to Chairman and Clerk for consideration by the 4th June)

Funding from SSDC Projects.

80/26. Date of next meeting – Thursday 11th June 2026

SWINDON PARISH COUNCIL
BANK RECONCILATION
2025/26

		01/04/2025	Date
Accounts	£		£
Barclays Community Current account 90853968			23,057.14
Barclays Saving Acc. 43699005			19,171.58
Barclays Saving Acc. 80471003			53.19
Unpresented cheques			-
Unpresented receips			-
			42,281.91
Receipts 2025/6	**26,710.02**		
Payments 2025/6	30,788.43		
			-4,078.41
			38,203.50
Barclays Community Current account 90853968			18,745.23
Barclays Savings acc. 43699005			19,404.42
Barclays Saving Acc. 80471003			53.85
Unpresented cheques			-
Unpresented receips			-
			38,203.50

Balance date:	31/03/2026		
Signed:	J S Cree	Date	31/03/2026
Clerk			
Prepared by J Cree Clerk/RFO			

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - Sections 1 and 2 **must** be completed and approved by the authority.
   - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✔	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✔	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✔	
	Has an explanation of significant variations been published where required?	✔	
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?	✔	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		✔

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk

Annual Internal Audit Report 2025/26

Swindon Parish Council

www.swindon-pc.gov.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
	Yes	**No**	**Not applicable**
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit: Ruta Pullor

Signature of person who carried out the internal audit: [signature]

Date: 21 04 2026

***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).**

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 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Swindon 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 2026, that:

	Agreed Yes	Agreed No*	N/A	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured 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.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
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.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
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	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***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:

and recorded as minute reference:

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

Chair

Clerk

www.swindon-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Swindon Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	42,027	42,282	*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.*
2. (+) Precept or Rates and Levies	18,200	18,200	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	6,613	8,510	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	5,566	5,853	*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.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	18,992	24,935	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	42,282	38,204	*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	42,282	38,204	*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	745,000	706,000	*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	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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.

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Swindon 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 2026 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 2025/26

(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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not 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 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Power	Date 2025-6	details	voucher no	Receipt £18925	Payment £18925
LGA 1972, S140A; LGA 1972 S111,114 & 143	04/04/2025	Clear Insurance	1		-5.00
	08/04/2025	VAT Reclaim	2	2,151.52	
Account and Audit regs 2015 a5(1); LGA 1972 s111	11/04/2025	Ruta Puller	3		120.00
LGA 1963 s5	14/04/2025	Talk Talk	4		33.67
LGA 1972 s112 (2)	15/04/2025	HMRC	5		185.20
	22/04/2025	SSDC	6	9,100.00	
LGA 1972 s112 (2)	24/04/2025	Wages	7		278.50
LG (MP)A 1976 S19 (3)	24/04/2025	Trysull Tigers	8	625.00	
		Total April		11,876.52	612.37
		Overall Total		**11,876.52**	**612.37**
LGA 1972 s111	11/05/2025	SPCA	9		351.07
LGA 1963 s5	13/05/2025	Talk Talk	10		33.67
Local Government & rating Act 1997 s30	13/05/2025	Morelock Signs	11		3,300.00
LGA 1972 s112 (2)	14/05/2025	HMRC	12		185.60
Local Government & rating Act 1997 s30	14/05/2025	Abbotts Security	13		136.00
Local Government & rating Act 1997 s30	16/05/2025	A & L Contracts	14		3,561.60
LGA 1972 s111	21/05/2025	Compost	15		10.00
LGA 1972 s112 (2)	23/05/2025	Clerks Salary	16		278.10
LGA 1972 s111	09/05/2025	Plaque for bench	17		10.00
		Total May		0.00	7,866.04
		Overall Total		**11,876.52**	**8,478.41**
	01/06/2025	Interest	18	0.18	
	01/06/2025	Interest	19	63.69	
LGA 1963 s5	13/06/2025	Talk Talk	20		33.67
LGA 1972 s112 (2)	14/06/2025	HMRC VAT	21		185.68
LGA 1972 s112 (2)	23/06/2025	Clerks Salary	22		278.10
LGA 1972 s111	27/05/2025	Compost	23		10.00
		Total June		63.87	507.45
		Overall Total		**11,940.39**	**8,985.86**
Open Spaces Grass OSA 1906 s10	11/07/2025	SSDC	24		502.58
LGA 1963 s5	11/07/2025	Talk Talk	25		33.67
LGA 1972 s112 (2)	11/07/2025	HMRC	26		185.60
LGA 1972 s112 (2)	14/07/2025	HMRC	27		34.52
LGA 1972 s112 (2)	23/07/2025	Clerks Salary	28		278.10
		Total July		0.00	1,034.47
		Overall Total		**11,940.39**	**10,020.33**
LGA 1963 s5	13/08/2025	Talk Talk	29		33.67
LGA 1972 s112 (2)	14/08/2025	HMRC	30		185.60
LGA 1972 s112 (2)	23/08/2025	Clerks Salary	31		278.10
I A Free / GDPR LGA 1972 s111	07/08/2025	ICO	32		47.00
		Total August		0.00	544.37
		Overall Total		**11,940.39**	**10,564.70**
	08/09/2025	Barclays	33	63.84	
	08/09/2025	Barclays	34	0.18	

