



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield, Woodbridge,
Suffolk IP12 4QU
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Telephone: 01473 736475
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Minutes of the Annual Parish Council Meeting held on Tuesday 12 May 2026

In attendance: Cllrs Kay, Ratcliffe, Gold, Elliot, Reid

Members of the Public: 0

Minutes: Clerk

Meeting opened: 18:30

2219

1. To ELECT a Chair and for the Chair to SIGN a Declaration of Acceptance of Office

Motion to **ELECT** Cllr Kay as Chair - Proposed Cllr Reid; Seconded Cllr Elliot – 4 in favour, 1 abstention

Cllr Kay was duly elected and signed the Declaration of Acceptance of Office.

2. To ELECT a Vice-Chair and for the Vice-Chair to SIGN a Declaration of Acceptance of Office.

Motion to **ELECT** Cllr Elliot as Vice-Chair - Proposed Cllr Kay; Seconded Cllr Gold – 4 in favour, 1 abstention

Cllr Elliot was duly elected and signed the Declaration of Acceptance of Office.

3. To RECEIVE apologies for absence.

Cllr Forsdike – planned holidays

Cllr Quick – personal (will arrive when able)

Motion to **ACCEPT** Apologies for absence above – Proposed Cllr Kay; Seconded Cllr Reid– all in favour

4. a. To RECEIVE declarations of interest

None received

b. To RECEIVE delegated Declaration of Interest Dispensation decisions or APPROVE non-delegated DPI dispensations requested by a councillor.

None received

5. REGISTER OF INTERESTS – Councillors to be reminded to review and update their entry on the online register of interests.

Cllrs were reminded to review and update the register.

6. Public Participation – Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

No members of the public in attendance.

7. Financial Year End Matters:

a. To RECEIVE reports and APPROVE the end of year accounts, as at 31/03/2026.

Cllrs viewed the year end report on screen. No questions of the RFO.

Motion to **APPROVE** the End of Year accounts - Proposed Cllr Reid; Seconded Cllr Elliot – all in favour

Waldringfield Parish Council

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b. To AGREE and COMPLETE Section 1 (Annual Governance Statement) of Form 3 of the AGAR 2025/26.

Cllrs responded to the sections read to them. Clerk completed this in the meeting.

Motion to **APPROVE** the Annual Governance Statement - Proposed Cllr Kay; Seconded Cllr Reid– all in favour

This was signed by the Chair and Clerk in the meeting.

c. To AGREE and COMPLETE the Section 2 (Accounting Statement) of Form 3 the AGAR 2025/26

This was reviewed on screen by councillors, and was circulated previously.

Motion to **APPROVE** the Accounting Statement - Proposed Cllr Elliot; Seconded Cllr Kay – all in favour

Chair signed the accounting statement in the meeting

d. To RECEIVE and ACCEPT the report of the Internal Auditor for 2025/26 and ‘Annual Internal Audit Report’ of Part 3 of the Annual Governance and Accountability Return (AGAR 2025/26).

Cllrs reviewed in the Internal Audit report and noted recommendations on page 5 regarding reserves being managed in Scribe. Clerk has advised that they have enrolled in a training course for the reserves section of Scribe.

Motion to **ACCEPT** the report: Proposed Cllr Elliot; Seconded Cllr Gold – all in favour

e. To NOTE the dates for the notice of public rights.

Clerk explained the notice. Dates for the notice were noted.

f. To APPROVE the Annual CIL Report 2025/26

Motion to **APPROVE** annual CIL report – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour.

g. To APPROVE Reserves Allocations 2025/26.

Clerk updated reasons for some Ringfenced reserves, and earmarked reserves were noted.

Motion to **APPROVE** reserves allocations – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

h. To REVIEW and AGREE the Council’s Asset Register.

Councillors reviewed the register and discussed some items, agreeing it was accurate.

Motion to **APPROVE** the Asset register – Proposed Cllr Elliot; Second Cllr Reid – all in favour.

