



Honesty – Inclusivity – Respect – Kindness - Integrity

Harlestone Manor Parish Council

Established 1st April 2020

Executive Officer/Clerk to the Council: Paul Thomas – clerk@harlestonemanorpc.org.uk - www.harlestonemanorpc.org.uk

Members of the Council are hereby summoned and members of the public and press are invited to attend the meeting of Harlestone Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.

St Andrews Church, Church Lane, Harlestone NN74EN
19:30 – Thursday 11th June 2026

AGENDA 001

737 Attendance and Apologies from Councillors

Council to formally resolve to approve reasons for non-attendance.

- Apologies for non-attendance will not be accepted by the council due to a failure of procedure and/or the notice period for non-attendance not being adhered to.

Cllr Stewart Clark (Chairman)

Cllr Christopher Bryant (Vice Chairman) (Unity)

Cllr Caroline Holgate (Unity)

Cllr Rachel Meaden

Cllr Lucille Watts

Cllr Paul Nunley

Cllr Isla Holgate

Cllr Vacancy

Cllr Name

|

Reason for Absence

|

Approved (Yes/No)

738. To receive Declarations of Interests by members and applications for Dispensation by the Council

Members are requested to make any declarations of personal or prejudicial interests, in line with the 2020 code of conduct, relating to items on this agenda

739. Approval of minutes from previous meetings

The distributed and published minutes from the previous meeting(s) of the parish council.

740. Public participation session (Members of the public are invited to address the council)

Whilst parish council meetings are open to the public, contributions are limited by standing orders to allow only invited/scheduled guests or councillors to contribute. However, there is a section in each meeting when the Chairman suspends standing orders to hear any members of the public who wish to address the parish council.

Members of the public should address their representation through the Chairman of the meeting. This time is limited to 15 minutes and three minutes per contribution unless requested otherwise by the Chairman and/or councillors. This is in line with Standing Orders of 2020. Standing Orders will then be reinstated to allow the Council to resume its meeting and discussion items.



741. Council to acknowledge the Internal Audit Report and to agree any actions

For the internal audit report, please see appendix A

742. Annual Governance Statement and Accountability Return (AGAR) 2025/2026

Council to approve the signing of the AGAR by the Chairman and the Clerk.

Section 1 – Annual Governance Statement 2025/26

Section 2 – Accounting Statements 2025/26

743. Financial update from the Executive Officer

The schedule of payments has been circulated and published with the agenda. The finances to be approved and items for payment authorised. Previous months statement filed with the payment schedule. Budget review months: Mar, Jun, Sep, Dec.

EO/RFO to update the council on the monthly bank reconciliation against the annual budget.

- Two signatories: Cllr Bryant, Cllr C.Holgate (Cllr Nunley & Cllr Watts to login as signatories).

Schedule of Payments January								
No	Power	Payee	Description	Inv Date/No	VAT No	VAT	Total	✓
19	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
20	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✓	✓
21	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£254.81	✓
22	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	TBC	891995748	£214.55	£1,287.27	
	Internal Transfer	798 Commuted - T1 978	12 x £554.54 Apr/Mar 25/26	07.06.2026	N/A	N/A	£6,654.48	⊖
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊖
Sub Total							£8,303.03	
Payments paid by the Clerk to be reimbursed.								
23	LGA 1972 s111	Amazon	Laptop Mouse	25.May.2026	727255821	£1.67	£9.99	✓
Clerk's Office							£9.99	
Total					VAT	£216.22	£8,313.02	
Previous Month's Unity Statement								✓

Signed: Chairman (FC)
Chairman/Financial Controller

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas



Unity Trust Bank - Finances

978	Current Account	£ 59,062.18
808	Election Account	£ -
981	Reserve Account	£ 5,893.94
	Hinckley & Rugby	Pending

994	CIL Deposit Account	£ 35,609.16
798	LF Commuted Sum	£ 53,419.06
Total Unity Accounts		£ 153,984.34

Meeting Schedules 2026

7:30pm at St Andrews Church, Harlestone.

Meetings held on the 2nd Thursday of the month unless stated on the website.
 January, March, May (Annual Meeting), June (Audit/AGAR), July, September, November.
 Annual Meeting of the Parish TBC.

Meeting Closed at:

Signature: *Paul O.R. Thomas esq*

Dated: **5th June 2026**

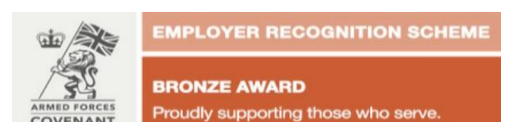
Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Stewart Clark

*HMPC comply with the Race Relations Act 1976 and Section 17 of the Crime and Disorder Act 1988
 Nolan Principles: Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership*



Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Harlestone Manor Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	18.05.2026
Year ending:	31 March 2026	Date audit carried out:	April & May 2026 plus meeting May 22 nd 2026

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chair of the Council:

I have carried out a thorough review of the documents both supplied to me by the Clerk, Paul Thomas and those listed on the website. I would like to thank Mr Thomas for his prompt and efficient help with the audit. The document files provided by Mr Thomas are very well presented, there are comprehensive financial records and everything is well organised.

I raised some concerns in last years internal audit, I am pleased to see that the issues raised have been addressed. The Clerk would definitely benefit from undertaking the CiLCA qualification which would in turn benefit the council.

I have reviewed bank statements and the bank reconciliation statements, payments, receipts and minutes as well as the documents on the website. The website is up to date and well managed.

The internal control objectives have been met and the annual risk assessment has been minuted, I have no concerns.

The council has discussed the requirements of Assertion 10 and has an adopted IT Policy.

It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out above.

Yours sincerely,



Fiona Young



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

The figures submitted in the Annual Governance and Accountability Return are:
RESTATED

	Year ending 31 March 2025	Year ending 31 March 2026
1. Balances brought forward	147,534	152,528
2. Annual precept	32,156	32,156
3. Total other receipts	6894	5,499
4. Staff costs	17,807	17,051
5. Loan interest/capital repayments	0	0
6. Total other payments	16,248	26,352
7. Balances carried forward	152,529	146,780
8. Total cash and investments	152,529	146,780
9. Total fixed assets and long-term assets	24,987	29,876
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download

<https://northantscalc.gov.uk/practitioners-guide>