



Brandon & Byshottles Parish Council

Mrs C Dixon
Clerk to the Council

Council Offices
6 Goatbeck Terrace
Langley Moor
County Durham
DH7 8JJ
Tel: 0191 3789947
info@brandonandbyshottlesparishcouncil.gov.uk

12th June 2026

Dear Councillor,

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Friday 19th June 2026, at 6.30pm

C. Dixon

Mrs Claire Dixon
Clerk to the Council

AGENDA

- 36. Apologies for Absence** – to consider for approval.
- 37. Declarations of interest and requests for dispensations** – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.
- 38. Minutes of the previous meetings**– to consider for approval the minutes of the meeting held on 15th May 2026, and the Special Meeting held on 4th June 2026.
- 39. Finance Meeting Minutes** - to receive the minutes of the Finance Committee held on 11th March 2026.
- 40. Public Participation** – to receive any questions or representations from members of the public.
- 41. Presentation of Donations** – Chair to present donations to:
 - a. Esh Winning Residents Association** – in relation to the purchase of large poppies and the annual fun day.
 - b. St Cuthbert's Hospice** – Funds raised from the Chairman's Charity events.
- 42. Donations**
 - a. Browney Residents Association** – Requesting funds to take the Browney Lodge Banner and Browney Academy Banner to the Miners Gala on Saturday 11th July 2026
 - b. M Charlton** – Requesting funds towards World Challenge Expedition.
 - c. Mayor of Durham** – Request for funding towards Mayors Charity's – St Cuthberts Hospice and Point North.
- 43. Brandon Carrside** – to consider report.
- 44. Planning Applications** – to consider any response to applications received between 8th May and 29th May 2026.
- 45. Invoices for payment** – to consider invoices for approval.
- 46. Bank Transfer** – to approve transfer of funds from CCLA to current account.
- 47. Pit Tub, Esh Winning** – to consider the report.

48. **Purchase and Installation of seat at Deerness Valley Way, Esh Winning** – to consider the report.
49. **Grant Awarding Policy** – to consider the policy.
50. **Mileage Allowance** – to consider the information and approval of the increase.
51. **Dr. Claire Ogah - Talk – "Strong Enough to Be Just"** – to consider the report.
52. **Insurance Renewal** – to consider the report.
53. **Waterhouses Play Area Swing Frame** – to consider the report.
54. **Waterhouses Play Area Baby Cradle Seat** – to consider the report.
55. **6 Goatbeck Terrace – Security Alarm** – to consider the report.
56. **106 Funding Application East Hedleyhope Parish Council** – to consider a response.
57. **Representation of the Parish Council** – to consider the information.
58. **Annual Governance & Accountability Return for the year ended 31.3.26**
 - a) **Internal Audit Report** – to consider and form action plan;
 - b) **Annual Governance Statement** – to consider response of Council and signature;
 - c) **Annual Accounting Statement** – to consider for approval;
 - d) **Notice of Electors' Rights** – to set dates.

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON FRIDAY 15th MAY 2026, AT 6.30 PM

Present:

Councillor S Leckenby (Chair)

Councillors, P Askill, D Bell, A Bonner, F Bonner, J S Burt, J C Chapman, P A B Elmer, J Grantham, D Hindmarch, J E Hirst, J Jamieson, E H Simpson, F D Simpson, C J Smith, P Stoddart, J A Turnbull, and M Wilson.

ALSO PRESENT: Mrs C Dixon (Clerk) and 4 members of the public

1. Election of Chair for 2026/27

RESOLVED: That Councillor Sarah Leckenby be elected Chair for the 2026/27 year.

The newly elected Chair signed the Declaration of Acceptance of Office.

The newly elected Chair presented the past Chairman's medal to Councillor Jamieson and thanked him for his service.

It was also announced that Eva Leckenby would act as the Chair's Consort.

2. Election of Vice- Chair for 2025/26

RESOLVED: that Councillor D Bell be elected Vice-Chair for the 2026/27 year.

3. Apologies for Absence

Apologies received from Councillors D Bregazzi, D Rowland and Mrs S Cash (Assistant Clerk)

RESOLVED: To **RECEIVE** the apologies. To **NOTE** there were no apologies received from Cllr M Wall.

4. Declarations of Interest & Requests for Dispensations

Declarations of interest were received from the following:

Item 19 and 24 - Cllr J Grantham Brandon Carrside - Committee Member.

Item 19 and 24 - Cllr S Leckenby - Brandon Carrside - Committee Member.

Item 19 and 24 - Cllr J Turnbull - Brandon Carrside - Committee Member.

RESOLVED: To **RECEIVE** the declarations of interest.

5. Minutes of the Meeting held on 17th April 2026.

RESOLVED: The minutes of the Meeting held on 17th April 2026 were **CONFIRMED** as a correct record and signed by the Chair.

6. Allotment Meeting Minutes

RESOLVED: The minutes of the Meeting held on 24th March 2026 were received.

7. Review Committees & Working Groups, Scheme of Delegation and Terms of Reference

RESOLVED: That consideration of the Committees & Working Groups, Scheme of Delegation and Terms of Reference be **DEFERRED** to a Special Meeting of the Council to allow them to be further reviewed and considered.

8. Standing Orders Review

RESOLVED: That consideration of the Standing Orders be **DEFERRED** to a Special Meeting of the Council to allow requested amendments to be reviewed and considered.

9. Financial Regulations Review

RESOLVED: to **APPROVE** Financial Regulations.

10. Complaints Procedure Review

RESOLVED: That consideration of the Complaints Procedure be **DEFERRED** to a Special Meeting of the Council to allow requested amendments to be reviewed and considered.

11. Calendar of Meetings 2026/27

RESOLVED: to **APPROVE** the calendar of meetings for 2026/27.

12. Representatives to Outside Bodies – to appoint the following representatives for 2026/2027.

a) County Durham Association of Local Councils (CDALC) including Larger Councils Forum

RESOLVED: to **APPOINT** Councillors D Bell, P Stoddart and the Clerk as representatives for the 2026/27 year;

b) National Association of Councillors

RESOLVED: to **APPOINT** Councillors D Bell and A Bonner as representatives for the 2026/27 year;

c) Mid-Durham Parish Councils Committee

RESOLVED: to **APPOINT** Councillors D Bell, A Bonner, J Turnbull and the Clerk as representatives for the 2026/27 year;

d) Brandon Table Tennis Club

RESOLVED: to **APPOINT** Councillor J Grantham as representative for the 2026/27 year;

e) Brandon Carrside Youth & Community Project

RESOLVED: to **APPOINT** Councillors J Jamieson and D Simpson as representatives for the 2026/27 year;

13. Subscriptions

RESOLVED: to **APPROVE** the subscriptions for 2026/27 to the following representative bodies:

a) County Durham Association of Local Councils (CDALC)

b) Society of Local Council Clerks (SLCC)

c) National Association of Councillors (NAC)

d) The National Allotment Society (NAS)

e) The Open Spaces Society

14. Chair's Allowance

RESOLVED: to **CONFIRM** the Chair's Allowance at £1,513 as per the agreed budget for 2026/27. Cllrs E Simpson and D Simpson abstaining from the vote.

