



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
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06 May 2026

Dear Councillors,

You are hereby summoned to the Annual Parish Council Meeting to be held on Tuesday 12 May 2026 in the Village Hall (Kennedy Room) at **6.30pm**, when the under-mentioned business will be transacted. The press and public are cordially invited.

Yours faithfully,

Jennifer Shone-Tribley, Parish Clerk

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## WPC ANNUAL PARISH COUNCIL MEETING AGENDA

TUESDAY 12MAY 2026 6.30pm

1. To **ELECT** a Chair and for the Chair to **SIGN** a Declaration of Acceptance of Office.
2. To **ELECT** a Vice-Chair and for Vice-Chair to **SIGN** a Declaration of Acceptance of Office.
3. To **RECEIVE** Apologies for Absence
4.
  - a. To **RECEIVE** declarations of interest
  - b. To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.
5. **REGISTER OF INTERESTS** – Councillors to be reminded to review and update the online register of interests.
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.
7. **Financial Year End matters:**
  - a. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2026.
  - b. To **AGREE and COMPLETE** Section 1 (Annual Governance Statement) of Form 3 of the AGAR 2025/26.
  - c. To **AGREE and COMPLETE** the Section 2 (Accounting Statement) of Form 3 the AGAR 2025/26
  - 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).
  - e. To **NOTE** the dates for the notice of public rights
  - f. To **APPROVE** the Annual CIL Report 2025-26
  - g. To **APPROVE** Reserves Allocations 2026-27
  - h. To **REVIEW** and **AGREE** the Council's Asset Register
8. To **CONFIRM** the appointment of the Internal Auditor for 2026/27
9. To **CONFIRM** the bank and building society authorised signatories.
10. To **REVIEW** and **ADOPT** the following WPC Policies:  
WPC Standing Orders v2026; WPC Financial Regulations v2026; WPC Model LGA Code of Conduct for Councillors v2026, WPC Terms of Reference – Planning Sub-Committee v2026
11. To **APPROVE** appointment of Councillors/Officers/Other appointments to particular responsibilities – see separate list.
12. To **CONFIRM** the appointment of the Clerk and RFO.

If you are unable or do not wish to attend, comments for councillors' attention may be forwarded to the Clerk at the email address detailed at the top of this agenda.

# 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		
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
	<b>39,131.26</b>	<b>41,712.61</b>
<b>Closing Balances:</b>		
Balances in Bank Account		25,400.66
Cash in Hand		
<b>TOTAL</b>	<b>67,113.27</b>	<b>67,113.27</b>

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)
<b>SUB TOTAL</b>	<b>20,904.90</b>	<b>22,376.84</b>	<b>1,471.94</b>				<b>1,471.94 (7%)</b>

### 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)
<b>SUB TOTAL</b>				<b>14,014.50</b>	<b>13,916.46</b>	<b>98.04</b>	<b>98.04 (0%)</b>

### 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%)
<b>SUB TOTAL</b>	<b>12,279.00</b>	<b>12,279.00</b>		<b>22,673.75</b>	<b>21,154.95</b>	<b>1,518.80</b>	<b>1,518.80 (4%)</b>

### 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%)
<b>SUB TOTAL</b>				<b>2,125.00</b>	<b>2,125.00</b>		<b>(0%)</b>

#### Summary

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

# Waldringfield Parish Council

## Financial Year End Cash Flow Statement

Waldringfield Parish Council					
		31.01.26		28.02.26	
OPERATING ACCOUNT Unity Trust	FEBRUARY		MARCH		YEARLY TOTALS
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£20,586.78	£20,586.78	£18,778.31	£18,778.31	<b>£16,591.86</b>
<b>CASH RECEIPTS</b>					
<b>Grants</b>					
ESC Grants	£0.00	£0.00	£0.00	£0.00	£670.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	
<b>Other</b>					
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
<b>TOTAL CASH RECEIPTS</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£58.80</b>	<b>£58.80</b>	<b>£38,238.37</b>
<b>AVAILABLE (before cash out)</b>	<b>£20,586.78</b>	<b>£20,586.78</b>	<b>£18,837.11</b>	<b>£18,837.11</b>	
<b>CASH PAID OUT</b>					
<b>Administration</b>					
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
<b>Playing Fields and maintenance</b>					
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
<b>Grants</b>					
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
<b>Projects expenses</b>					
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
<b>SUBTOTAL</b>	<b>£1,808.47</b>	<b>£1,808.47</b>	<b>£2,245.25</b>	<b>£2,245.25</b>	
<b>TOTAL CASH PAID OUT</b>	<b>£1,808.47</b>	<b>£1,808.47</b>	<b>£2,245.25</b>	<b>£2,245.25</b>	
<b>POSITION (end of month)</b>	<b>£18,778.31</b>	<b>£18,778.31</b>	<b>£16,591.86</b>	<b>£16,591.86</b>	
<b>SUMMARY of ALL CASH</b>					
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	
<b>Total cash position</b>	<b>£27,587.11</b>	<b>£27,587.11</b>	<b>£25,400.66</b>	<b>£25,400.66</b>	



# 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* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
<b>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.</b>	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.	✓		<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>      AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

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 £	
<b>1. Balances brought forward</b>	23,326	27,982	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
<b>2. (+) Precept or Rates and Levies</b>	17,404	19,683	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+) Total other receipts</b>	3,846	19,448	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-) Staff costs</b>	7,952	9,343	<i>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.</i>
<b>5. (-) Loan interest/capital repayments</b>	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-) All other payments</b>	8,641	32,369	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=) Balances carried forward</b>	27,982	25,401	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
<b>8. Total value of cash and short term investments</b>	27,982	25,401	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9. Total fixed assets plus long term investments and assets</b>	81,409	96,652	<i>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.</i>
<b>10. Total borrowings</b>	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
<b>11</b> Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

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**  
**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><b>1. Date of announcement - Wednesday 3 June 2026</b></p> <p><b>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:</b></p> <p>The Clerk Low Farm, Ipswich Road Waldringfield, Woodbridge Suffolk IP12 4QU clerk@waldringfieldparishcouncil.gov.uk</p> <p>commencing on <b>Wednesday 3 June 2026</b></p> <p>and ending on <b>Tuesday 14 July 2026</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>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:</b></p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p><b>5. This announcement is made by J Shone-Tribley – Clerk and RFO</b></p>	

# Waldringfield Parish Council

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

## CIL REPORT

Waldringfield Parish Council

1 April 2025 to 31 March 2026

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

### CIL Expenditure

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

**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.

<b>Reserves 2026-27</b>	
<b>PROPOSED RESERVES 2026-27</b>	
predicted balance 31/03/2026	£25,400.66
Less Deficit/plus surplus	£0.00
	£25,400.66
<b>LESS EARMARKED (UNCOMMITTED)</b>	
Contingency	£6,000.00
Asset Repairs/maintenance/refurbishment	£6,500.00
<b>RINGFENCED</b>	
Warm Rooms Grant	£670.00
Clerk Laptop	£1,000.00
Tile replacement (swings)	£2,500.00
<b>Total of EARMARKED and RINGFENCED</b>	<b>£16,670.00</b>
<b>General Reserve</b>	<b>£8,730.66</b>
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)**  
 Authorised signatories are:

# Waldringfield Parish Council

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
Playing Fields	3	Cllrs Forsdike, Vacancies

# Waldringfield Parish Council

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
<b>Proposed new Responsibility Areas</b>		
<b>Policies Working Group</b> (to manage the process of policy changes; review and make recommendations to Council)	3	
<b>Website Working Group</b> (To review and renew existing website, and make changes required)	3	