

Nether Kellet Parish Council

Minutes of the Annual Meeting of the Parish Council held at the Congregational Church Hall on Wednesday 6th May 2026 commencing at 7.00pm.

Present: Councillor Mrs J Bentham (Chair)
Councillor Mr M Uttley (Deputy Chair)
Councillor Mr C Halhead
Councillor Mrs S Mason
Councillor Mr D Whitaker
Councillor Mr I Williams
Councillor Mr M Winrow
Adrian Osmotherley (Parish Clerk)

1. **Apologies:** There were no apologies received.
2. **Minutes of the Annual Meeting held on 4th June 2025:** The Minutes of the Annual Meeting of the Parish Council held on Wednesday 4th June 2025 were approved.
3. **Election of Chair:** It was proposed by Councillor Williams and seconded by Councillor Mason and **Resolved** unanimously that Councillor Uttley be elected as Chair of the Parish Council for the municipal year 2026 to 2027.
4. **Election of Deputy Chair:** It was proposed by Councillor Winrow and seconded by Councillor Halhead and **Resolved** unanimously that Councillor Mason be elected as Deputy Chair of the Parish Council for the municipal year 2026 to 2027.
5. **Declaration of Acceptance:** Declaration of Office of Acceptance was signed by the elected Chair and Deputy Chair at the meeting for the municipal year 2026 to 2027. At this point in the meeting Councillor Uttley took over as Chair from the outgoing Chair Councillor Bentham.
6. **Declarations of Interest:** There were no amendments to members declarations of interest for the municipal year 2025 to 2026.
7. **Election of Officers and representatives of outside bodies for the municipal year 2026-2027:**
 - a) **Lancashire Association of Local Councils:** Councillors Halhead and Whitaker were unanimously elected.
 - b) **Village Hall Committee:** Councillor Uttley was unanimously elected.
 - c) **Quarry Liaison Committee:** Councillors Winrow and Williams were unanimously elected.
 - d) **Recreational Field and Play Area:** Councillor Mason was unanimously elected.
 - e) **Service Providers and Sub-Contractors:** Councillor Halhead was unanimously elected.
8. **Annual Governance & Accountability Return (AGAR) 2025 - 2026:** The Parish Clerk presented the AGAR Return 2025/26 Form 2 for smaller authorities where gross income or expenditure is less than £25,000. Councillors were informed that the Parish Council met the qualifying criteria for exemption from a limited assurance review by the external auditor providing it completes the;
 - a) The Certificate of Exemption - AGAR 2025/26 Part 2 (page 3 of the AGAR) completed and signed by the Parish Clerk and the Parish Council Chair for the municipal year 2025-2026, and returns it to the external auditor before the deadline date of the 30.06.2025, and the;
 - b) AGAR 2025/26 Part 2 made up of the following; the Annual Internal Audit Report 2025/26 (page 4 of the AGAR) completed and signed by the Parish Council appointed internal auditor.
Section 1 - Annual Governance Statement 2025/26 (page 5 of the AGAR) and Section 2 - Accounting Statements 2025/26 (page 6 of the AGAR) signed by the Parish Clerk and the Parish

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Council Chair for the municipal year 2025-2026.

Councillors were advised that following the internal audit review of the financial accounts and statements, the internal auditor had already completed and signed the Annual Internal Audit Report 2025/26. It was reported that the annual gross income for 2025-2026 was £18,285.39 and gross expenditure of £19,376.77 representing balances at 31.03.2026 of £7,361.00. The Annual Accounts Return, Bank Reconciliation at 31.03.2026, Statement of Accounts, Explanation of Variances, Listing of Payments and Receipts for all Cost Centres Report had been sent to Councillors in advance of the meeting were used to explain and justify the above income, expenditure and closing balance calculations.

In addition to this Councillors had also received a copy of the internal audit review carried out by Jennifer Sutcliffe. The review identified a number of recommendations. All the recommendations were discussed by Councillors. One of the recommendations was for the Parish Council to develop their own compliant website. A discussion was held by Councillors, and it was unanimously agreed that the Parish Council would not look at developing their own website at this time and it was agreed that this recommendation would be further reviewed in 6 months.

9. **Asset Register at 31st March 2026:** A review of the Asset Register had been carried out by the Parish Clerk and provided to Councillors for consideration in advance of the meeting. Proposed changes to the document related to a new solar powered speed camera installed during the period and a replacement printer and memorial sign purchased during the period. The Asset Register identifies replacement values and there is no need to reflect any factors relating to items devaluing. It was **RESOLVED** that the Asset Register at 31.03.2026, setting out details of total assets amounting to £88,250.51, be approved.
10. **Risk Assessment and Log at 31st March 2026:** A review of the Risk Assessment and Log had been carried out by the Parish Clerk and draft copy provided to Councillors for consideration in advance of the meeting. Proposed changes to the document had been identified in red. The Parish Clerk reminded Councillors that it is a requirement under the Accounts and Audit Regulations 2015 that a risk assessment is undertaken each year and approved by Councillors as a failure to do so can result in a qualified audit opinion.

The Parish Clerk advised Councillors that there had been no changes to the Risk Assessment and Log following his review.

A general discussion was held by Councillors about the content of the Risk Assessment and Log. It was **RESOLVED** that the review of the draft Risk Assessment and Log be approved.

11. **Date of Next Annual Meeting:** The next Annual Meeting of the Parish Council will be held on **Wednesday 5th May 2027 commencing at 7.00pm.**

Signed: Adrian Osmotherley (Parish Clerk)

Date: 07.05.2026