15. Bank Signatories

RESOLVED: to **CONFIRM** the bank signatories for the Council's accounts with The Cooperative Bank as Councillors D Bell, A Bonner, J Turnbull, J Burt, D Hindmarsh, D Simpson the Clerk and Assistant Clerk, and the CCLA Public Sector Deposit Fund as Councillors D Bell, A Bonner, J Turnbull, the Clerk and Assistant Clerk.

The Chair varied the order of business and agreed that Agenda Item 16 and 17 would be brought forward and taken before Agenda Item 7.

16. Public Participation – to receive any questions or representations from members of the public.

RESOLVED: There was **NO** public participation.

17. Presentation of Donations

a. Esh Winning Residents Association

b. Browney Residents Association

RESOLVED: There were no representatives present.

18. Donations

a. Durham Jets Netball Club

RESOLVED: To **APPROVE** £200 from the Ushaw Moor ward.

b. Browney Residents Association

RESOLVED: To **DEFER** the request until the special meeting of the Council when the Grants Awarding Policy will be discussed.

19. Brandon Carrside

RESOLVED: to **NOTE** there was no report provided.

20. Planning Applications

DM/26/00361/FPA Mrs Tracey Anne Pears -Land north west of The Robins, Browney Lane, Browney, Durham, DH7 8HU - Erection of 1 no. dwelling and garage.

DM/26/00918/VOC Mr Paul Aitchinson - White House, Cockhouse Lane, Ushaw Moor Durham, DH7 7PW - Variation of condition no.2 in relation to previous planning application DM/19/02830/FPA.

RESOLVED: to **NOTE** there were no comments or objections raised to any of the planning applications.

21. Invoices for payment

Authorisation was requested to pay accounts for £19,942.74 and additional list of £680.31.

RESOLVED: To authorise payment of the accounts amounting to £20,623.05 to be checked and verified by two Councillors.

22. Bank Transfer

RESOLVED: To **APPROVE** the request of £10,000 being transferred.

23. NAC Executive Committee

RESOLVED: to **APPROVE** Cllr D Bell's attendance.

24. Brandon Carrside Youth & Community Project Toilet Refurbishment

RESOLVED: To **APPROVE** that ward Councillors from Central and South ward discuss and agree the split between the wards and inform the Clerk.

25. Durham Miners Gala

RESOLVED: To **APPROVE** a half page advert.

26. Play Area Inspections

RESOLVED: To **NOTE** the information and request that inspections sheets be provided by Durham County Council.

27. Broompark Play Area Complaint

RESOLVED: To **RECEIVE** the information.

The meeting closed at 18.56 PM

Signed

Date

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON THURSDAY 4th JUNE 2026, AT 10.30 AM

Present:

Councillor D Bell (Vice Chair)

Councillors, P Askill, A Bonner, F Bonner, J S Burt, J C Chapman, J Grantham, J E Hirst, J Jamieson, E H Simpson, F D Simpson, C J Smith, P Stoddart and J A Turnbull.

ALSO PRESENT: Mrs C Dixon (Clerk) and Sam Shippen (LGRC Consultant)

28. Apologies for Absence

Apologies received from S Leckenby (Chair), M Wall and M Wilson.

RESOLVED: To **RECEIVE** the apologies. To **NOTE** there were no apologies received from Cllr D Bregazzi, P A B Elmer Cllr D Hindmarch and Cllr D Rowland

29. Declarations of Interest & Requests for Dispensations

RESOLVED: To **NOTE** there were none received.

30. Public Participation

RESOLVED: There was **NO** public participation.

31. Scheme of Delegation and Terms of Reference

- a) **RESOLVED:** to **APPROVE** the delegation arrangements to the Clerk to the Council, Responsible Financial Officer and Assistant Clerk;
- b) **RESOLVED:** to **APPROVE** the Allotment Committee arrangements as set out in the Scheme of Delegation and Terms of Reference.
- c) **RESOLVED:** to **APPROVE** the Finance Committee arrangements as set out in the Scheme of Delegation and Terms of Reference.
- d) **RESOLVED:** to **APPROVE** the Personnel Committee arrangements as set out in the Scheme of Delegation and Terms of Reference.
- e) **RESOLVED:** to **APPROVE** the Appeals Committee arrangements as set out in the Scheme of Delegation and Terms of Reference.
- f) **RESOLVED:** to **APPROVE** the Environment arrangements as set out in the Scheme of Delegation and Terms of Reference.

32. Review Committees and Working Groups

a) Allotment Committee

Council considered members to the Allotment Committee.

RESOLVED: That Councillors J Turnbull (Central), P Elmer (East), D Bell (North), D Bregazzi (South), J Jamieson (Ushaw Moor) and M Wall (West) be appointed to the Allotment Committee for the 2026/27 municipal year; that Councillor D Bell be elected Chair and Councillor P Elmer be elected Vice-Chair of the Allotment Committee for the 2026/27 municipal year; and that Councillors J Grantham (Central), J Hirst (East), D Rowlands (North), F Bonner (South), P Stoddart (Ushaw

Moor) and D Simpson (West) be appointed as substitute members of the Allotment Committee for the 2026/27 municipal year.

b) Finance Committee

Council considered members to the Finance Committee.

1. Councillors D Bell, A Bonner, J Burt, J Chapman, J Grantham, J Jamieson, S Leckenby, J Turnbull, C Smith and M Wilson were proposed as committee members. P Elmer to be removed. Following a vote.
2. **RESOLVED:** That Councillors D Bell, A Bonner, J Burt, J Grantham, J Jamieson, S Leckenby, J Turnbull, C Smith and M Wilson be appointed to the Finance Committee for the 2026/27 municipal year and that Councillor S Leckenby be elected Chair and Councillor J Burt be elected Vice-Chair of the Finance Committee for the 2026/27 municipal year.

c) Personnel Committee

Council considered members to the to the Personnel Committee.