8. To CONFIRM the appointment of the Internal Auditor for 2026/27.

Motion to **APPOINT** Heelis and Lodge as the internal auditor for 2026/27; Proposed Cllr Elliot; Seconded Cllr Gold – all in favour.

9. To CONFIRM the bank and building society authorised signatories.

Cllrs discussed number of signatories on each account. Agreed a fourth authoriser for Unity Trust would be advantageous. Cllr Ratcliffe agreed to undertake this responsibility.

Cllr Quick joined the meeting.

Motion to add Cllr Ratcliffe to signatories for Unity Trust; and to maintain SBS signatories – Proposed Cllr Reid; Seconded Cllr Kay - all in favour.

Waldringfield Parish Council

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10. To REVIEW and ADOPT WPC Standing Orders v2026, WPC Financial Regulations (formerly Financial Standing Orders) v2026 and WPC Model LGA Code of Conduct for Councillors v2026; Terms of Reference – Planning Sub-Committee v2026

WPC Standing Orders v2026 – Cllrs noted a typo that first line is repeated – Clerk to amend.

Motion to **APPROVE** WPC Standing Orders v2026 with amendment noted Proposed Cllr Elliot; seconded Cllr Kay – all in favour

WPC Financial Regulations (formerly Financial Standing Orders) v2026

Motion to **APPROVE** WPC Standing Orders v2026 - Proposed Cllr Kay; seconded Cllr Quick – all in favour

WPC Model LGA Code of Conduct for Councillors v2026

Motion to **APPROVE** WPC Model LGA Code of Conduct for Councillors v2026 - Proposed Cllr Kay; seconded Cllr Quick – all in favour

Terms of Reference – Planning Sub-Committee v2026

Cllrs discussed the change from a working group format to a sub-committee structure and the reasons for this. After discussion it was agreed to adopt a sub-committee structure and the terms outlined.

Motion to **APPROVE** the Terms of Reference – Planning Sub-Committee v2026 – Proposed Cllr Kay, Seconded by Cllr Reid – all in favour.

11. To APPROVE appointment of Councillors/Officers/Other appointments to particular responsibilities – see separate list.

Councillors reviewed the current list of responsibilities and the following amendments were proposed:

Emergency planning – add Cllr Kay
Website management – add Cllr Ratcliffe
Tennis Court – add Cllr Quick
Playing fields – add Cllr Reid
Street furniture – add Cllr Ratcliffe
Felixstowe partnership – Cllr Reid
Deben Estuary Partnership (amend the title)
Clerk agreed to take Safeguarding Lead

Policies working group would be called as needed with members being allocated as required. Clerk to develop schedule for June to advise of policy review requirements

Website working party – Clerk advised that many aspects of the website had not been reviewed in some time. Clerk, Cllr Kay and Cllr Ratcliffe will form working party.

Motion to **APPROVE** the above appointments, and maintain any other existing appointments – Proposed Cllr Quick; Seconded Cllr Reid – all in favour

12. To CONFIRM the appointment of the Clerk and RFO.

Motion to **CONFIRM** the appointment of Jennifer Shone-Tribley as Clerk and RFO. Proposed Cllr Elliot; Seconded Cllr Kay– all in favour.

The Annual Parish Council Meeting Closed: 19.29pm

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ACTION POINTS

APCM – Clerk to update website with responsibilities

APCM - Clerk to post AGAR and other documents required; submit External Audit

APCM - Clerk to begin process to add Cllr Radcliffe to Unity Trust signatories

APCM - Clerk to post approved policies to website

Waldringfield Parish Council

SUPPORTING DOCUMENTS Annual Parish Council Meeting 2026

ITEM 7

7 a. To RECEIVE reports and APPROVE the end of year accounts, as at 31/03/2026 – (Original signed)

