



NEWICK PARISH COUNCIL

To: All Members of the Parish Council

You are summoned to attend a Meeting of Newick Parish Council at Newick Community Centre, The Green, Newick on **Monday 8th June 2026 at 7.00 p.m.**

Emma Reece
Clerk to Parish Council
3rd June 2026

Members of the public are invited to attend and there is a 15-minute opportunity for them to ask questions or make statements with priority being given to items that are on the agenda (maximum 3 minutes for each person).

Please note that an audio recording will be made of this meeting

Agenda

1. **Apologies for Absence**
2. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct**
3. **Exclusion of the Press & Public - To agree any items to be dealt with after the press and public have been excluded (Public Bodies Admission to Meetings Act 1960 S1 (2))**
4. **Questions or Statements by members of the public**
5. **Report from Lewes District Councillor and East Sussex County Councillor Charlotte Keenan**
6. **Report from Member of Parliament Mims Davies**
7. **Approval of draft minutes of the meeting of the Parish Council held 11th May 2026**

8. Planning:

8.1 Applications (if documents available):

LW/26/0140	99 Allington Road Newick East Sussex BN8 4NH Erection of 1no. attached dwelling with associated parking provision
LW/26/0249	4 Godden Road Newick Householder Planning Permission - Removal and replacement of existing conservatory with single storey flat roof rear extension, alterations to side fenestration and addition of porch roof for M Cahill
LW/26/0276	34 Leveller Road Newick East Sussex BN8 4PL Two storey side extension
LW/26/0280	Rock House Tilehouse Lane Newick East Sussex BN8 4RD Prior notification for use of land as a 60-day campsite between the following dates: May 29-31, July 21-27 and August 27-28

8.2 Approvals/Refusals

8.3 Tree Works Applications

9. Clerk's Report – To note report from Clerk

10. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman

11. Financial Matters:

- 11.1 To authorise Schedule of Payments for June 2026
- 11.2 To receive statement of performance against budget as at end of May 2026
- 11.3 To receive report from internal auditor
- 11.4 To consider and approve the Annual Governance Statement 2025/26 (Section 1 Annual Return)
- 11.5 To consider and approve Accounting Statements 2025/26 (Section 2 of Annual Return)
- 11.6 To confirm dates on Notice of Electors rights
- 11.7 To ensure that the Governance and Accounting Statements, once approved, have been signed and dated by the Chairman
- 11.8 To review effectiveness of internal audit
- 11.9 To confirm internal auditor for 2026/27 financial year and confirm independence of internal audit
- 11.10 To review Data Audit completed June 2026
- 11.11 To review CCTV policy
- 11.12 To review Tree Policy
- 11.13 To review Signs on The Green Policy
- 11.14 To review Recording of Meetings Policy
- 11.15 To review Data Protection Policy
- 11.16 To consider any quotations received
- 11.17 To consider grant applications received (S. 137 LGA 1972)
- 11.18 To consider revisions to Risk Management document – Cllr. Impey

12. Newick Sports Pavilion

13. Report from Cllr. B Whitlock on Village Hall Management Committee

14. To agree content of the next edition of the Parish Council Newsletter (deadline 28th June)

15. To discuss road safety concerns in Newick

16. To note the procedure for unauthorised traveller encampments in the Parish

17. Permissions and consultations:

- 17.1 Consultation on modified proposal for local government reorganisation
- 17.2 To consider request from NEASSA to install 1-2 memorial benches at the Playing Fields

18. Items for next agenda

Newick Parish Council

Minutes of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Monday, 11th May 2026 at the Newick Community Centre, The Green, Newick

Present: Councillors, C. Armitage, B. Hodge (Chair), M. Hughes, P. Impey, C. Keenan, J. Kerr, D. Marchant, C. Wickens, O. Williams, B. Whitlock

In Attendance: Emma Reece (Clerk)
Two members of public (including one person being considered for co-option)
The meeting started at 7.00pm

1. **Election of Chairman and declaration of acceptance of office** – Cllr. Wickens proposed Cllr. Hodge as Chair of the Council. Cllr. Impey seconded this motion. The Councillors voted and Cllr. Hodge was unanimously voted as Chair. He signed a declaration of acceptance of the office of Chair.
2. **Election of Vice Chairman and declaration of acceptance of office** – Cllr. Wickens proposed Cllr. Armitage as Vice Chair of the Council. Cllr. Hodge seconded this motion. The Councillors voted and Cllr. Armitage was unanimously voted as Vice Chair. He signed a declaration of acceptance of the office of Vice Chair.
3. **Apologies for Absence** – It was noted that Cllr. Keenan will be joining later.
4. **To consider co-option of up to one applicant to fill Parish Councillor Vacancy**

Lawrence Mudford had put himself forward for co-option.

Cllrs. returned voting slips to the Clerk and the Clerk announced that Councillors had voted unanimously in favour of co-opting Lawrence Mudford.

Lawrence Mudford then signed the acceptance of office and joined the Councillors. The Clerk had advised Cllr. Mudford that he can abstain from any voting during the rest of the meeting if he felt that he didn't have the necessary background information. The Clerk also gave Cllr. Mudford a register of interests form and an agreement to receive a summons to attend meetings. She asked for both to be completed and returned to her.

5. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – There were none.
6. **Exclusion of the Press and Public** – There were no items that needed to be excluded.
7. **Questions or Statements by Members of the Public** – There were none.
8. **Approval of draft minutes of the Parish Council meeting held 13th April 2026** – These were accepted as a true and accurate record.
9. **Clerk's Report** – The Clerk's report had been circulated to the Council prior to the meeting and was noted accordingly. This included;
 - Village Hall defibrillator
 - Annual leave
 - Works by Paul Antrobus and Barcombe Landscapes
 - CCTV improvements at the Playing Fields
 - A thank you from Chailey and Newick Painting Group for a grant

10. **Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman** – It was reported that replacement defibrillator pads, labelling and a shredder have been ordered in consultation with the Chair.
11. **Appointment of Committees (inc appointment of Chair for F&GP), Working Groups, Representatives to External Organisations and responsibility for dealing with consultations**

It was agreed to disband the Finance and General Purposes Committee and instead to appoint a lead Councillor for finance. It was agreed Cllr. Marchant would be lead Councillor.

Environment committee - it was agreed to disband this Committee as there are no major projects and working parties can be created in the future.

The Planning Committee was discussed and Cllr. Wickens stated she is happy to be Chair of Planning for three months whilst another Councillor is trained up. Cllr. Mudford stated that whilst new he was happy to work with Councillor Wickens on this. All in favour.