1. Councillors D Bell, A Bonner, J Jamieson, S Leckenby, D Simpson and C Smith were proposed as committee members. Councillor J Burt to be removed. Following a vote.
2. **RESOLVED:** That Councillors D Bell, A Bonner, J Jamieson, S Leckenby and C Smith be appointed to the Personnel Committee for the 2026/27 municipal year, with no substitute members; and that Councillor A Bonner be elected Chair and Councillor C Smith be elected Vice-Chair of the Personnel Committee for the 2026/27 municipal year.

d) Appeals Committee

Council considered members to the Appeals Committee.

1. Councillors J Chapman, J Grantham, J Hirst, D Rowland, and J Turnbull were proposed as committee members.
2. **RESOLVED:** That Councillors J Chapman, J Grantham, J Hirst, D Rowland and J Turnbull be appointed to the Appeals Committee for the 2026/27 municipal year, with all councillors not serving on the Personnel Committee appointed as substitute members and that Councillor J Turnbull be elected Chair and Councillor J Hirst be elected Vice-Chair of the Appeals Committee for the 2026/27 municipal year.

e) Environment Committee

Council considered members to the Environment Committee.

1. **RESOLVED:** That Councillors C Smith (Central), J Chapman (East), D Rowland (North), F Bonner (South), J Burt (Ushaw Moor) and E Simpson (West) be appointed to the Environment Committee for the 2026/27 municipal year; that Councillor C Smith be elected as Chair and Councillor F Bonner be elected Vice-Chair of the Environment Committee for the 2026/27 municipal year; and that Councillors J Grantham (Central), P Elmer (East), D Bell (North), A Bonner (South), P Stoddart (Ushaw Moor) and D Simpson (West) be appointed as substitute members of the Environment Committee for the 2026/27 municipal year.

33. Standing Orders Review

RESOLVED: To **APPROVE** standing orders with no amendments.

34. Complaints Procedure Review

RESOLVED: To **APPROVE** the complaints procedure.

35. Grants Awarding Policy

RESOLVED: To **DEFER** the Grants Awarding Policy until the next meeting of the full council on 19th June 2026.

The meeting closed at 11.52 AM

Signed

Date

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE FINANCE MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON WEDNESDAY 11th MARCH 2026 AT 7 PM

Present:

Councillor S Leckenby (Chair)

Councillors D Bell, J Jamieson, J S Burt and J A Turnbull.

ALSO PRESENT: Mrs C Dixon (Clerk)

1. Apologies for Absence

Apologies for absence were received from Cllrs A Bonner and M Wilson

RESOLVED: to **RECEIVE** the apologies.

2. Declarations of Interest & Requests for Dispensations

RESOLVED: Declarations of interest were received from the following:

Cllr S Leckenby - Brandon Carrside - Committee Member.

Cllr J Turnbull - Brandon Carrside - Committee Member.

Cllr J Jamieson – Brandon Carrside – Committee Member.

3. Public Participation

There were no representations from the public.

4. Minutes of the Meeting held on 10th December 2025.

RESOLVED: That the minutes of the Meeting held on 10th December 2025 were

CONFIRMED as a correct record and signed by the Chair.

5. Income & Expenditure to 31st January 2026

The Clerk requested that members confirm where monies were to come from for members' conferences that they were attending at the end of March. Members requested confirmation regarding budget headings 4020 and 4025 to ensure that these were treated separately.

RESOLVED: To **RECEIVE** the report and to **APPROVE** delegating authority to officers to allocate the required funding from earmarked reserves for members' conference attendance. The Clerk is to confirm the budget headings.

6. Bank Reconciliation November 2025 – January 2026

RESOLVED: To **RECEIVE** the report and to note that Cllr J Burt be appointed to verify the bank reconciliation documents.

7. Petty Cash Report

RESOLVED: To **APPROVE** the petty cash limit to be reduced to £50.

The meeting closed at 7.15 pm

Signed

Date

From: Clerk
Subject: FW: Durham Miners Gala

Dear Council

We are writing to request financial support to help with the costs of taking the Browney Lodge Banner and Browney Academy Banner to the Miners Gala on Saturday 11th July 2026.

We have to raise over £3000 for the day and any level of contribution would be greatly appreciated.

Also is it possible to have the village green cut on Friday 10th July as the brass band play a couple of hymns, overlooking the pit site to honour our mining heritage.

Regards

⋮

Browney Residents Association

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: New Mayor of Durham
Attachments: CV.docx

This email originated from outside of Brandon and Byshottles Parish Council. Please be vigilant.
Dear Parish Clerk

Following her election as Mayor on 3 June, 2026, Cllr Amanda Hopgood, announced that any funds raised during her Mayoral year would be channelled towards St Cuthbert's Hospice and Point North. With this in mind, the Mayor wonders if the Parish Council, at its next meeting, would be kind enough to consider making a donation towards the Appeal Fund?

Any support will be gratefully received and acknowledged.

I look forward to hearing from you.

NB – cheques made payable to Durham County Council.

BACS details available upon request.

Enclosure – Mayor's Biography.

Thanks

Biographies of:
**COUNCILLOR AMANDA HOPGOOD
AND
MR NEIL HOPGOOD**

**The Right Worshipful the Mayor of Durham
and Consort 2026/27**

Cllr Amanda Hopgood was born in Durham City in 1970, Amanda and Neil were married in 1993 and have two grown up children.

Amanda's working career began with a Saturday job in the city whilst at Sixth Form. After completing her A Levels, she started work at the Halifax. She continued to work for them for the next 20 years having spent many years as a Mortgage Adviser. Amanda chose to leave her position there in 2008 to take up the role as a full-time County Councillor following the creation of the new Unitary Authority. Amanda was first elected to Durham City Council in February 2005 to represent Newton Hall, she has represented that area and the expanded boundaries including, Framwellgate Moor, Pity Me and Brasside since then.

Amanda is a trustee/director of organisations within her local community as well as more widely across the county and nationally. She will continue, as she has done for over a decade, to run her weekly lunch club in Newton Hall.

Neil was also born in Durham in 1970 and after completing a YTS after leaving school, choose to change direction and joined the Merchant Navy. After 26 years at sea, having risen to the rank of Captain in 2015, he moved to a job ashore as a Marine Superintendent. He currently manages a ship management office in Newcastle, whilst still continuing to travel and visit ships across the world

Amanda is honoured to be the Mayor of her home city and is looking forward, in her Mayoral year, to have the opportunity to not only meet many people and organisations but to also raise money for her chosen charities, Point North and St Cuthbert's Hospice.