Waldringfield Parish Council

Waldringfield Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	27,982.01	
Cash in Hand		
Salaries		8,818.20
PAYE/NI		524.97
Clerk/Office Expenses		111.66
Post and telephone		0.87
Newsletter re 1972 LGA s142		720.00
Village Hall hire		270.00
Insurance		620.74
Professional Memberships (LGA s111)		495.36
Audit		170.00
Chairman's Allowance		
Training		317.00
Grass cutting (field)		720.00
Repairs/Maintenance		1,274.85
Footpath Maintenance		380.10
Community Grants Fund		2,125.00
Precept	19,683.45	
SCC Footpaths Grant	328.80	
Bank Interest	222.89	
Grants and Donations	670.00	
Advertising income	404.40	
Accounting, Website & Computing Fees		1,186.38
CIL Funds	1,067.30	
Warm Welcome		645.28
VAT Refund		
Professional Services		36.00
Fort Project Budget	12,279.00	18,780.00
VAT	4,475.42	4,516.20
	39,131.26	41,712.61
 Closing Balances:		
Balances in Bank Account		25,400.66
Cash in Hand		
TOTAL	67,113.27	67,113.27

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed



Responsible Financial Officer

Date

01 April 2026

Waldringfield Parish Council

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Precept	19,683.45	19,683.45					(0%)
31 SCC Footpaths Grant	328.80	328.80					(0%)
36 Bank Interest	200.00	222.89	22.89				22.89 (11%)
37 Grants and Donations		670.00	670.00				670.00 (N/A)
38 Advertising income	159.00	404.40	245.40				245.40 (154%)
44 CIL Funds	533.65	1,067.30	533.65				533.65 (100%)
49 VAT Refund							(N/A)
SUB TOTAL	20,904.90	22,376.84	1,471.94				1,471.94 (7%)

B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				8,795.00	8,818.20	-23.20	-23.20 (-0%)
2 PAYE/NI				492.00	524.97	-32.97	-32.97 (-6%)
3 Clerk/Office Expenses				78.75	111.66	-32.91	-32.91 (-41%)
4 Post and telephone				26.25	0.87	25.38	25.38 (96%)
5 Newsletter re 1972 LGA s142				950.00	720.00	230.00	230.00 (24%)
6 Village Hall hire				370.00	270.00	100.00	100.00 (27%)
7 Insurance				472.50	620.74	-148.24	-148.24 (-31%)
8 Professional Memberships (L				620.00	495.36	124.64	124.64 (20%)
9 Audit				440.00	170.00	270.00	270.00 (61%)
10 Chairman's Allowance				50.00		50.00	50.00 (100%)
11 Training				300.00	317.00	-17.00	-17.00 (-5%)
40 Accounting, Website & Comp				750.00	1,186.38	-436.38	-436.38 (-58%)
48 Warm Welcome				670.00	645.28	24.72	24.72 (3%)
50 Professional Services					36.00	-36.00	-36.00 (N/A)
SUB TOTAL				14,014.50	13,916.46	98.04	98.04 (0%)

C - Playing Field/Recreat

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Grass cutting (field)				1,000.00	720.00	280.00	280.00 (28%)
16 Repairs/Maintenance				2,500.00	1,274.85	1,225.15	1,225.15 (49%)
17 Footpath Maintenance				393.75	380.10	13.65	13.65 (3%)
51 Fort Project Budget	12,279.00	12,279.00		18,780.00	18,780.00		(0%)
SUB TOTAL	12,279.00	12,279.00		22,673.75	21,154.95	1,518.80	1,518.80 (4%)

D - Grants - s137/72 & s1

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Community Grants Fund				2,125.00	2,125.00		(0%)
SUB TOTAL				2,125.00	2,125.00		(0%)

Summary

NET TOTAL	33,183.90	34,655.84	1,471.94	38,813.25	37,196.41	1,616.84	3,088.78
V.A.T.		4,475.42			4,516.20		
GROSS TOTAL		39,131.26			41,712.61		