	08/09/2025	SSDC	35	9,100.00	
LGA 1972 s112 (2)	26/09/2025	Clerks wages	36	0	331.54
LGA 1972 s112 (2)	23/09/2025	SSDC	37	0	218.99
Open Spaces Grass OSA 1906 s10	23/09/2025	Play Safety	38	0	96.00
LGA 1972 s112 (2)	23/09/2025	Inland Revenue	39	0	241.56
LGA 1972 s111	23/09/2025	Bryland	40	0	152.82
LGA 1963 s5	12/09/2025	Talk Talk	41	0	32.34
		Total September		**9,164.02**	**1,073.25**
		Overall Total		**21,104.41**	**11,637.95**
LGA 1972 s112 (2)	26/10/2025	Clerks wages	42	0	287.34
LGA 1972 s112 (2)	23/10/2025	Inland Revenue	43	0	200.43
LGA 1963 s5	12/10/2025	Talk Talk	44	0	32.34
		Total October		**0.00**	**520.11**
		Overall Total		**21,104.41**	**12,158.06**
LGA 1972 s112 (2)	26/11/2025	Clerks wages	45	0	287.34
LGA 1972 s112 (2)	23/11/2025	Inland Revenue	46	0	200.43
LGA 1963 s5	12/11/2025	Talk Talk	47	0	32.34
Open Spaces Grass OSA 1906 s10	17/11/2025	SSDC	48		1,497.54
		Total November		**0.00**	**2,017.65**
		Overall Total		**21,104.41**	**14,175.71**
LGA 1972 s112 (2)	26/12/2025	Clerks wages	49	0	287.34
LGA 1972 s112 (2)	26/12/2025	Inland Revenue	50	0	200.43
LGA 1963 s5	12/12/2025	Talk Talk	51	0	12.00
LGA 1972 s111	02/12/2025	Turtle - Defib accs	52	0	500.40
LGA 1972 s111	21/11/2025	Recoded	53	0	60.00
	08/12/2025	Barclays	54	56.31	0.00
	08/12/2025	Barclays	55	0.16	0.00
		Total December		**56.47**	**1,060.17**
		Overall Total		**21,160.88**	**15,235.88**
LGA 1963 s5	12/01/2026	Talk Talk	56	0	52.68
LGA 1972 s112 (2)	14/01/2026	SSDC	57	0	1,273.43
LGA 1972 s112 (2)	26/01/2026	Clerks wages	58	0	286.94
LGA 1972 s112 (2)	26/01/2026	Inland Revenue	59	0	200.43
		Total January		**0.00**	**1,813.48**
		Overall Total		**21,160.88**	**17,049.36**
LGA 1963 s5	12/02/2026	Talk Talk	60	0	32.34
LGA 1972 s112 (2)	26/02/2026	Clerks wages	61	0	287.34
LGA 1972 s112 (2)	26/02/2026	Inland Revenue	62	0	200.43
LGA 1972 s111	26/02/2026	Recoded	63	0	60.00
	20/02/2026	SSDC	64	5500	0.00
LGA 1972 s112 (2)	20/02/2026	My Low Carbon	65		6,600.00
LGA 1972 s112 (2)	23/02/2026	House of flags	66		1,800.00
		Total Feb		**5,500.00**	**8,980.11**
		Overall Total		**£26,660.88**	**£26,029.47**
LGA 1963 s5	12/03/2026	Talk Talk	67	0	32.34
LGA 1972 s112 (2)	26/03/2026	clerks wages	68	0	286.94
LGA 1972 s112 (2)	26/03/2026	Inland Revenue	69	0	200.83
LGA 1972 s111	26/03/2026	Clear Insurance	70	0	2,861.70
	08/03/2026	Barclays	71	49	0.00