Week ending 08 May 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 15 May 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 22 May 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 29 May 2026

DM/26/01250/FPA

Daren Grooms

Replacement detached
garage. Ragpath Cottage
Deerness Valley, Durham,
DH7 9QE

Payee	Date	Description	Payment Method	Amount	Credit	Date taken to		Invoice/evidence in folder
						Council	Decision	
Amazon	03/06/2026	Note Book for Chairs allowance records	CARD	£ 1.73		Paid		☑
Amazon	02/06/2026	Trophies for art comp	CARD	£ 35.85		Paid		☑
Amazon	10/06/2026	Trophies for art comp	CARD	£ 47.80		PAID		☑
Brandon Carrside	01/04/2026	Quarter invoice April-June wages	BACS	£ 10,346.28				☑
British Gas	19/05/2026	Parish Office - Electricity	DD	£ 88.41				☑
DK Horticulture	27/05/2026	Floral displays	BACS	£ 3,618.58				☑
DU Clean	11/05/2026	Parish clean	BACS	£ 46.80				☑
Durham Netball Club	21/05/2026	Donation - Ushaw Moor Ward (15/05/2026)	Bacs	£ 200.00		Paid		☑
E On Next	01/06/2026	Xmas tree electric Ushaw Moor	DD	£ 18.42				☑
E On Next	01/06/2026	Xmas tree electric Meadowfield	DD	£ 18.77				☑
E On Next	01/06/2026	Xmas tree electric Esh Winning	DD	£ 17.64				☑
E On Next	01/06/2026	Xmas tree electric Langley Moor	DD	£ 17.76				☑
E On Next	01/06/2026	Xmas tree electric Co-Op Tce	DD	£ 18.57				☑
HMRC	21/05/2026	06 May - 05 June	BACS	£ 896.29		Paid		☑
John Humphreys	04/06/2026	Leaking tap repairs Ham Row allots	BACS	£ 198.00				☑
LGRC	15/05/2026	Consultant Services	Bacs	£ 2533.27				☑
Michael Gray Signs	01/06/2026	Chair board sign writing	BACS	£ 90.00				☑
National Book Tokens	10/06/2026	Book tokens for art comp	CARD	£ 237.95		PAID		☑
Pension	21/05/2026	Pension Contributions	Bacs	£ 800.58		Paid		☑
Petty Cash	06/06/2026	CASH	CASH	£ 37.99		Paid		☑
Post Office	28/05/2026	Stamps	CARD	£ 29.12		Paid		☑
Post Office	05/06/2026	Stamps	CARD	£ 36.40		Paid		☑
RC Recycling and Jet								
Washing	19/05/2026	Low Browney - Rubbish removal from empty gra.	Bacs	£ 1,300.00		Paid		☑
Salaries	21/05/2026	Salaries	BACS	£ 3,121.88		Paid		☑
	10/06/2026	Chair's allowance	BACS	£ 1,513.00		PAID		☑
Staples	10/06/2026	Paper - Parish office	BACS	£ 43.85				☑
Total Energies	01/06/2026	Parish Gas	DD	£ 112.89				☑
Transcendit	20/05/2026	Microsoft Office & Email	Bacs	£ 13.82				☑
Transcendit	20/05/2026	Microsoft backup	Bacs	£ 118.8				☑
UMAG	09/06/2026	Hire of hut for dog bags	BACS	£ 22.00				☑
Vista Print	04/06/2026	Business Cards FB	CARD	£ 20.08		Paid		☑
Ward Bros	31/05/2026	Low Meadowfield Skip	BACS	£ 312.00				☑
Wave	25/05/2026	Water Alder Park allots	BACS	£ 34.96				☑
TOTAL				£ 25,949.49				

9th June 2026

Background

At the meeting on 17th October 2025, it was approved that the clerk would liaise with Durham County Council to obtain the necessary permissions for the pit tub to be located on an area of land at Castle Field, Esh Winning.

After many months of trying to obtain the necessary information, we have been informed that we would require to submit a pre-planning advice application.

The cost of the pre-planning advice application would be £120.00.

Recommendation

Members are requested to consider the above and:

- a) Confirm whether they wish to proceed with obtaining pre-planning advice at a cost of £120.00.
- b) Identify the budget heading from which the payment should be made.

Purchase and Installation of a seat on Deerness Walkway

AGENDA ITEM 48

12th June 2026

Ward members received requests from residents regarding the siting of a seat on the walkway at Deerness.

Members, together with the Assistant Clerk, met with the Countryside Ranger and identified a suitable location for the seat.

The Countryside Ranger advised that he would have to purchase the seat and carry out the installation and provided a quotation of £800- £1,000.

Recommendation

Members are requested to consider the above and:

- a) Determine whether to proceed the purchase and installation of the seat.
- b) Instruct the Clerk as to the appropriate budget heading from which the payment should be made.

Brandon and Byshottles Parish Council

Donations Policy

Introduction

Brandon and Byshottles Parish Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the parish.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the parish. In order to utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

Policy Statement

It is the policy of Brandon and Byshottles Parish Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request;

1. A copy of the donation request application be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A copy of the most recent bank statement.
4. A financial projection or budget for the period following the accounts.
5. Any additional relevant information that the organisation considers will support their application.

Note: If the organisation does not have a copy of an annual statement of accounts it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

Conditions of donation

Applications will be considered from organisations on the following conditions;

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.
2. Organisations applying to Brandon and Byshottles Parish Council should be local to Brandon and Byshottles or, if just outside the boundary, its work should be of significant benefit to the parish and its residents;

Original Version

3. The Council ~~would~~ do not normally give financial assistance to individuals, charities operating overseas or fund to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment, however it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the parish and its residents if the organisation are unable to continue or are hampered by lack of funds;
5. That a sum of not more than £500 per ward be given to any organisation with the exception of charitable organisations and under special circumstances approved by the Council
6. Donations will not be made to cover money already spent.
7. Donations must be spent within the year, for the purpose for which they were given.

Points 6 & 7 have been reordered

8. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
9. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended. **Any future request may be refused if no report is provided.**
10. If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
11. The giving of a grant one year does not set a precedent for another year.
12. Only one donation in any twelve months may be made to any individual organisation or named community group (excluding the annual Christmas donations) unless decided otherwise at the discretion of Members.
13. ~~Organisations must have provided demonstrable benefit for Brandon and Byshottles within the last 12 months or can demonstrate that benefit will be provided to the parish within the next 12 months.~~

Original Version

14. Requests will not be considered from individuals.
15. The decision of Brandon and Byshottles Parish Council is final.

Brandon and Byshottles Parish Council Grant Awarding Procedure

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by bank transfer following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation and will be provided with a copy of the policy and application form in order to re-submit their request.
3. Donation requests will be placed on the Monthly Council Meeting agenda for consideration at their next meeting on the third Friday of each month, except August as there is no council meeting.
4. At the meeting, the council will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The council/**ward** will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the council/**ward** will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Brandon and Byshottles as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

Application Process

1. Organisations should request a copy of the grant awarding policy and application form from the council offices. No grant award may be considered without the submission of a grant request form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Brandon and Byshottles Parish Council reserves the right not to consider any grant request should any relevant information be omitted.