Committee List and SPOC 2026/27

Planning committee	
Chair of the Planning Committee	Cllr. Wickens
Cllr. Mudford Cllr. Armitage Cllr. Hughes Cllr. Kerr	

Working party for Newick Neighbourhood Plan

Cllr. Wickens stated that she felt that there would need to be an update to the Neighbourhood Plan and the advantages and disadvantages of this was discussed. Cllr. Wickens proposed nothing for three month, establish a working group, all in favour. Cllrs. Wickens, Williams, Whitlock, Kerr, Hughes, Keenan, and Mudford would form the working group.

The following was agreed for Sport Pavilion - Councillors Hodge and the Clerk

The following was agreed for consultations;

Organisation	Subject Area	Lead Councillor
Lewes District Council	Planning Applications	Cathy Wickens
	Strategic Planning matters (including Core Strategy)	Cathy Wickens
	Trees	PC Tree Officer (Cathy Wickens)
	Housing policy	Cathy Wickens
	Refuse & Recycling	David Marchant
	Parks & Gardens	David Marchant
	LDC Plan	Cathy Wickens
	Temporary Street Closures	Chris Armitage
	Polling Districts & Polling Places	Chris Armitage
	Antisocial behaviour policy	Chris Armitage
	Other Councils' Neighbourhood Plans	Cathy Wickens

	Public Spaces Protection Orders	Peter Impey
East Sussex County Council	Adult Social Care	Brian Hodge
	Education	Lawrence
	Public Transport	Chris Armitage
	Library Service	Brian Hodge
	Waste and minerals plan	Jacqueline Kerr
	Highways	Strengthening Local Relations CA BH
	Public Rights of Way/ Countryside Access	Cathy Wickens
	East Sussex Pension Fund	Brian Hodge
Sussex Police	Neighbourhood Policing	Brian Hodge
East Sussex Fire & Rescue	Fire & Rescue Plans	Jacqueline Kerr
Government Agencies	Local Government Boundary Commission	Brian Hodge
	Environment Agency Flood Risk Management	Peter Impey
	Community Transport	Chris Armitage
National Association of Local Councils	Various issues concerning local councils	Chairman
ESALC	Various issues concerning local councils including voting rights	Brian Hodge
LDALC	Association of Lewes Councils	Chris Armitage
Village Hall Management Committee	Including voting rights	Bronja Whitlock

12. **Approval of dates, times and venue of meetings of the full Council, the Annual Parish Meeting and Committees** – These were circulated before the meeting, and these were agreed. It was agreed that the format of the Annual Meeting of the Parish would be discussed nearer the time of the meeting.
13. **Review and adoption of Standing Orders and Financial Regulations** – These were agreed and adopted.
14. **To review Code of Conduct** – This was reviewed and adopted.
15. **Review of press and media policy** – this was reviewed and adopted.
16. **Planning**
16.1 Applications:

LW/26/0112	23 Western Road Newick East Sussex BN8 4LE Installation of greenhouse onto existing patio of rear garden It was unanimously agreed to make <i>no comment</i>
LW/26/0117	Land Adjacent To Honeysuckle Cottage Station Road North Chailey

	<p>Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping, and associated infrastructure</p> <p>It was unanimously agreed to object to this application for the same reasons as NPC objected in the original outline application previously.</p>
LW/26/0120	<p>15 Holly Lane Newick East Sussex BN8 4FX S73a retrospective application for garden outbuilding</p> <p>It was unanimously agreed to make no comment</p>
LW/26/0121	<p>20 Leveller Road Newick East Sussex BN8 4PL Replacement and extension of existing fence adjacent to footpath till south east corner of the house</p> <p>It was unanimously agreed to make no comment</p> <p><i>One member of the public left at 7.44pm</i></p>
LW/26/0134	<p>89 Allington Road Newick East Sussex BN8 4ND Variation of Condition 1 (Plans) in relation to approval LW/23/0716 to amend the dwelling design, materials, fenestration and elevational treatment</p> <p>It was unanimously agreed to make no comment</p>
LW/26/0147	<p>Quineys Cornwell's Bank Newick East Sussex BN8 4SD Hip to gable roof extension with loft conversion into habitable space, alterations to fenestration to existing detached house, conversion of the existing shed into garage and additional accommodation</p> <p><i>Cllr. Keenan joined the meeting at 7.48pm</i></p> <p>It was agreed to make no comment</p>
LW/26/0153 and 0154	<p>The Bull Inn 24 The Green Newick East Sussex BN8 4LA Display of 3 no. illuminated signs and 2 no. non-illuminated signs</p> <p>Councillors agreed that they do not feel qualified to comment on a significant building in The Green conservation area and asked the Conservation Officer to look at this application carefully. Newick Parish Council does have a dark skies policy and suggest that downlighters rather than uplighters are more appropriate. If Lewes District Council permit this application, then it was requested that lights are switched off whilst the pub is closed.</p>

16.2 Approvals, refusals and trees including result of Allington Road appeal (original case number LW/24/0217)

It was noted that the following planning applications have been approved by Lewes District Council:
LW/26/0082 | Demolition of detached garage and erection of a single-storey outbuilding to form an Artist Studio | 25 Western Road Newick East Sussex BN8 4LE

It was noted that the following planning applications have been refused by Lewes District Council:

LW/26/0142 | Prior Notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A for a single storey rear extension to measure 4.0m total length, 2.25m eaves height and 2.5m total height | 4 Godden Road Newick East Sussex BN8 4NE

LW/25/0148 | Phased outline development for up to 250 new homes (including 40% affordable), access, landscaping, open space and other associated infrastructure with all matters reserved except site access | Land At Goldbridge Farm Goldbridge Road Newick East Sussex BN8 4QP

It was noted that the following appeal have been approved by the Planning Inspectorate:

LW/24/0217 | Erection of 27 dwellings with access, roads, parking, open space, SuDs and associated infrastructure | Land To The South Of Allington Road Newick East Sussex

It was noted that the following tree applications have been approved by Lewes District Council:

TW/26/0020/TPO | T1 - Oak - Crown reduction by 2m to live secondary growth points - to ensure the tree is maintained to suit the enclosed surroundings, whilst carrying out sensitive works to ensure the longevity of the tree | 2 The Pagets Newick East Sussex BN8 4PW

TW/26/0019/TPO | T1 - Beech - dead wood and crown lift to the height of 7m, reduce end weight of the bottom long lateral branches by removing lowest branches towards shed and pendulous branches entangled in understory - for general maintenance | 34A Allington Road Newick East Sussex BN8 4NB

16.3 To consider response to appeal APP/P1425/6008050 for detached dwelling with associated parking provision 99 Allington Road, Newick, East Sussex, BN8 4NH (deadline 28th May) – agreed Cllr. Wickens and Mudford would write a response.

