

HEATON WITH OXCLIFFE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Grosvenor Park School on Thursday 21st May 2026 commencing at 7-00pm.

Attendees:- Councillor Mr W Jackson (Vice Chair)
Councillor Mrs G Kelly
Councillor Mr J Simmons
Councillor Mr D Wright
Adrian Osmotherley (Parish Clerk)

1. **Apologies:** Apologies were received from Councillor Melling due to illness.
2. **Minutes of the Annual Meeting of the Parish Council held on 19th June 2025:** Minutes of the Annual Meeting held on the 19th June 2025 were approved.
3. **Election of Chair:** It was proposed by Councillor Simmons and seconded by Councillor Kelly and **RESOLVED** unanimously that Councillor Jackson be elected as Chair of the Parish Council for the municipal year 2026 - 2027.
4. **Election of Vice Chair:** It was proposed by Councillor Kelly and seconded by Councillor Simmons and **RESOLVED** unanimously that Councillor Kelly be elected as Vice Chair of the Parish Council for the municipal year 2026 - 2027.
5. **Declaration of Acceptance:** Declaration of Acceptance of Office was signed by the new Chair and the new Vice Chair at the meeting for the municipal year 2026 - 2027.
6. **Declarations of Interest:** There were no amendments to Members Declaration of Interests for the municipal year 2025 - 2026.
7. **Assets Register at 31st March 2026:** A review of the Asset Register had been carried out by the Parish Clerk and provided to Councillors for consideration in advance of the meeting. There had been no changes to the content of the document. The Asset Register identifies replacement values and there is no need to reflect any factors relating to items devaluing. It was **RESOLVED** that the Asset Register at 31.03.2026, setting out details of total assets amounting to £8,689.88, be approved.
8. **Annual Governance & Accountability Return (AGAR) 2025 - 2026:** The Parish Clerk presented the AGAR Return 2025/26 Part 2 for smaller authorities where gross income or expenditure is less than £25,000. Councillors were informed that the Parish Council met the qualifying criteria for exemption from a limited assurance review by the external auditor provided it completes the:
 - a) The Certificate of Exemption - AGAR 2025/26 Part 2 (page 3 of the AGAR) completed and signed by the Parish Clerk and the Parish Council Vice Chair for the municipal year 2025 - 2026, and returns it to the external auditor before the deadline date of the 01.07.2026, and the;
 - b) AGAR 2025/26 Part 2 made up of the following;
 - The Annual Internal Audit Report 2025/26 (page 4 of the AGAR) completed and signed by the Parish Council appointed internal auditor.
 - Section 1 - Annual Governance Statement 2025/26 (page 5 of the AGAR) and Section 2 - Accounting Statements 2025/26 (page 6 of the AGAR) signed by the Parish Clerk and the Parish Council Vice Chair for the municipal year 2025 - 2026.

Councillors were advised that following the internal audit review of the financial accounts and statements, the internal auditor had already completed and signed the Annual Internal Audit Report 2025/26. It was reported that the annual gross income for 2025 - 2026 was £13,268.48 and gross expenditure of £11,830.76 representing balances at 31.03.2026 of £9,531.29. The Annual Accounts Return, Bank Reconciliation at 31.03.2026, Statement of Accounts, Explanation of Variances, Payments List and Receipts List Reports had been sent to Councillors in advance of the meeting were used to explain and justify the above income, expenditure and closing balance calculations.

After some questions and comments, it was **RESOLVED** that the Parish Clerk be thanked for his work throughout the past year in maintaining the Parish Council accounts and that the AGAR Return 2025/26 Part 2 be completed and signed. The Certificate of Exemption - AGAR 2025/26 Part 2 can then be submitted by the Parish Clerk to the external auditor. The Parish Clerk and Vice Chair then signed the above documents as accurate and correct.

9. **Risk Assessment and Log:** A review of the Risk Assessment was carried out by the Parish Clerk and provided to Councillors for consideration in advance of the meeting. Proposed changes to the document had been identified in red. The Parish Clerk reminded Councillors that it is a requirement under the Accounts and Audit Regulations 2015 that a risk assessment is undertaken each year and approved by Councillors as a failure to do so can result in a qualified audit opinion.

The Parish Clerk advised Councillors that there were no content changes other than date changes to the Risk Assessment following his review.

A general discussion was held by Councillors about the content of the Risk Assessment. It was **RESOLVED** that the review of the Risk Assessment 31.03.2026 be approved.

10. **Date of next Annual Meeting:** The next Annual Meeting of the Parish Council will be held on **Thursday 6th May 2027 commencing at 7.00pm.**

Signed: Adrian Osmotherley (Parish Clerk)

Date: 21st May 2026