Original Version

3. Forms should be returned to the Parish Council Office, no later than the second Wednesday of the month in order for the request to be included in the agenda for the next Council meeting for the coming month.
4. Organisations will be informed of the Council's decision following their monthly meeting.

Christmas Donations

Brandon and Byshottles Parish Council sets aside funding each year to provide Christmas donations to organisations within the parish. Eligible organisations will be asked to complete a donation request application form annually. If an application form is not submitted, the donation will not be awarded.

BRANDON AND BYSHOTTLES PARISH COUNCIL
DONATION REQUEST FORM

Date of Request:	
Organisation Name:	
Address: (including postcode)	
Email Address:	
Contact Name:	
Contact Telephone Number:	
Registered Charity Number: (if applicable)	

Amount Requested: £

Please provide an explanation of the purpose of the funding you are requesting:

Please explain the direct benefit to Brandon and Byshottles of the activity of your organisation within last 12 months including the number of Brandon and Byshottles residents who have benefited from this activity:

The proportion of overall activity that the work within / for Brandon and Byshottles represents in percentage terms of the applicant's work:

If your organisation works with children or vulnerable adults (i.e. the elderly or the disabled), have your staff/volunteers undergone DBS checks and are your safeguarding policies up-to-date?

Can you confirm you have a risk assessment and up to date insurance policies in place?

Other relevant information in support of application:

Please send your application to: **Brandon and Byshottles Parish Council, Council Offices, 6 Goatbeck Terrace, Langley Moor, County Durham, DH7 8JJ**

Email: info@brandonandbyshottlesparishcouncil.gov.uk

Telephone: **0191 3789947**

Paper copies of the this form are available upon request.

Please provide your bank account details for payment to be made by bank transfer.

Bank Account Name:

Account Number:

Sort Code:

Any bank account provided for the purpose of making a donation must be in the name of the organisation. Donations will not be made to individual or personal bank accounts.

GDPR Declaration

The information provided on this form will be collected and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It will be used solely for the purpose of administering a request for a donation and the processing of such donation. It will not be shared with any third parties except where required by law.

By submitting this form, you consent to the processing of your personal data for the purposes outlined above. You have the right to access, correct, or request deletion of your personal data at any time by contacting the parish Clerk at info@brandonandbyshottlesparishcouncil.gov.uk

GRANT APPLICATION FORM

1. Organisation Details

Name of Organisation:

Address of Organisation:

Contact Name:

Phone Number:

Email Address:

Legal Status of Organisation:

- Unregistered Group
- Charity
- CIC
- CIO
- Other: _____

2. About Your Organisation

Please describe what your organisation does, when it was established, and who it supports.

3. Project Title: _____

What do you want the funding for?

Please describe what you plan to do, including any equipment, services, refurbishment, or activities.

Why is this project needed?

Explain the problem or issue your project addresses and how the funding will make a difference.

Who will benefit from the project?

Include approximate numbers, age groups and any groups with specific needs.

4. Funding Request

Total amount requested: £ _____

Budget Breakdown

Item	Cost
1. _____	£ _____
2. _____	£ _____
3. _____	£ _____
4. _____	£ _____
5. _____	£ _____

5. Other Funding

Have you applied for funding elsewhere for this project?

Yes

No

If yes, please provide details:

6. Measuring Success

How will you know your project has made a difference?

7. Declaration

I/we confirm that the information provided in this application is true and accurate. I/we understand that, if successful, funds must only be used for the purposes set out in this application.

Name: _____

Position: _____

Signature: _____

Date: _____

Brandon and Byshottles Parish Council

Community Grant Scheme

About the Scheme

Brandon and Byshottles Parish Council sets aside funding each year to support local organisations, projects and activities that benefit residents of the parish.

Funding is limited and all applications are considered on their individual merits.

Who Can Apply?

You may apply if your organisation:

- Is a charity, voluntary group, community organisation, CIC, CIO or other not-for-profit organisation.
- Operates within Brandon and Byshottles or provides clear benefits to local residents.
- Can demonstrate how the funding will benefit the local community.

The Council cannot normally fund:

- Individuals.
- Commercial businesses.
- Overseas charities or projects.
- National appeals with no direct local benefit.
- Activities that have already taken place.

What Can We Fund?

We will consider applications for:

- Community projects and activities.
- Equipment and resources.
- Improvements to community facilities.
- Running costs where there is a clear need and community benefit.

Funding is normally limited to **£500 per ward**, although larger awards may be considered in exceptional circumstances.

What Information Do We Need?

Please submit:

- A completed Grant Application Form.
- Your most recent accounts (or an income and expenditure forecast if newly formed).
- A recent bank statement.
- A project budget or explanation of how the grant will be spent.
- Any additional information that supports your application.

Conditions of Funding

If your application is successful:

- The grant must be used for the purpose stated in your application.
- The funding should be spent within 12 months.
- The Council may request evidence of expenditure.
- Organisations receiving more than £250 must provide a short report explaining how the grant was used.
- Receiving a grant does not guarantee future funding.

How Applications Are Decided

Applications are considered by the Parish Council at its monthly meetings.

When making decisions, the Council will consider:

- The level of community benefit.
- The number of local residents who will benefit.
- The financial need of the organisation.
- The amount of funding available.

The Council's decision is final.

How to Apply

1. Complete the Grant Application Form.
2. Attach the supporting documents.
3. Submit your application to the Parish Council Office.

Applications should be received by the **second Wednesday of the month** to be considered at the next Council meeting.

Applicants will be notified of the Council's decision following the meeting.

Christmas Donations

The Council also provides annual Christmas donations to eligible organisations within the parish.

A completed application form must be submitted each year for consideration.

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Grant Awarding Policy

Thanks for your e-mail. I'm very much in favour of Anne's version but suggest the following:

1. Under "Council cannot normally fund" add to the list "More than one award per year"
2. Amend the final sentence to "A completed Grant Application Form must be submitted each year, no later than.....(date) to qualify for consideration."

I also like the Grant Application Form you circulated, but under "Legal Status", I suggest adding a star after "Charity*" and then beneath the list star the wording : "*Please provide the Registered Charity No.,.....". And under "Who will benefit from the funding" it might be a good idea to add "If your organisation works with children or vulnerable adults, please confirm that DBS checks and safeguarding policies are up-to-date."

Kind regards,

John

Councillor John Hirst

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Mileage Payments

Please see the information below from CDALC.