17. Financial Matters:

17.1 To authorise Schedule of Payments for May 2026

It was agreed that Cllrs. Impey and Hodge would authorise the following payments:

Time: 11:39

Unity Trust Bank

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2026	East Sussex Pension Fund	136961117	735.22		Pension
31/05/2026	Emma Reece	919503085	2,240.97		Clerk
31/05/2026	HM Revenue & Customs	222102537	939.21		NI PAYE
31/05/2026	Paul Antrobus	566650758	72.00		Flagpoles
31/05/2026	Paul Antrobus	902038256	675.00		Handyman
31/05/2026	Unity Trust	BANK CHG	9.70		Bank Charge
31/05/2026	Chailey and Newick Painting Gr	531392648	200.00		Grant
31/05/2026	Lewes District Council	3729726029	18.00		Play inspection
31/05/2026	ESALC Limited	847863139	950.11		Subscription
31/05/2026	Protect Our Place Ltd	257199194	300.00		Protect Our Place Ltd
31/05/2026	Qik Group Ltd	328339405	423.00		Bonfire portaloos
31/05/2026	East Sussex ALC Ltd	565769672	96.00		Planning training
Total Payments			6,659.21		

17.2 To receive statement of performance against budget as at end April 2026 – This was received and noted

17.3 Contingent Liability – members to advise Clerk of any contingent liability of which they are aware – There were no items of contingent liability that Councillors were aware of.

17.4 To review risk management scheme and register – Cllr. Impey agreed to look at this and present some amendments in the next meeting.

17.5 To review Scheme of Delegation under section 101 of Local Government Act 1972 – This was reviewed and adopted.

17.6 To consider quotations received (if received) – There were none.

17.7 To consider grant applications received (S. 137 LGA 1972) – There were none.

18. To note Village Hall annual report for 2025 – This was noted. Cllr. Whitlock stated that the VHMC are looking at completing some repairs to the stage area.

19. To discuss concerns over Newick Hill/High Street junction – Cllr. Keenan talked about concerns about safety following the serious accident on this junction. She stated there were two accidents in 6 days both needing air ambulance. Cllr. Williams noted that angle of this junction and the hedge made it difficult to see clearly. Cllr. Hodge stated the length of car bonnets mean it can be difficult to see what is coming when pulling out of junctions. It was noted that highways sometimes leave temporary signs which blocks the view. Cllr. Keenan asked what can be done to mitigate accidents? Stating she has received approximately 50 emails already about road safety. It was agreed that David Wickens from Speedwatch would attend the Parish Council meeting next month. Cllr. Keenan stated that she feels Highways need to do more. Cllr. Wickens shared an idea about a 'tidy towns' policy. It was agreed that Cllr. Hodge would write a formal letter on behalf of the Parish Council to Cllr. Keenan (in her capacity as newly elected County Councillor) about road safety concerns.

20. Newick Sports Pavilion – Cllr. Hodge stated that the Parish Council is still waiting for the final building regulations sign off for the storage buildings and that George Pottinger has been chased for the outstanding quotes for this work.

21. Permissions and consultations;

21.1 To consider request from Newick Cricket Club's groundsman regarding storage of roller – Clerk gave overview of the request to store the roller outside of the store room during the season. Cllr. Williams stated that the roller blocks access to larger equipment. It was agreed that the roller can be stored outside of the shed (under the mobile nets) until the end of July.

Cllr. Armitage left at 8.33pm

22. Items for next agenda

- Risk Management
- Road safety

The meeting closed at 8.34pm

Signed.....Chairman

Date.....

Mrs E Reece, Clerk to the Council
newickpc@newick.net – 07521 511643

The Planning Inspectorate
FAO - QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

Dear Sir/Madam

THE TOWN AND COUNTRY PLANNING ACT 1990

APPEAL UNDER S78

Planning Inspectorate Ref: APP/P1425/6008050

Appeal Starting Date: 21 April 2026

Appeal by: Dalehurst Developments

Proposal: Detached dwelling with associated parking provision

Site: 99 Allington Road, Newick, East Sussex, BN8 4NH

Thank you for giving Newick Parish Council (NPC) the opportunity to respond to the appeal for the above-named application, which we will refer to it as 'the Site' in this submission.

You will already have received our objection where we felt that the parking spaces were totally inadequate and we completely agree with the case officer's reasons for dismissal. We do not intend to add any additional points rather to draw your attention to a recent planning application for exactly the same plot, LW/26/0140 which was submitted on 19th March 2026, but not validated until 30th April 2026, 9 days after this appeal was validated.

This new application made by Belmont Designs Ltd which is the same company who are the authors of the statement of case on behalf of Dalehurst developments, the appellant! LW/26/0140 is an identical application to LW/22/0300 which was granted approval on 19th August 2022, this approval expired in 2025.

The new application is being considered in the next Parish Council meeting but based on early indications it is unlikely the Parish Council will object to this as it has appropriate parking and creates a terrace of three dwellings which is appropriate for the built landscape. Overleaf are photographs showing the history of the whole plot over the last 26 years. Policy L1 of the current NPPF now explicitly promotes higher-density development, prioritising under-utilised urban land and sustainable locations to make more effective use of land. -

In 2011



In 2021



A drawing of the LW/22/0300 approval site, now LW/26/0140 overleaf also neatly demonstrates why it was approved and the present appeal application was rejected.



The layout of the appeal site places the two parking spaces at the front of the property allowing very little room for turning both in front of the house and for the property to the east. The plan above makes the joint access both safe and off Allington Road itself.

Finally, below is a current photograph of the site which demonstrates how narrow it is.



Allington Road is an increasingly busy road, it has the well-used village Primary School, there are roads off it on both sides, it is a bus route but all of this has been exacerbated by additional development and insufficient parking spaces.

NPC urge the Inspector to dismiss this appeal.