	08/03/2026	Barclays	72	0.14	0.00
LGA 1972 s111	09/03/2026	Wombourne Printers	73		115.00
S137	12/03/2026	Cricket Club	74		250.00
S137	12/03/2026	Bowls Club	75		250.00
LGA 1972 s112 (2)	18/03/2026	SSDC	76	0	231.35
LGA 1972 s112 (2)	18/03/2026	SSDC	77	0	530.80
		Total March		**49.14**	**4,758.96**
		Overall total		**26,710.02**	**30,788.43**
	Date 2025-6	**details**	**voucher no**	**Receipt £18925**	**Payment £18925**

Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "*Year ending 31 March 2025*" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name SWINDON PARISH COUNCIL
Financial year ending 31 March 2026

Prepared by J S Cree – Clerk / RFO (Name and Position) Date 01/04/2026

Balance per bank statements as at 31 March 2026:	£	£
e.g. Current account	18745	
High interest account	19405	
Building society premium a/c	54	
		38204
Petty cash float (if applicable)	0	
Less: any unpresented cheques at 31 March 2026 (normally only current account)	0	
Cheque number	0	
Add: any un-banked cash at 31 March 2026	0	
e.g. Allotment rents banked 31 March 2026 (but not credited until 1 April 2026)	0	
Net balances as at 31 March 2026		38204
The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:		
CASH BOOK Opening Balance 1 April 2025 Add: Receipts in the year Less: Payments in the year		 42282 26710 30788
Closing balance per cash book [receipts and payments book] as at 31 March 2026 **(must equal net balances above**)		38204

Explanation of significant variances in the accounting statements

Parish Council name: _SWINDON PARISH COUNCIL_

Section 2	**2024/5 £**	**2025/6 £**	**Variance (+/-) £**	**Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100)**
Box 2 *Precept*	18200	18200	0%	N/A
Box 3 *Other income*	6613	8510	£1897 28.68%	**Income 2024/5** £821 SSDC grant £1669 SSDC grant £1431 Ins claim £500 football income £1909 VAT **Income 2025/6** £5500 grant for solar £625 football income £2152 VAT £234 Interest
Box 4 *Staff costs*	5566	5853	£287 5.15%	
Box 5 *Loan interest/ capital*	0	0	0%	N/A
Box 6 *Other payments*	18992	24935	£5943 32.29%	2024/25 Bus Turnround -£1,572.99 Install benches -£485.00 Display machine -£2,862.00 Diff in grounds maintenance -£756.93 Access barrier -£1,386.78 Bench -£986.16 Bench -£595.20 Dog poo bag disp -£172.02 Plaque -£84.00 New flag -£142.00 Recoded -£60.00 Additional Plants bus T -£125.94 Fence paint -£18.00 2025/26 New solar £6,600.00 Flag pole £1,800.00 New sid posts £3,561.60 SID £3,300.00 Total £6,014.58, diff £5943 = £71.58
Box 7 *Balances carried forward*	42282	38204		**£15000 general reserves** **£23204 for the community centre future works**

Box 9 *Fixed assets & long-term assets*	745000	706000	-£39000 -5.23%	Solar Panels £17,500 Flag pole £1,500 CCTV Equipment £2,000 ~~War Memorials £ 40,000~~ ~~Mowers and Machinery £ 5,000~~ ~~Sports Equipment £ 15,000~~
Box 10 *Total borrowing*	0	0	0	

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2026)

Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

Parish Council name:___Swindon Parish Council_____

		£	£
Total of Box 7: Balances carried forward (31/3/2026)			38204
Deduct:	Debtors	0	
Deduct:	Payments made in advance (prepayments)	0	
Total deductions			0
Add:	Creditors	0	
Add:	Receipts in advance	0	
Total additions			0
Total of Box 8: Total cash and short-term investments (31/3/2026) (must agree to the net balances on bank reconciliation)			38204