Approved Mileage Allowance Payment

For those councils that pay their employees a mileage allowance based on the government's Approved Mileage Allowance Payment, AMAP, this is the maximum amount an employer can give its employees to cover their mileage costs without employees incurring paying any tax or National Insurance. This amount has been increased from 1 April 2026 (announced last week so it is backdated) to 55p per mile (having been 45p for the previous 15 years). If you are a council paying this amount, I would recommend that you consider paying your employees the new amount but do bring it to a meeting for agreement. I think it's generally considered that a review was long overdue, made even more stark since the Strait of Hormuz impasse.

This doesn't mean that employees on Green Book NJC ie the national collectively bargained employment terms and conditions will have their rates changed but there may be indirect tax advantages of higher tax free mileage payments or increased potential for making tax relief claims. But these will all depend on mileage rates, size of car being driven etc and should largely be ironed out through your payroll.

Dr. Claire Ogah
Talk to Parish Council

AGENDA ITEM 51

10th June 2026

Following the Council's signing of the *Become the Bridge* Pledge with the North East Anti-Racism Coalition

Dr Claire Ogah has offered to speak to the Parish Council, stakeholders and residents about Anti-Racism.

Please see the information below provided by Claire.

The piece is called Strong Enough to Be Just. It is a spoken word address written to encourage participation in an anti-racism pledge in the North East of England.

It speaks directly to local identity drawing on the region's pride in strength, industry, and community while issuing a clear, grounded call for fairness, accountability, and action.

My spoken word piece does not lecture. It invites.

My talks are designed to open a conversation. It is suitable for civic events, community consultations, equalities initiatives, or any gathering where you want people to leave feeling both challenged and galvanised.

I offer

A live, professionally delivered spoken word performance (approximately 10–12 minutes)

A brief Q&A or facilitated reflection session if desired

I have worked across community, creative, and civic spaces, and I understand the difference between words that sound good and words that move people to act. This piece is written with that purpose in mind.

The cost of this would be £150.00

Recommendation

For members to consider;

- a) Approval of the proposed talk;
- b) Determine the date, time and venue; and
- c) Identify and approve the budget heading from which the expenditure will be funded.

Insurance Renewal

AGENDA ITEM 52

Background

The council's insurance is due for renewal on 23rd June 2026.

Previously the Council purchased insurance through Zurich for several years.

Information regarding coverage required and councils' assets has been provided to three insurance companies, and quotations have been obtained.

A summary of the insurance schedule, cover provided, applicable excesses and policy premium is included below. To ensure an impartial comparison, the three insurance companies have been identified as Insurers A, B and C within this report.

Summary Of Schedule			
Insurance Section	Amount of Insurance Cover		
	A	B	C
Buildings and Contents	£373,493.33	£477,844.00	
Business Interruption	£20,000.00	£20,000.00	
Non-Negotiable Money	£250,000.00	£250,000.00	
Public Liability	£15,000,000.00	£10,000,000.00	
Employers Liability	£10,000,000.00	£10,000,000.00	
Libel and Slander	£1,000.00	Insured (no amount given)	
Fidelity	£500,000.00	£500,000.00	
Personal Accident	Covers a range of accidents including death - coverage seems to be a lot higher than other insurers	Covers a range of accidents including death	
Legal Expenses	£200,000.00	£200,000.00	
All Risks (items such as banners, seats, play area equipment)	Provides specific insurance cover for items individually identified and detailed within the policy.	Groups expenditure items under broader subject headings (for example, "Street Furniture") rather than identifying individual items separately.	
Excess (The higher the value of the insured item, the higher the excess).	The policy excess is generally £100, although different excess amounts apply to certain categories of claim.	The policy excess is generally £250, although different excess amounts apply to certain categories of claim.	
Premium - based on 1 year	£5,873.24	£4,056.18	

Insurance Renewal

AGENDA ITEM 52

*Please note - Insurance Company C has not yet provided their quotation and this information is to follow.

Recommendation

Members are asked to consider the three quotations and associated renewal details and to approve the preferred insurance renewal option.

Waterhouses Play Area
Swing Frame

AGENDA ITEM 53

8th June 2026

Background

Following an inspection by Durham County Council on 14 April 2026, it was found that the main swing frame posts were loose in the ground and needed to be reset to ensure the frame was stable during use.

Ward members were notified, and the Community Highways Worker attended the site, put up an out-of-order sign, and secured the swings to prevent use until the issue was resolved.

We have contacted three companies to obtain quotes, however only two quotes have been received, both are to reset the posts, as follows:

Contractor	Quote
A	£2,206 plus VAT
B	£1,250 plus VAT
C	Unable to quote

Recommendation

Members are asked to consider;

- a) Consider the quotations and approve the appointment of a contractor to carry out the work.
- b) Advise the Clerk of the appropriate budget heading from which the funds should be allocated.

Waterhouses Play Area
Baby Cradle

AGENDA ITEM 54

9th June 2026

Background

Previously when the Community Highways Worker was inspecting the play area, he noted that the baby swing chain was moving on the base of the seat, creating a risk that fingers could become trapped.

Although adjustments have been made on a number of occasions, the swing cradle is now old, and these repairs are not considered sustainable. Replacement of the cradle seat is therefore required.

We have obtained three quotes as follows:

Contractor	Quote
A	£415 plus VAT
B	£243 plus VAT
C	£118.32 plus VAT

Recommendation

Members are asked to consider the following;

- a) The quotations and approve the preferred contractor to carry out the work.
- b) Advise the Clerk of the appropriate budget heading from which the funds should be paid.

**6 Goatbeck Terrace
Security Alarm**

AGENDA ITEM 55

11th June 2026

Background

The security alarm has been developing faults on the system for a few months and residents have contacted the office to inform them that the alarm has been sounding during the night on many occasions.

Steadfast who carried out the alarm service and maintenance attended and carried out a service and replaced the bell box outside which they thought was causing the issues however, the alarm has continued to sound. Steadfast informed us that the alarm is now old and parts are obsolete and they recommended replacing the alarm system.

Three quotations have been sought for the replacement of the alarm system.

Quotations have been provided for a like for like system and a wireless system. Using the wireless system an app can be installed on a mobile phone, so if the alarm was to sound during the night, staff would be able to control this.

Quote A	Quote B	Quote C
Installation of a like for like intruder alarm X1 Panel X1 Bell box X2 Door contact X4 PIR's X2 Key fobs Total - £942	Install 64 zone alarm Texecom hybrid hardwired /wireless system with remote keypad in hall Hardwired devices to replace using existing cabling Security alarm system with smartcom Replace existing Bellbox with illuminated Unit Total - £985 Additional optional items: Wireless pir detector located in first floor kitchen area - £90.00 Individual proximity tags for traceable id setting of system 4@£15 - £60.00 Panic button located in main office for 24 hour staff protection - £90.00	To follow.