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	41,253	82,205	40,952			50.2%	1,000
1080 Bank Interest Received	0	1,000	1,000			0.0%	
1110 ESCC Mowing - Income	1,709	1,709	(0)			100.0%	
1120 Rents Received	100	1,150	1,050			8.7%	
1122 Wayleave	64	164	100			39.0%	
1130 Allotments Income	0	600	600			0.0%	
1150 Community Infrastructure Levy	18,750	0	(18,750)			0.0%	18,750
1500 Reimbursement maintenance cost	140	0	(140)			0.0%	
Income :- Income	62,016	86,828	24,812			71.4%	19,750
Net Income	62,016	86,828	24,812				
6001 less Transfer to EMR	19,750						
Movement to/(from) Gen Reserve	42,267						
200 Staff Costs							
4000 Clerk's Salary	5,977	36,577	30,600		30,600	16.3%	
4040 National Insurance-PC Contrib.	772	4,736	3,965		3,965	16.3%	
4050 Pension Contributions	1,082	6,620	5,538		5,538	16.3%	
Staff Costs :- Indirect Expenditure	7,831	47,933	40,102	0	40,102	16.3%	0
Net Expenditure	(7,831)	(47,933)	(40,102)				
210 Operating Costs							
4110 Administration	237	2,000	1,763		1,763	11.9%	
4120 Parish Office	0	1,200	1,200		1,200	0.0%	
4125 Telephone	88	506	418		418	17.3%	
4130 Website	297	675	378		378	44.1%	
4140 Audit Internal and External	0	780	780		780	0.0%	
4150 Insurance	0	1,998	1,998		1,998	0.0%	
4160 Subscriptions	950	1,370	420		420	69.4%	
4170 Training	80	250	170		170	32.0%	
4200 Hall Hire	0	150	150		150	0.0%	
4600 Grants Paid	200	1,500	1,300		1,300	13.3%	
Operating Costs :- Indirect Expenditure	1,852	10,429	8,577	0	8,577	17.8%	0
Net Expenditure	(1,852)	(10,429)	(8,577)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Maintenance/Running Costs</u>							
4210 Village Handy Person	1,418	7,176	5,759		5,759	19.8%	
4310 General Maintenance	425	4,000	3,575		3,575	10.6%	
4320 Play Equipment Maintenance	170	2,500	2,330		2,330	6.8%	
4330 Playing Field Maintenance	901	1,000	99		99	90.1%	
4340 Mowing - Playing Fields	52	3,430	3,378		3,378	1.5%	
4350 Mowing - Village	180	2,440	2,260		2,260	7.4%	
4360 Tree Surgery-Inspections	0	3,000	3,000		3,000	0.0%	
4380 Water	0	1,000	1,000		1,000	0.0%	
4390 Car Park Lease	990	990	0		0	100.0%	
4400 CCTV Repair/Maintenance	0	250	250		250	0.0%	
Maintenance/Running Costs :- Indirect Expenditure	4,136	25,786	21,650	0	21,650	16.0%	0
Net Expenditure	(4,136)	(25,786)	(21,650)				
<u>230 Agency Work</u>							
4450 Mowing ESCC Highway Verges	0	1,840	1,840		1,840	0.0%	
Agency Work :- Indirect Expenditure	0	1,840	1,840	0	1,840	0.0%	0
Net Expenditure	0	(1,840)	(1,840)				
<u>250 Events</u>							
4510 Bonfire Celebrations	353	340	(13)		(13)	103.7%	
Events :- Indirect Expenditure	353	340	(13)	0	(13)	103.7%	0
Net Expenditure	(353)	(340)	13				
<u>260 Projects</u>							
4410 Sports Pavilion Expenditure	1,722	0	(1,722)		(1,722)	0.0%	
4560 Allotments - Costs	0	500	500		500	0.0%	
Projects :- Indirect Expenditure	1,722	500	(1,222)	0	(1,222)	344.5%	0
Net Expenditure	(1,722)	(500)	1,222				
Grand Totals:- Income	62,016	86,828	24,812			71.4%	
Expenditure	15,894	86,828	70,934	0	70,934	18.3%	
Net Income over Expenditure	46,122	0	(46,122)				
less Transfer to EMR	19,750						
Movement to/(from) Gen Reserve	26,373						



Mrs E Reece
Newick Parish Council
The Parish Office
Newick Community Centre
The Green
Newick
East Sussex
BN8 4LB

12 May 2026

Dear Emma

**Re: Newick Parish Council
Internal Audit Report for Financial Year Ended 31 March 2026**

Executive summary

Following completion of our final internal audit on 12 May 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted remotely with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the Clerk and a review of the council website www.newickparishcouncil.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend that the councils Financial Regulations are reviewed to identify how payments above the levels noted in FR 5.15 are dealt with.	To review at next interim audit.
C. RISK MANAGEMENT AND INSURANCE	I recommend considering using a risk matrix to evaluate the risk in a consistent way.	To review at next interim audit.
I. BANK AND CASH	I recommend all bank statements are signed in accordance with the councils Financial Regulations.	To review at next interim audit.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“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.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The Clerk/RFO produces regular detailed budget reports from the accounting software. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £75,100 for 2025/26. With a tax base of 1,170.78, this equates to a band D equivalent of £64.15 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 8 December 2025 (minute ref 13.3).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

At the year-end, the council held circa £228,909 in reserves, split between categories as below:

- Earmarked EMR £34,711
- General Reserves £194,198

I checked the purpose of these earmarked reserves and am satisfied they are all for legitimate future planned projects of the council.

Although the general reserve balance appears to be higher than the recommended range as detailed in the Practitioner’s Guide, the Clerk explained this is due to residual amounts due to finalise the pavilion project, with some of the remaining funds due to be reinvested.

I recommend providing an explanation for this to the External Auditor with the council’s AGAR submission.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. CASH

Internal audit requirement

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

CONCLUSION

The council has no cash transactions and the testing for this internal control objective is not applicable.

G. PAYROLL

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council hold a small balance on a long-term investment (i.e. those for more than 12-month terms) and I was able to confirm this is correctly recorded on the asset register and reported in box 9 on the AGAR.

The council has no borrowing through the PWLB.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH***Internal audit requirement***

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS***Internal audit requirement***

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
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>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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>	YES – the Clerk advises the council in respect of its legal powers.
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>	YES – the requirements and timescales for 202/25 year-end were followed.
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>	YES – the council has a risk management scheme and appropriate external insurance.
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>	YES – the council has appointed an independent and competent internal auditor.
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>	YES – matters raised in internal and external audit reports have been addressed.

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>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no 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>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	167,936	235,530	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	73,000	75,100	Figure confirmed to central precept record
3	Total other receipts	139,841	540,759	Agrees to underlying accounting records
4	Staff costs	42,421	44,297	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	102,826	578,183	Agrees to underlying accounting records
7	Balances carried forward	235,530	228,909	Cast correctly and agrees to balance sheet
Total				
8	Total value of cash and short- term investments	221,364	221,059	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	728,270	833,433	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
Total				
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows total year-end debtors of £7,850 for the HMRC VAT reclaim.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

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

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

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

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

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

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	12 May 2025	8 June 2026
Date inspection notice issued	13 May 2025	9 June 2026
Inspection period begins	13 June 2025	10 June 2026
Inspection period ends	14 July 2025	21 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

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

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

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. **The Website Accessibility Statement references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to refer to the current WCAG 2.2 AA standard.**

The council has an IT Policy in place which was last reviewed and approved by the council at the meeting held on 13 October 2025 (minute ref 14.6).