Waldringfield Parish Council

Financial Year End Cash Flow Statement

Waldringfield Parish Council

Waldringfield Parish Council					
		31.01.26		28.02.26	
OPERATING ACCOUNT Unity Trust	FEBRUARY		MARCH		YEARLY TOTALS
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	ACTUAL
CASH ON HAND (beginning of month)	£20,586.78	£20,586.78	£18,778.31	£18,778.31	£16,591.86
CASH RECEIPTS					
Grants					
ESC Grants	£0.00	£0.00	£0.00	£0.00	£670.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	
Other					
Precept	£0.00	£0.00	£0.00	£0.00	£19,683.45
CIL	£0.00	£0.00	£0.00	£0.00	£1,067.30
Advertising	£0.00	£0.00	£58.80	£58.80	£404.40
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£328.80
VAT Refund	£0.00	£0.00	£0.00	£0.00	£4,475.42
Mound grants	£0.00	£0.00	£0.00	£0.00	£12,279.00
TOTAL CASH RECEIPTS	£0.00	£0.00	£58.80	£58.80	£38,238.37
CASH AVAILABLE (before cash out)	£20,586.78	£20,586.78	£18,837.11	£18,837.11	
CASH PAID OUT					
Administration					
Salaries	£778.56	£778.56	£778.56	£778.56	£9,343.17
Newsletter	£0.00	£0.00	£180.00	£180.00	£720.00
Insurance	£0.00	£0.00	£0.00	£0.00	£620.74
Hall Hire	£0.00	£0.00	£0.00	£0.00	£270.00
Training	£0.00	£0.00	£66.00	£66.00	£317.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£3.67
Memberships	£47.00	£47.00	£0.00	£0.00	£935.96
Other / Office	£19.98	£19.98	£0.00	£0.00	£108.86
Website/Accounting	£7.33	£7.33	£380.33	£380.33	£951.79
Playing Fields and maintenance					
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£720.00
Repairs and maint'ce	£674.95	£674.95	£375.00	£375.00	£1,274.85
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£380.10
Grants					
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£450.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£500.00
General Grants	£0.00	£0.00	£300.00	£300.00	£300.00
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£775.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00
Projects expenses					
Fort Project	£0.00	£0.00	£0.00	£0.00	£18,780.00
Warm Welcome	£141.40	£141.40	£2.50	£2.50	£645.28
VAT	£139.25	£139.25	£162.86	£162.86	£4,516.19
SUBTOTAL	£1,808.47	£1,808.47	£2,245.25	£2,245.25	
TOTAL CASH PAID OUT	£1,808.47	£1,808.47	£2,245.25	£2,245.25	
CASH POSITION (end of month)	£18,778.31	£18,778.31	£16,591.86	£16,591.86	
SUMMARY of ALL CASH					
Unity	£18,778.31	£18,778.31	£16,591.86	£16,591.86	
IBS	£8,808.80	£8,808.80	£8,808.80	£8,808.80	
Total cash position	£27,587.11	£27,587.11	£25,400.66	£25,400.66	

Waldringfield Parish Council

Financial Year End Bank Reconciliation 31.03.26 (original Signed)

Waldringfield Parish Council

1 April 2026 (2025-2026)

Waldringfield Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		27,982.01
	ADD		
	Receipts 01/04/2025 - 31/03/2026		39,131.26
			67,113.27
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		41,712.61
A	Cash in Hand 31/03/2026 (per Cash Book)		25,400.66
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2025	0.00
	Unity Trust Bank	31/03/2026	16,591.86
	Suffolk Building Society	31/03/2026	8,808.80
			25,400.66
	Less unrepresented payments		
			25,400.66
	Plus unrepresented receipts		
B	Adjusted Bank Balance		25,400.66
	A = B Checks out OK		

Waldringfield Parish Council

b. To **CONSIDER and APPROVE** Section 1 (Annual Governance Statement) of Form 3 of the AGAR

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WALDRINGFIELD 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

<https://waldringfieldparishcouncil.gov.uk> ILABLE WEBSITE/WEBPAGE ADDRESS

(The above is draft only – to be completed in the meeting)