**6 Goatbeck Terrace
Security Alarm**

AGENDA ITEM 55

Recommendation

For members to consider the three quotations and approve the replacement of the alarm and confirm the company to carry out the renewal.

Representation of the Parish Council

AGENDA ITEM 57

To remind members that individual councillors cannot act or make commitments on behalf of the Parish Council unless authorised to do so by the Council or under delegated powers. Attendance by councillors at meetings, events, site visits or discussions should not be presented as official Parish Council involvement unless the Council has formally agreed to participate, support or be represented in the matter.

REPORT OF THE INTERNAL AUDITOR FOR YEAR 2025-2026: BRANDON & BYSHOTTLES PARISH COUNCIL

David Newman, Internal Auditor

Audit Report June 2026

Overview:

This report acknowledges the issues which existed historically, the Internal Audit Report for 2024-25, and the significant progress which has been made over recent months. Rialtas came into use relatively recently and is being used effectively for the recording of transactions, production of financial data, and hence as an effective control tool.

Please see the comments regarding the asset register, risk assessment and website accessibility.

Internal Audit Actions for expected controls:

A & I: Appropriate accounting records have been kept properly through the year.

Suggested Testing	Control & Evaluation	Comments						
<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members 	<p>Balances from the AGAR as at 31/3/25 have been brought forward correctly:</p> <p>Cash & ST investments: £250,758 Fixed & LT investments: £387,677</p> <p>The Bank account balances as at 1/4/25 were (prior to adjustments for unrepresented items):</p> <table style="margin-left: 20px;"> <tr> <td>Co-op Instant Access.</td> <td style="text-align: right;">£114,043.85</td> </tr> <tr> <td>CCLA</td> <td style="text-align: right;"><u>£141,283.90</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£255,327.75</td> </tr> </table> <p>All transactions for October & November 2025 were checked against the bank statements, cashbook (Rialtas) and invoices. These are complete and have been correctly recorded in all three.</p> <p>Prepared routinely and presented at quarterly finance committee meetings.</p>	Co-op Instant Access.	£114,043.85	CCLA	<u>£141,283.90</u>	Total	£255,327.75	
Co-op Instant Access.	£114,043.85							
CCLA	<u>£141,283.90</u>							
Total	£255,327.75							

<ul style="list-style-type: none"> • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy. 	<p>AGAR figure line 8 of £222,314 reflects bank reconciliation at 31 March 2026 and bank balances:</p> <table data-bbox="745 220 1288 359"> <tr> <td>Coop Current Account</td> <td>£12,236</td> </tr> <tr> <td>CCLA</td> <td>£209,816</td> </tr> <tr> <td><u>£162</u></td> <td>Cash</td> </tr> <tr> <td>Total</td> <td><u>£222,314</u></td> </tr> </table> <p>Bank balances are in excess of £100,000.</p> <p>There is no investment strategy although there are earmarked reserves of £68,675.84.</p>	Coop Current Account	£12,236	CCLA	£209,816	<u>£162</u>	Cash	Total	<u>£222,314</u>	<p><i>Council agreed in 2025 to hold the majority of funds in CCLA, this could be formulated into a clear strategy</i></p>
Coop Current Account	£12,236									
CCLA	£209,816									
<u>£162</u>	Cash									
Total	<u>£222,314</u>									

B: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for

Suggested Testing	Control & Evaluation	Comments
<p>Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.</p> <ul style="list-style-type: none"> • Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments. • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying 	<p>Only one tender process during the year, for floral displays. Process outlined: advertised on government website in February. Only one contractor bid, tender reported back to Council in March.</p> <p>Financial Regulations were adopted. Minutes of meeting 16/5/25 refer.</p> <p>Standing Orders (based on NALC model) last reviewed June 2025. Minutes of meeting 20/6/25 refer.</p> <p>These have been reviewed for a sample period and are effective.</p> <p>VAT return for 2024-25 seen and amount of £30,170.05 was received on 8 August 2025.</p>	

<p>records and in accordance with current HMRC requirements</p> <ul style="list-style-type: none">• Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place	<p>4 cards are in use with individual limits of £500.</p>	
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C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation • Review the effectiveness of internal control carried out by the authority 	<p>There is a Risk Assessment document (March 2025. Minute reference 182).</p> <p>There are no IT risks included (e.g. cyber risks, loss of data, etc) – these should be considered.</p> <p>The Zurich Insurance policy appears comprehensive but it would be helpful to show these values on the asset register against specific or groups of assets.</p> <p>Arrangements have changed during the year – there will be weekly checks by Durham County Council plus the annual RoSPA inspection.</p> <p>Considerable improvements are evident across a range of controls further to the Operational Review in 2024 and the Internal Audit findings of the 2024-25 report.</p>	<p><i>IT risks have been included for 2026/27</i></p> <p><i>Asset Register be reviewed in 2026/27 to include insurance values</i></p>

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable • Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances • Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process • Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts 	<p>Correct. The precept for 2025-26 of £293,758 was approved by the full committee at the meeting on 16 January 2026 (minute reference 189).</p> <p>Budget reports are presented to the Finance Committee which meets quarterly. In turn these are reported to the full Council meetings.</p> <p>Earmarked reserves totalling £68,675 are held to cover requirements of individual wards and community awards.</p> <p>Precept for 2025-26 appears to be £257,552 as agreed by the Finance Committee (see minutes 21/1/25) but amount not specified at the full council meeting in absolute £ terms but rather as amount per Band D property.</p>	

	Payments were received 3/4/25 - £121,191.43 (3/4/25) and £121,224 (6/10/25).	
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<p>ideally cross-referenced to invoices raised</p> <ul style="list-style-type: none"> • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income • Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked 	<p>Not applicable.</p> <p>Not applicable.</p> <p>Not applicable.</p>	
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F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. • Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing up procedures are in place reconciling the physical cash takings to the till “Z” total readings 	<p>Cash is not widely used, although there is a balance of £162. A float is kept for occasional use (e.g. window cleaning and office supplies) and is locked in a safe overnight. Surplus cash is banked weekly.</p>	

G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where free or paid for software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately • Check the correct treatment of Pension contributions 	<p>Contracts are in place for the two employees, Claire Dixon and Sarah Cash.</p> <p>Appropriate procedures are in place.</p> <p>Samples payslips seen for both employees.</p> <p>These appear to be correct.</p> <p>Calculations appear to be correct.</p> <p>Calculations appear to be correct. Form s35 seen.</p>	