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

I recommend the council ensures that a data audit is completed during 2026/27 is to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 next year.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	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 Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses 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 the 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), 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 the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
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.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly on andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
<p>O. DIGITAL AND DATA COMPLIANCE</p>	<p>The Website Accessibility Statement references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to refer to the current WCAG 2.2 AA standard.</p> <p>I recommend the council ensures that a data audit is completed during 2026/27 is to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 next year.</p>	

Annual Governance and Accountability Return 2025/26 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE 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. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
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 <i>(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)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
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.	Yes	No	Not applicable

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

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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:

ENTER NAME OF AUTHORITY

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>
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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<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>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<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>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<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

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

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

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;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **Newick Parish Council**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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

NOTICE	NOTES
<p>1. Date of announcement 9th June 2026 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Emma Reece Clerk & RFO 1 Paynters Way, Newick, BN8 4PH, newickpc@newick.net 07521 511643</p> <p>commencing on (c) <u>Wednesday 10 June 2026</u></p> <p>and ending on (d) <u>Tuesday 21 July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE sba@pkf-l.com</p> <p>5. This announcement is made by (e) Emma Reece, Clerk & RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect 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. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Agreed

1 Introduction and Scope

1.1 The purpose of a data audit is to identify the data that the Parish Council processes, identify the purpose and lawful basis for that processing, and record who has access to the data.

1.2 It is an important stage in assessing whether there are any risks associated with the Parish Council's data processing activities and ensuring compliance with the Data Protection Act 2018, Data Use and Access Act 2025 and UK GDPR.

2 Lawfulness of Processing

2.1 The lawful bases for processing are set out in Article 6 paragraph 1 of the UK GDPR legislation . At least one of these must apply whenever you process personal data:

a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

d) Vital interests: the processing is necessary to protect someone's life.

e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

2.2 The table below confirms the legative basis of the Parish Council processing personal data that it holds.

Admin and Governance

Subject	Purpose	Categories of data	How held	Joint Controllers	Categories of individuals	Basis for processing	Shared with/Access
Employees	<p>To administer employment, recruitment, payroll, pensions, performance management, statutory reporting, training, leave & sickness management, time recording, HR and compliance with employment law and health and safety legislation / monitoring .</p> <p>Administration of employee salaries, statutory deductions, and pension contributions. Data is provided directly by employees and job applicants.</p> <p>Occupational Health providers (where applicable), and HMRC, pension providers and other statutory bodies.</p>	<p>Name , postal address, email address , telephone number , dates of birth , national insurance number , employment history , education, skills , knowledge and qualifications in accordance with job application. Salary and bank details .</p> <p>Employment contracts, performance (appraisal) records , discipline/ grievance record, next of Kin details, attendance and leave records .</p> <p>Sickness and medical information (where required for statutory or employment purposes).</p> <p>Equal opportunities monitoring data (where collected).</p> <p>Health information necessary for statutory sick pay, health and safety, risk assessments, and occupational</p>	Electronic	N/A The Parish Council is the Data Controller , other than when ESALC is used to recruit new members of staff who acts as Data Processors under contract.	<p>Current employees.</p> <p>Former employees - where records retention is required). Job applications (unsuccessful applicants for a period of 6 months after end of recruitment process.)</p>	<p>Article 6(1)(b)</p> <p>Article 6(1)(c)</p> <p>Article 6(1)(e)</p> <p>Article 6(1)(a) – publication of images</p>	<p>Councillors</p> <p>HMRC</p> <p>Pensions Provider</p> <p>Health & Safety Executive (e.g. Riddor incident)</p>

		health referrals. Images published on the council's website or for publicity purposes.					
Councillors	To support elected members in performing their democratic duties—such as receiving meeting documents, meeting statutory responsibilities, engaging with residents, serving on committees, and adhering to transparency and governance standards. Additionally, this processing aids in publishing information required by the Localism Act 2011 and the Transparency Code.	Name, home address, email address (council & personal), telephone number(s), declaration of interests, register of interests, attendance records, voting at meetings, images published on the council's website or for publicity purposes.	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Elected and co-opted members of the Parish Council.	Article 6(1)(c) Article 6(1)(e) Article 6(1)(a)	Public (Except where non-disclosure is agreed)
Volunteers	To Coordinate and manage volunteers for Parish Council projects, activities and initiatives; share relevant information; ensure health, safety, and safeguarding compliance; and keep records of participation. Volunteers provide data directly, or parents/guardians	Names and email address, Telephone numbers, Emergency contact details (where collected). Information for risk assessments and safeguarding (if applicable). Parent/guardian contact details for volunteers under 18.	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Parish residents and other Volunteers including under 18's participating in supervised activities with the Council.	Article 6(1)(e) Article 6(1)(a) – Consent for publication of Images	Clerk

	do so for those under 18 when needed.						
Audit and Governance	To receive and inspect the Councils arrangements for audit and governance forming part of the Annual Governance & Accountability Return (AGAR) which includes an Annual Governance Statement and Accounting Statements.	Names and signatures of the Clerk, RFO and Chair of Council	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Members of the public	Article 6(1)(c)	Public Councillors Clerk
Correspondence	To facilitate Parish Council communications and business, including responding to enquiries, sharing information, requesting actions, and fulfilling statutory or public duties.	Names, postal addresses, email addresses, telephone numbers and social media.	Electronic	N/A	Members of the public Contractors and service providers Organisational representatives	Article 6(1)(e) Article 6(1)(c) Article 6(1)(a)	Clerk
Complaints Handling/Code of Conduct Complaints	To administer complaints from residents, carry out investigations, liaise with Monitoring Officer (for councillor conduct complaints), and maintain records.	Names and contact details, details relating to the nature of complaint, evidence, report outcomes and response/s.	Electronic	The Monitoring Officer would be an independent data controller for Code of Conduct Complaints	Complainants Individuals complained about Witnesses	Article 6(1)(e) Article 6(1)(c)	Parish Clerk Monitoring Officer
Freedom of	To process	Name, contact	Electronic	N/A	Members of the	Article 6(1)(c)	Parish Clerk