Waldringfield Parish Council

c. To **AGREE and COMPLETE** the Section 2 (Accounting Statement) of Form 3 the AGAR 2025/26

Waldringfield Parish Council

Section 2 – Accounting Statements 2025/26 for

WALDRINGFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	23,326	27,982	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	17,404	19,683	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,846	19,448	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	7,952	9,343	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	8,641	32,369	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,982	25,401	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	27,982	25,401	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	81,409	96,652	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

Waldringfield Parish Council

01 April 2026 (2025-2026)

Waldringfield Parish Council ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2025 £	31/03/2026 £	Variance £	Variance %	Ex req'd	Notes
1	Balances brought fwd	23325.57	27982.01				BALANCE B/F AGREES
2	Annual precept	17404.24	19683.45	2279.21	13%	No	
3	Total other receipts	3845.65	19447.81	15602.16	406%	Yes	This increase is largely due to grant funding totaling £12,279.00, VAT receivables of £4,475.42 and additional receipts of £2,693.09.
4	Staff Costs	7952.25	9343.17	1390.92	17%	Yes	The PC incurred new NI costs for the first time this year in the amount of £524.97, Clerk's 5% salary increase was an additional £865.95 for the year
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	8641.20	32369.44	23728.24	275%	Yes	This increase is largely attributable to the costs of the new playing field equipment was £22536.00, and increased spending of £1,192.24 in overall expenses.
7	Balances carried forward	27982.01	25400.66	-2581.35	9%	No	
8	Total Cash and Short Term Investments	27982.01	25400.66	-2581.35	9%	No	
9	Total Fixed Assets and Long Term Investments	81409.02	96624.94	15215.92	19%	Yes	The discrepancy is a combination of removal of some assets (£3564.08) that has reached the end of their servicable life and the addition of the significant new equipment valued at £18,780.00
10	Total Borrowings	0.00	0.00	0.00	0%	No	

d. To RECEIVE and ACCEPT the report of the Internal Auditor for 2025/26 and 'Annual Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2025/26).

The Internal Auditor's report was circulated with these documents and is posted on the website.

Waldringfield Parish Council

e. To NOTE the dates for the notice of public rights

For Councillor's information:

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, **during a period of 30 working days set by the smaller authority and including the first 10 working days of July.**
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

The Clerk proposes this period be for a period of 30 days, commencing **03 June 2026 to 14 July 2026**. The proposed notice was circulated to Councillors with these documents.

For further information, the Notice proposed is below:

Waldringfield Parish Council

Smaller authority name: WALDRINGFIELD PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement - Wednesday 3 June 2026</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>The Clerk Low Farm, Ipswich Road Waldringfield, Woodbridge Suffolk IP12 4QU clerk@waldringfieldparishcouncil.gov.uk</p> <p>commencing on Wednesday 3 June 2026</p> <p>and ending on Tuesday 14 July 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by J Shone-Tribley – Clerk and RFO</p>	

Waldringfield Parish Council

f. To **APPROVE** the Annual CIL Report 2025-26

Waldringfield Parish Council

CIL REPORT

Waldringfield Parish Council

1 April 2025 to 31 March 2026

A	Total CIL income carried over from previous years	£3,144.32
B	Total CIL income received (receipts)	£1,067.30
C	Total CIL spent (expenditure)	£4,211.62
	Total CIL requested to be repaid in the year	£0.00
	Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid	£0.00
D	Total CIL repaid in the year following a Repayment Notice	£0.00
E	Total CIL retained at year end (A+B-C-D)	£0.00

CIL Expenditure

Items to which CIL has been applied:	Amount spent £
New play equipment (Active Play and Leisure)	£4,211.62
Total spent	£4,211.62

Signed: **J Shone-Tribley**

Position: Clerk and RFO

Approved by Full Council – 12/05/2026 – Minutes ref:

Waldringfield Parish Council

g. To APPROVE Reserves Allocations 2025-26

Below are Reserves allocations amended with Year End figures.