<ul style="list-style-type: none"> • For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers allowance is not available to councils but may be used by other authorities • Ensure that the correct employers' pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies. 	<p>Calculations appear to be correct.</p> <p>Calculations appear to be correct.</p> <p>Calculations appear to be correct.</p>	
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H. Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority

Suggested Testing	Control & Evaluation	Comments
<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> • Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals 	<p>Fixed asset register is maintained and has been updated during the year, showing purchase price and/or proxy value. Totals are carried forward and the register shows additions and disposals during the year.</p> <p>It would be helpful to organise spreadsheet with category totals for each type of asset (e.g. memorials, seats, play areas, etc).</p> <p>Ideally the insured amount for each asset or group of assets should be included. This would make it easier to identify where there is adequate insurance cover. Asset values total £387,677 in register but insured values (Zurich policy) are approx £760,000.</p> <p>Year-end figures from the asset register total £432,504, which agrees with the figure on line 9 of the AGAR.</p>	<p>Asset Register be reviewed in 2026/27 to include sub totals.</p> <p>Asset Register be reviewed in 2026/27 to include insurance values</p> <p>!</p>

<ul style="list-style-type: none"> • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority <p>Fixed asset investments:</p> <ul style="list-style-type: none"> • Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> • Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired. • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt. • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5. • Ensure that the outstanding loan liability as at 31stMarch each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website). 	<p>Asset values total £432,504 in register with insured values (Zurich policy) are approx £760,000.</p> <p>Not applicable.</p> <p>No borrowings.</p>	
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<ul style="list-style-type: none">• Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt		
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J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained: • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end 	<p>Amounts shown on the AGAR for Precept Income, Other Receipts, Staff Costs and Other Payments all agree with the financial records.</p> <p>Correct basis (income and expenditure) is now being used.</p> <p>Confirmed.</p>	

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000): • the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • that it has been published, together with all required information on the Authority's website and noticeboard 	<p>Not applicable – receipts and payments in excess of £25,000.</p>	

L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation. 	<p>Relevant information is available on the website.</p> <p>The parish does have a gov.uk website and clerk's email.</p> <p>The website does not appear to be fully accessible and this should be reviewed in the light of the new Assertion 10 and the need to meet Web Content Accessibility Guidelines 2.2. PDFs are not accessible and quotes are being obtained to update the site accordingly.</p>	<p><i>Documents are now being uploaded as accessible PDF. Historic documents require review, this will take some time.</i></p>

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit regulations

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection. • IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR 	<p style="background-color: yellow;">This does appear to have been done late but the information is published on the website.</p> <p>Minuted at the Council meeting on 18 July 2025.</p>	<p><i>Council is aware that the AGAR was approved late in 2025 and electors rights not met.</i></p>

N. The authority complied with the publication requirements for the prior year AGAR

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR 	<p>Confirmed.</p>	

O. Trust funds (including charitable) - the Council met its responsibilities as a trustee

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none">• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements • that the council is the sole trustee on the Charity Commission register • that the council is acting in accordance with the Trust deed • that the Charity meetings and accounts recorded separately from those of the council • review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report	Not applicable.	

Annual Internal Audit Report 2025/26

Brandon & Byshottles Parish Council ENTER NAME OF AUTHORITY

<https://brandonandbyshottlesparishcouncil.gov.uk> WEBSITE/WEBPAGE ADDRESS

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.	✓		
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

04/06/26 DD/MM/YYYY DD/MM/YYYY

EN DANIO NEWMAN AUDITOR

Signature of person who carried out the internal audit

D Newman SIGNATURE REQUIRED

Date

10/06/2026

*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:

Brandon & Byshottles 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.			<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>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
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://brandonandbyshottlesparishcouncil.gov.uk/EBSITE/WEBPAGE ADDRESS>

ANNUAL GOVERNANCE STATEMENT 2025/26

The Council as a corporate body is required by legislation to agree “Yes” or “No” to the ten statements which make up the Annual Governance Statement 2025/26. The Statement is attached without responses to this report. The statements are as follows: -

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Accounting records and supporting information have been maintained and kept up to date during the year and proper budget monitoring has been implemented. The Council should answer “Yes” to this assertion.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Internal Controls were reviewed and approved at the Council meeting held on 20th March 2026. The Council should answer “Yes” to this assertion.

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.

The Council has acted in accordance with its adopted procedures and within its legal powers throughout the year. No matters of actual or potential non-compliance with laws, regulations, or Proper Practices have been identified that could have a significant financial effect on the Council's ability to conduct its business or manage its finances. Therefore, the Council should answer "Yes" to this assertion.

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.

The Electors’ Rights were published on 22nd July 2025 which although is the correct period of 30 working days, it does not include the first 10 working days of July for the accounts to be inspected. The Council should respond “No” to this assertion.

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.

The Council carried out an assessment and review of risks which was undertaken at the meeting held 20th March 2026, therefore the Council can respond “Yes” to this assertion.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Internal audits were completed in January 2026 and May 2026, therefore the Council can respond **“Yes”** to this assertion.

7. We took appropriate action on all matters raised in reports from internal and external audit.

A report was received by Council, suitable actions have been taken in respect of the Internal Auditor’s recommendations. The Council should answer **“Yes”** to this assertion.

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.

There are no other impacts identified. The Council can respond **“Yes”** to this assertion.

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.

The Council is not responsible for any trust funds; therefore, the Council can respond **“N/A”** to this assertion.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

Whilst the council have put measures in place for effective IT and Data Management, the Councils website is still not fully meet Web Content Accessibility Guidelines 2.2 AA, therefore, the council should answer **“No”** to this assertion.

Section 2 – Accounting Statements 2025/26 for

Brandon & Byshottles Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	258,677	199,467	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	241,625	242,033	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,412	31,295	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	63,783	53,527	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	283,464	253,011	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	199,467	166,257	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	250,758	222,314	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	387,677	432,504	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

11/06/2026

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

Local council name: Brandon and Byshottles 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)

<p>1. Date of announcement: 25th June 2026 (a)</p> <p>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:</p> <p>(b) Claire Dixon – Clerk/RFO 6 Goatbeck Terrace, Langley Moor, County Durham, DH7 8JJ</p> <p>commencing on (c) 26th June 2026</p> <p>and ending on (d) 6th August 2026</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• 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). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>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:</p> <p>Forvis Mazars LLP, Newcastle Office via 30 Old Bailey, London, EC4M 7AU Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Claire Dixon – Cler/RFO</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2026.</p> <p>(e) Insert name and position of person placing the notice</p>
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