Information Requests and Subject Access Requests	legislative information requests, respond within legal deadlines, and maintain records for audit and legal compliance.	details, identity documents (for SARs only) and the request		The Parish Council is the Data Controller.	public and Legal representatives submitting requests		
Statutory Consultations – Neighbourhood Planning and Other Legislative Consultations	To receive representations as part of formal consultations, publish responses as mandated by law, summarise key issues, and submit relevant materials.	Names, postal address, email address and subject matter representations submitted	Electronic	Planning Authority -statutory planning functions. Neighbourhood planning consultants serve as Data Processors under contract, handling consultation responses and preparing reports for the Parish Council.	Residents Businesses Statutory consultees Other stakeholders participating in consultations	Article 6(1)(c) Article 6(1)(e)	Clerk Councillors Neighbourhood planning consultants
Planning Applications	The Parish Council is a statutory consultee for planning applications	Names and contact details of planning applicants, agents, planning authority officer details, responses, decisions and reports.	Electronic	The Parish Council is a Data Controller as part of its consultee function.	Officers and Councillor's, Planning applicants and agents. Members of the public submitting comments or speaking at Council meetings	Article 6(1)(c)	Council Clerk Public (Planning Authority portal and Parish Council web site for responses) Councillors
Minutes	To maintain an accurate record of Parish Council and Committee decisions, discussions, and resolutions— including	Names of consultants who participate (where recorded).	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Members of the public, Councillors and Officers In attendance at the meeting.	Article 6(1)(e)	Public Councillors and Council Clerk

	consultants or similar attending meetings. Minutes must comply with the Transparency Code for Smaller Authorities and the Local Government Act 1972.						
Contractors, Suppliers and Service Providers	The procurement of goods and services, management of contracts, invoicing and payments, evidence of Procurement Act and Financial regulations compliance, and maintain audit records.	Name of company / representative, business contact details including email address and telephone number Bank account information (for payments). Contract particulars	Electronic	N/A	Contractors, consultants, Sole traders and other goods and service providers.	Article 6(1)(b) Article 6(1)(c)	Council Clerk (Authorising Officers) Councillors
Insurance Claims	To manage reported incidents, notify insurers, review claims, liaise with claimants, and retain records for statutory periods.	Names and contact details, incident details, injury details, witness information, Photographs/ videography and correspondence between parties and insurers.	Electronic	Parish Council insurance Provider acts as an independent controller.	Claimant including legal representatives, witness/es, and insurers.	Article 6(1)(c) Article 6(1)(e)	Parish Clerk
Information Sharing with Principal Council / Other Local Authorities	The Parish Council collaborates with principal authorities to fulfil statutory and public duties. This involves addressing resident enquiries, reporting issues, managing Highways matters,	Personal details of residents, address, details of enquiry, complaint or other including associated correspondence, images/video if shared in relation to matter	Electronic	Each Council acts as an independent Data Controller for the information it receives and processes.	Members of the public, volunteers or contractors where relevant	Article 6(1)(e) Article 6(1)(c) notices). Article 6(1)(a)	Parish Clerk Councillors

	participating in planning, handling safeguarding referrals, sharing information on public realm, environmental health, elections, community safety, and responding to statutory consultations.						
IT contractor: Technical support, licensing, security, data Storage, and Email Hosting.	To provide secure and effective IT Services for the Parish Council.	Officer and Councillor names, job titles and contact details, email content and metadata, stored data (technical support only), backup files	Electronic	The Parish Council is the Data Controller. IT service provider, Microsoft and website support contractors act as Data Processors under contract.	Councillors, employees. Correspondence or documents from members of the public, Contractors and organisations.	Article 6(1)(c) Article 6(1)(e) Article 6(1)(b)	Parish Clerk IT Contractor
Website Analytics, Cookies and Server Logs	To maintain the secure and effective operation of the Parish Council's website, monitor performance, analyse usage to improve accessibility and user experience and ensure system security	IP addresses, device and browser information, web page/site analytics.	Electronic	The Parish Council is the Data Controller for information collected via its website. The website hosting provider acts as a Data Processor for server logs and security functions.	Visitors to the website, members of the public submitting contact forms and users accessing online documents or information	Article 6(1)(e) Article 6(1)(c) Article 6(1)(a)	Parish Clerk Web site Contractor / hosting provider
Social Media	To share Parish Council updates, promote activities, engage with residents, answer enquiries, publish consultations, and	Username/profile names, comments and messages, images or video included in posts, tags or comments	Electronic	The Parish Council and the social media platforms are Joint Controllers for data visible on the Council's page	Members of the public engaging with Council social media messaging or commenting, and councillors/ officers	Article 6(1)(e) Article 6(1)(a) Article 6(1)(f)	Council Clerk

	moderate comments including replying to messages, handling comments, and reporting inappropriate content.			/ platform	appearing in posts		
Community Consultations and Surveys	To collect and analyse feedback and insight from parish residents and stakeholders to guide Parish Council decisions, planning, strategy, policy, services, projects, and consultations. This includes issuing surveys, gathering responses, analysing data, reporting results, and retaining records for governance, audit, and funding.	Names (where provided voluntarily), postal address or postcode (for geographic verification), email address or telephone number (only if supplied for follow-up contact), written comments, opinions or qualitative feedback, demographic or contextual information (only if voluntarily given)	Electronic	The Parish Council is the sole Data Controller for consultation and survey data it collects. SurveyMonkey operates as a Data Processor under contract.	Parish residents/ members of the public, businesses and organisations and stakeholders	Article 6(1)(e) Article 6(1)(a)	Council Clerk Councillors Public – Results / reports

Financial

Subject	Purpose	Categories of data	How held	Joint Controllers	Categories of individuals	Basis for processing	Shared with/Access
Procurement, Tenders and Request for Quotations	To obtain quotations, evaluate tenders, appoint suppliers, manage public procurement obligations, and retain records for audit and	Names of bidders, business contact details, email addresses and phone numbers, quotations, pricing and tender submission	Electronic	N/A The Parish Council is the Data Controller	Contractors, suppliers and service providers	Article 6(1)(b) Article 6(1)(c)	Clerk Councillors Public – contracts register – web site Successful tendering contractor is published on Find

	transparency	documentation, insurance, health and safety documentation etc.					a Tender
Financial Administration and Banking Records	To administer the Parish Council's financial operations, including payments, invoices, receipts, purchase orders, budget monitoring, audit trails, bank reconciliation, financial reporting, and compliance with statutory financial regulations	Names of payees, suppliers, and recipients, Bank account details, payment references and transaction data, invoices, receipts and remittance advice, email addresses and contact details, authorisations Audit trail information (signatures, approvals, user access logs)	Electronic	N/A. The Parish Council is the Data Controller. Banks act as independent Data Controllers for own processing. The Parish Council uses financial software (Scribe) for accounting and financial administration therefore Scribe is a Data Processor under contract	Officers and councillors with financial authorisation Contractors and suppliers Grant recipients Residents receiving refunds or payments	Article 6(1)(c) Article 6(1)(e)	Council Officers Councillors Public – AGAR / Payment approvals etc
Grant Applications	To administer the Parish Council's Community Grants scheme, including assessing applications, determining eligibility and compliance with the Grants Policy, contacting applicants for further information, issuing grant agreements, processing payments, monitoring project delivery, and publishing	Name of applicant (individual or lead organisational contact), Postal address, Email address, Telephone number, Position and authorisation within organisation, Bank account details for grant Payment, Information about the organisation and proposed initiative together with costs.	Electronic	N/A The Parish Council is the sole Data Controller.	Authorised contact for organisation submitting the grant application	Article 6(1)(b) Article 6(1)(c) Article 6(1)(e) Article 6(1)(a)	Council Clerk Councillors

	required transparency information.						
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NEWICK PARISH COUNCIL

CCTV Code of Practice

1. INTRODUCTION

The aim of this code of practice is to ensure that the closed circuit television system used within the Parish stands up to scrutiny and is accountable to the people it aims to protect.