Confirmation of contact details

Local Council Name: ………Swindon Parish Council

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name: Jennifer Cree	RFO name (if different to clerk) ……………………………………..	Chair name: …Sean Massey……
Clerk working hours (so we know when we can ring) Any time	Clerk working hours (so we know when we can ring)	
Is this person the primary contact: Yes/	Is this person the primary contact: Yes/No	
Parish Council registered address: Community Centre High Street **Swindon** **DY3 4NP**	Parish Council registered address: ………………………………………. ………………………………………. ………………………………………. ……………………………………….	Chair contact postal and email address Email: …cllr.massey@swindon-pc.gov.uk Postal address: 8 Faulklands Close **Swindon**
Telephone: Primary contact number: **07868 140468** Mobile/alternative number: ……………………………………….	Telephone: Primary contact number: ………………………………………. Mobile/alternative number: ……………………………………….	Telephone: Primary contact number: …07771893838. Mobile/alternative number: ……………………………………….
Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email) clerk@swindon-pc.gov.uk		

Please return this Form together with the Annual Governance & Accountability Return

Local council name: Swindon Parish Council

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2026

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: 1st June 2026 (a)	(a) Insert date of placing of this notice on your website.
2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2026 these documents will be available on reasonable notice on application to:	
(b) Jennifer Cree – Clerk / RFO Swindon Community Centre High Street Swindon clerk@swindon-pc.gov.uk **07868 140468**	(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.
commencing on (c) Tuesday 2nd June 2026	
and ending on (d) Monday 13th July 2026	(c)And (d)The inspection period must be 30 working days in total and commence no later than 1 July 2025.
3. Local Government Electors and their representatives also have: • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.	
4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by: Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk	
5. This announcement is made by *(eJennifer Cree – Clerk / RFO*	(e) Insert name and position of person placing the notice

Fixed Assest schedule March 2026	
Item Insured	**Declared/Full Value**
BUILDINGS	£492,500
CONTENTS	£27,500
Street Furniture	£60,000
Walls, Gates and Fences	£30,000
Playground Equipment	£75,000
War Memorials	£40,000
Ground Surfaces	£0
Mowers and Machinery	£5,000
Sports Equipment	£15,000
Regalia	£0
Solar Panels	£17,500
Flag pole	£1,500
CCTV Equipment	£2,000
Total	£766,000

Date 2025-6	details	voucher no	Gross	Net	Vat Paid	VAT Number
12/12/2025	Talk Talk	51	12.00	10.00	2.00	465106600
12/09/2025	Talk Talk	41	32.34	26.95	5.39	465106600
12/10/2025	Talk Talk	44	32.34	26.95	5.39	465106600
12/11/2025	Talk Talk	47	32.34	26.95	5.39	465106600
12/02/2026	Talk Talk	60	32.34	26.95	5.39	465106600
12/03/2026	Talk Talk	67	32.34	26.95	5.39	465106600
14/04/2025	Talk Talk	4	33.67	28.06	5.61	465106600
13/05/2025	Talk Talk	10	33.67	28.06	5.61	465106600
13/06/2025	Talk Talk	20	33.67	28.06	5.61	465106600
11/07/2025	Talk Talk	25	33.67	28.06	5.61	465106600
13/08/2025	Talk Talk	29	33.67	28.06	5.61	465106600
12/01/2026	Talk Talk	56	52.68	43.90	8.78	465106600
21/11/2025	Recoded	53	60.00	50.00	10.00	gb472704488
26/02/2026	Recoded	63	60.00	50.00	10.00	gb472704488
23/09/2025	Play Safety	38	96.00	80.00	16.00	876328389
14/05/2025	Abbotts Security	13	136.00	113.33	22.67	432329710
23/09/2025	bryland	40	152.82	127.35	25.47	281249651
23/09/2025	SSDC	37	218.99	182.49	36.50	**872571796**
02/12/2025	Turtle - Defib accs	52	500.40	417.00	83.40	128754295
11/07/2025	ssdc	24	502.58	418.82	83.76	**872571796**
14/01/2026	SSDC	57	1,273.43	1,061.19	212.24	**872571796**
17/11/2025	ssdc	48	1,497.54	1,247.95	249.59	**872571796**
23/02/2026	House of flags	66	1,800.00	1,500.00	300.00	gb705861825
13/05/2025	Morelock Signs	11	3,300.00	2,750.00	550.00	670817032
16/05/2025	A & L Contracts	14	3,561.60	2,968.00	593.60	369884871
20/02/2026	My Low Carbon	65	6,600.00	5,500.00	1,100.00	227 7014 21
	Totals		**20154.09**	**16795.08**	**3359.01**	