Reserves 2026-27	
PROPOSED RESERVES 2026-27	
predicted balance 31/03/2026	£25,400.66
Less Deficit/plus surplus	£0.00
	£25,400.66
LESS EARMARKED (UNCOMMITTED)	
Contingency	£6,000.00
Asset Repairs/maintenance/refurbishment	£6,500.00
RINGFENCED	
Warm Rooms Grant	£670.00
Clerk Laptop	£1,000.00
Tile replacement (swings)	£2,500.00
Total of EARMARKED and RINGFENCED	£16,670.00
General Reserve	£8,730.66
IBS	£8,808.80
Unity (operating account)	£16,591.86

h. To REVIEW and AGREE the Council's Asset Register

The Council's Asset Register was sent to Councillors with these documents and is posted on the website

ITEM 8

8.To CONFIRM the appointment of the Internal Auditor for 2025/26.

Heelis and Lodge are recommended as the internal auditors. As a local business they have supported the Council for many years. The Clerk finds they have provided a cost-effective and valued service.

ITEM 9

9. To CONFIRM the bank and building society authorised signatories.

The Council has two bank accounts:
Unity Trust Bank (Operating Account)

Draft until signed _____ Chair _____/_____/2024

Waldringfield Parish Council

Authorised signatories are:

Cllr Kay, Cllr Reid and Cllr Elliot

Council could consider a fourth signatory

Suffolk Building Society (Savings Account)

Authorised Signatories are:

Cllr Reid and Cllr Kay

Council could consider a third signatory

ITEM 10

10. To **REVIEW** and **ADOPT** the following WPC Policies:

These policies were provided to Councillors separately with these documents.

DRAFT WPC Standing Orders v2026 – Reflects changes in the NALC template to Section 14.

DRAFT WPC Financial Regulation v2026 (formerly Financial Standing Orders). These are the most up to date Financial Regulation and are based on the most current NALC template. No changes to this document from the previous version.

DRAFT WPC Councillor Code of Conduct v2026– this is unchanged as there are no new updates from the LGA to this policy.

Draft Terms of Reference – Planning Sub-Committee v2026 – This will establish the Planning Sub-Committee, which will operate from its approval.

ITEM 11

11. To **APPROVE** appointment of Councillors/Officers/appointments to particular responsibilities – see separate list.

Below is a list of existing responsibilities. Consideration should be given to any new responsibilities that may be required.

Responsibility area	No of Cllrs	Current appointees
SALC	1	Cllr Elliot
Footpaths	1	Cllr Gold
Emergency Planning	1	Cllr Quick
Planning Sub-Committee (new ToR)	3	Cllr Kay, Cllr Elliot and Cllr Gold
Parish Liaison	1	Cllr Kay
Website Management	2	Vacancy and The Clerk
Village Hall	1	Cllr Gold
Tennis Club	2	Cllr Kay
Fairway Committee	2	Cllrs Gold and Reid

Waldringfield Parish Council

Playing Fields	3	Cllrs Forsdike, Vacancies
Church Field	2	Cllrs Elliot and Gold
WALGA	1	Cllr Kay
Beach	3	Cllrs Gold and Quick
Notice Boards	2	Cllrs Kay and the Clerk
Village Sign, benches and street furniture	(2)	Vacancy and Clerk
Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	(2)	Vacancy and Cllr Reid
SID Coordinator	2	Cllrs Kay and Reid
Litter Walk Coordinator	1	Cllr Reid
Brightwell Lakes Forum	2	Cllrs Kay and Elliot
Warm Welcome Coordinator	1	Cllr Elliot
Deben Estuary Representative	1	Cllr Quick
Safeguarding Lead	(2)	Vacancy
Deputy Safeguarding Lead		Clerk
Non- Member appointments		
Tree Warden	1	C. Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins
Proposed new Responsibility Areas		
Policies Working Group (to manage the process of policy changes; review and make recommendations to Council)	3	
Website Working Group (To review and renew existing website, and make changes required)	3	