Newick Parish Council is committed to the belief that everyone has the right to respect for his or her private and family life and their home.

The code of practice for the Parish of Newick closed circuit television system (CCTV) operated by Newick Parish Council is underpinned by the operator's code of conduct and the manufacturers instructions.

As of September 2013 the CCTV System owned and operated by Newick Parish Council is a system capable of running 16 CCTV cameras, that system being housed within the Sports Pavilion on the King George V Playing Field, updated by Protect Our Place in December 2021 and again in January 2026.

2. DEFINITIONS

For the purpose of the code of practice the following definitions will apply:

2.1 CCTV

Closed Circuit Television System

2.2 Security

Newick Parish Council (Clerk as the Proper Officer)

2.3 Data Controller

The Clerk as the Proper Officer

3. SCOPE

This code of practice is binding on all employees and officers of Newick Parish Council, all employees of contracted out services and all other persons who may for whatever reason be present at the Sports Pavilion, King George V Playing Field (it being a condition of access)

4. OPERATION AND OWNERSHIP

The CCTV system is operated by the **Data Controller**. The CCTV system, all recorded material and copyright are owned by Newick Parish Council.

5. PRINCIPLES

The following principles will govern the operation of the CCTV system.

5.1 The CCTV system will be operated fairly and lawfully in accordance with published Home Office Guidance and only for the purposes authorised by the Clerk on behalf of Newick Parish Council.

5.2 The CCTV system will be operated with due regard for privacy of the individual.

5.3 Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Parish Council and will be publicised in advance.

6. PURPOSE OF THE CCTV SYSTEM

The system is intended to provide an increased level of security in the King George V Playing Field and Sports Pavilion environment for the benefit of those who work, play in or visit the facilities.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual review:

- To detect, prevent or reduce the incidence of crime,
- To prevent and respond effectively to all forms of harassment; any public disorder; antisocial behaviour and vandalism,
- To improve communications and the operational response of security in and around the areas where CCTV operates,
- To create a safer community, particularly for younger members of the community
- To assist in ensuring that users of the KGVPF facilities do so within the rules & with due care for other users,
- To gather evidence by a fair and accountable method,
- To provide emergency services assistance,
- To assist with health & safety.

As community confidence in the system is essential, wherever possible, all cameras will be operational. An appropriate maintenance program will be established.

6.1 System details

The CCTV system consists of CCTV cameras situated on the King George V Playing Field and in the Sports Pavilion building, which continuously record activities in that area. The recording facility operates under Security Industry Authority (SIA) licensed practice. Jamie Tait of Protect Our Place is the current service provider.

7. DATA PROTECTION ACT 1998

The 8 data protection principles will be adhered to and any future changes of legislation will be taken into account. These principles include:

- Personal information must be fairly and lawfully processed.
- Personal information must be processed for limited purposes
- Personal information must be adequate, relevant and not excessive
- Personal information must be accurate and up to date
- Personal information must not be kept for longer than is necessary
- Personal information must be processed in line with the data subject's rights
- Personal information must be secure
- Personal information must not be transferred to other countries without adequate protection

8. ACCESS TO INFORMATION

The Freedom of Information Act 2000 and the Data Protection Act 1998 will be adhered to. Any request for disclosure of information must be made in writing to the Group (who will promptly inform the Council). The Parish Council is registered with the Data Protection Office and completed a data audit in June 2026.

Requests for information by the Police and other authorities must be made to the Clerk as the Proper Officer of the Council (who will promptly inform the Council).

Access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons (e.g. official visits from law enforcement or inspection agencies, security staff and senior management and maintenance staff) and only then with the personal authority (verbal or written) of the Clerk to Newick Parish Council. Any such visits will be conducted and recorded in accordance with the agreed procedures.

As Proper Officer of the Council, The Clerk has access to the system via the Parish Council mobile phone. The phone remains the property of Newick Parish Council as is passed to the Locum Clerk during extended periods of annual leave.

Any other personnel admitted to the recording facility, such as maintenance staff or engineers effecting repairs must be authorised by the Clerk as the Proper Officer (verbally or written) and, unless they hold suitable accreditation, must be supervised whilst they are in the recording facility.

8.1 Primary request to view data

Primary requests (i.e. those from law enforcement agencies) to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996),
- Providing evidence for civil proceedings or tribunals,
- Providing evidence of activities of the public whilst in the facilities,
- The investigation and detection of crime,
- Identification of witnesses.

8.2 Third parties

Third parties which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police,
- Statutory authorities with powers to prosecute,
- Solicitors,
- Plaintiffs in civil proceedings,
- Accused persons or defendants in criminal proceedings.

Upon receipt of a bona fide request to verify the existence of relevant data the Clerk will ensure:

- No undue obstruction of any third party investigation to verify existence of data,
- The retention of data which may be relevant to a request,

The Clerk shall decide on the bona fide status of any request and their decision shall be final unless so directed by an appropriate Authority.

9. PUBLIC INFORMATION

A copy of this code of practice will be made available to anyone requesting it.

10. SIGNAGE

Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording,
- The ownership of the system,
- Contact telephone number.

11. COMPLAINTS

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable cause will be dealt with accordingly. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Parish Council under its Complaints Policy. The Clerk or Newick Parish Council Chairman will, in accordance with the policy, ensure that every complaint is acknowledged in writing within ten working days which will include advice to the complainant of the enquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.

12. MAJOR INCIDENTS

In the event of a major incident arising, such as serious public disorder, bomb threats/explosions or serious fires, the police will be given authority to supervise the CCTV recording facility. Such authority will be given by the Clerk or the Chairman of the Group, verbally or in writing.

Adopted on.....

The Clerk E Reece e-mail: newickpc@newick.net



Newick Parish Council

Tree Policy

The Parish Council is responsible for any trees on its land and has a duty of care towards anyone on Parish Council land and to persons and property on neighbouring land. Therefore, the Parish Council must take care to avoid acts or omissions which any reasonable person could foresee would be likely to cause harm. If the Parish Council fails to take any necessary action or undertakes any action which results in harm to people, animals or property and, if that harm could have been foreseen, then the council may be found to be negligent.

- Newick has a large number of trees within the Parish, many of which are subject to Tree Preservation Orders (TPOs) or are located within a designated Conservation Area.
- The Parish Council arranges for an inspection of the trees on its land to be carried out by a suitably qualified arboriculturist every three years and carries out any recommended remedial work within a reasonable time scale.
- The oak tree at Powell Road/Oldaker Road (TPO 30 1997 – T4 of the order) is inspected more regularly in accordance with professional advice given.
- The inspections reports should any identify works to be carried out in the interests of public safety and/or following good arboriculture practice, and should give specific reasons for any recommendations made.
- The Parish Council appoints a Tree Warden to act on its behalf for consultations for applications for tree works in the Parish.

Role of the Tree Warden

- I. To follow guidance for the protection of trees as outlined by Lewes District Council.
- II. To make comments on tree works applications notified by Lewes District Council within the agreed timescales (normally 14 days from the date of notification).
- III. To ensure that any work recommended in the reports is carried out within a reasonable timescale by suitably qualified contractors with appropriate insurance.
- IV. To ensure that tree works applications are submitted to Lewes District Council where this is required.
- V. To consider tree replacement as and when necessary
- VI. To react to any concerns reported to the Parish Council which may occur outside the usual monitoring process.

Adopted by Newick Parish Council



NEWICK PARISH COUNCIL

POLICY FOR SIGNS , NOTICES, “A” BOARDS etc

This policy covers the desire of any individual, company, organisation, agency or any collective of individuals who wish to advertise, display any notice or erect any signage on Newick Parish Council’s property for any reason.

In principle the Council is favourably disposed to support any village venture, parish business or local endeavour by allowing signs or displays on Parish Council property under the following criteria:

1. No signage of any type will be allowed to be permanent without the agreement of the Clerk.
2. The bodies responsible for the signage/display must have full insurance and liability cover acceptable to the Council. No obligation, financial or otherwise, can be allowed to rest with the Council.
3. The body concerned will be responsible for meeting all health and safety legislation in the erection, use and dismantling of any signage/display.
4. In all cases Parish Property must be restored to its state prior to erection. The body concerned will be requested to indemnify the Council against damage; a deposit against damage may be requested.
5. In general signage/display will be limited to a maximum period of 2 weeks.
6. The Full Council may agree to longer periods and/or consecutive periods.
7. In the event that Council request prompt removal of any signage/display for whatever reason, despite previous agreement, the Council will be entitled to remove the signage/display without obligation to the body concerned and at that body’s expense (if they do not act immediately on the request to remove).
8. Where necessary appropriate planning permission from Lewes District Council or any other regulatory/legal permission needed, must be sought and acquired (by the body) prior to any erection or placement of signage/display.
9. Council has the sole discretion whether or not to agree to signage/displays and is entitled to request information. For instance, but not exclusively, purpose of signage, facts about the organisation, construction, erection plans etc. Council can reject any request without explanation, nevertheless explanations will usually be provided.
10. Council will allow ‘A’ boards (maximum A1 size) for businesses on Newick Green with permission.

Adopted.....



NEWICK PARISH COUNCIL

PROTOCOL ON THE RECORDING AND FILMING OF COUNCIL AND COMMITTEE MEETINGS

1. The right to record, film and broadcast meetings of the council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.
2. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
3. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and must remain in the same position throughout the meeting.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.
5. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the General Data Protection Regulation 2018.
6. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
7. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
8. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.,
9. The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its Standing Orders.
10. The Clerk will make an audio recording of full Council meetings for minute taking purposes and will delete the recording once the minutes have been written.

Adopted.....

Clerk to the Parish Council
Email: newickpc@newick.net

Clerk to the Parish Council
Email: newickpc@newick.net



NEWICK PARISH COUNCIL

Data Protection Policy

1. Introduction

1.1 The council holds and processes information about employees, councillors, residents and other data subjects for administrative and commercial purposes.

1.2 When handling such information the council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the General Data Protection Regulation (GDPR) 2018

2. Data protection principles

2.1 There are six GDPR principles which in summary state that data shall:

- be processed fairly,lawfully and in a transparent manner in relation to the data subject.
- be collected for a specified explicit and legitimate purpose and .not further processed in a manner that is incompatible with these purposes
- be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- be accurate and, where necessary, kept up-to-date
- be kept in a form that permits identification of data subjects for no longer than is necessary for the purpose for which the personal data are processed.
- Be processed in a manner that ensures appropriate security of the personal data including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

3. Responsibilities

3.1 Newick Parish Council is the Data Controller and must ensure that any collection and processing of personal data for which they are responsible complies with GDPR

3.2 Newick Parish Council has appointed Satswana Ltd to act as its Data Protection Officer to provide the following services:

- To deal with all matters arising from the role of Data Protection Officer, ensuring that the privacy of the data of natural persons is being protected.
- To update clients with any change in interpretation, guidance or case law
- To promote and maintain advice online regarding how to deal with a breach situation.
- To be available to deal with any breach concerns and to ensure that any arising problems are managed
- To assist clients to answer and manage subject access requests
- To make available an email response service as a problem resolver
- To provide a reporting conduit to the Information Commissioners Office (ICO) in the event of a breach
- To provide an interface with data subjects regarding their rights
- To support clients with draft policy templates

4. Storage and retention

4.1 The Council will take all reasonable steps to ensure that personal information is held securely and is not accessible to unauthorised persons.

4.2 The council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the council's Document Retention Scheme.

5. Access to information

5.1 Any employees, councillors, residents, customers and other data subjects have a right to:

- ask what personal information the council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the council uses the information and any other persons organisations to whom it is disclosed
- ask that any incorrect data held is corrected
- ask that their personal data is removed from the council's records (excepting that which is held for a specific lawful purpose)

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended or removed. The council must advise the individual within 20 days whether or not the amendment has been made.

5.3 Individuals have the right to request that the Council provides their personal information in a structured, commonly used and machine readable format so that it might be sent to another organisation. Any such request should be sent to the Clerk.

6. Breach of policy

6.1 Compliance with GDPR is the responsibility of all councillors, and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

6.2 Any individual who believes that the council has breached any of the requirements of the General Data Protection Regulation 2018 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Adopted.....