

HORTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE MEETING OF HORTON PARISH COUNCIL TO BE HELD AT **BROADWAY HILL METHODIST CHURCH ON THURSDAY 11th June 2026** COMMENCING AT 6.30PM.



02nd June 2026
Z Bougourd
Parish Clerk/RFO

3d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

3e) Subject to standing order 3d) above, members of the public are permitted to make representations, ask or answer questions and give evidence in respect of any item of business included in the agenda.

3f) The period of time which is at the Chairman's discretion.

3g) Subject to standing order 3e above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless invited by the Chairman to provide further information.

3h) In accordance with standing order 3e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. Questions from the members of the public to the council requiring an answer (if possible) must be submitted to the clerk on or before the Monday before the Parish Council meeting.

1. Public Forum

2. Somerset Councillor Report

3. Apologies for absence

4. Declaration of Interests

5. Approval of minutes

- a. **APCM April 09th 2026**
- b. **APM 09th April 2026**

6. Finance:

- a. **To approve and sign the Bank statements – April 2026 to date**
- b. **To approve and minute payment requests. See Appendix A**
- c. **To approve and sign bank reconciliations April 2026 to date**
- d. **Note application to Natwest to update mandate.**
- e. **Request to set up DD to HMRC (Clerk's salary is variable due to CiLCA training)**

7. AGAR & Audit report:

- a. **To consider internal auditors report**
- b. **To confirm submission of documents to external auditors.**

8. Parish Council Insurance – to note current agreement with Gallagher LTA end date of 12th June 2028

9. Grant applications:

- a. **To approve grant £120 to Neroche School**

10. Playground

- a. **To consider proposed new and replacement play area equipment.**
- b. **To consider current play area and discuss plan for future development.**

11. Update re Village sign

12. Note annual playground inspection.

13. Standing items.

a. Monthly updates:

- i. Highways/Village maintenance: Gutter clearance Hanning Road – Clerk update.
- ii. Consider annual schedule of grounds maintenance.
- iii. Speed Indicator Devices
- iv. Bus shelter refurbishment/decoration.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

To consider quotes to provide and service recreation area refuse bin.

14. Bin collection – recreation ground.

a. LCN recommended companies have been contacted to request a quote.

- i. Suez – quote attached.
- ii. J Witt Waste Recycling
- iii. RTS Waste – unable to quote – cannot service address.

Date of next meeting: July 16th 2026 6.30pm Broadway Methodist Church.

Appendix A Payment requests:

N Compton	Grounds Maintenance	£150.00
P Russell	Auditor	£185.00
Clerk	CiLCA/travel	£135.28
HMRC	CiLCA	£30.60

HORTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 08th May 2026 at Broadway Methodist Church.

Present: Cllr B Mosley, Chair, J Martin, H Massey, M Schmidt, P Babbington.

- 26/15 Election of Chairman & declaration of acceptance of office.** Cllr B Mosley was re-elected. Proposed Cllr Massey, seconded Cllr Martin. Approved unanimously. Declaration of acceptance signed.
- 26/16 Election of vice Chair and declaration of acceptance of office:** Cllr Johnson had indicated he was prepared to Continue as Vice Chair for the next year. Proposed Cllr Massey, seconded Cllr Mosley. Approved unanimously, declaration will be signed at the next meeting.
- 26/ 17 Somerset Councillor Report** – no report was received Cllr Osborne is currently on extended leave until 22nd July 2026
- 26/18 Apologies for absence** – apologies were received and accepted from Cllr A Johnson.
- 26/19 Declaration of Interests** – Cllr Massey declared an interest in Item 4, planning application for Mead Cottage. Accepted.
- 26/20 Approval of minutes April 09th 2026** – minutes were approved and signed.
- 26/21 Finance:**
- To approve and sign the Bank statements** – April 2026 – approved and signed
 - To approve and minute payment requests.** See Appendix A- approved and signed
 - To approve and sign bank reconciliations** April 2026 – approved and signed
- 26/22 To resolve amendment to Natwest accounts, remove signatories and add Clerk & Cllr Martin.** Proposed Cllr Massey, seconded Cllr Mosley. Clerk to complete online form and attach letter & minutes.
- 26/23 Planning:**
- [26/00679/FUL | Proposed Demolition of Existing Rear Two Storey Extension, Garage & Outbuildings and Erection of Revised Two Storey and Single Storey Extensions, Replacement Double Garage and Hairdressing Salon | Mead Cottage Pottery Road Horton Ilminster Somerset TA19 9QW](#)
- Proposal:** Proposed Demolition of Existing Rear Two Storey Extension, Garage & Outbuildings and Erection of Revised Two Storey and Single Storey Extensions, Replacement Double Garage and Hairdressing Salon
- Location:** Mead Cottage Pottery Road Horton Ilminster Somerset TA19 9QW
- Applicant:** Mr & Mrs L Massey
- Application Type :** Full Application
- Application Number:** 26/00679/FUL
- The PC considered this application and agreed that they had no objections and that the development will provide an asset for the Village – Clerk to reply to SC Planning
- 25/ 24 Annual Policy review:** Policies were reviewed and adopted.

Policy	Date of adoption	Review date	Updates required/implemented
Policies on website			
Standing Orders	January 2026	May 2027	Updated/ on website
IT Policy	February 2026	May 2027	Updated /on website

Procurement Policy/guidelines	February 2026	May 2027	Updated/ on website
Co-option Policy/application	January 2026	May 2027	Updated/on website
Financial Regulations	January 2026	May 2027	Updated/on website
Publication Scheme	May 2020	Pending	
Civility & Respect Guidelines	May 2020	February 2026	Updated/on website
Code of Conduct	January 2026	May 2027	Updated/on website
Asset Register	April 2026	May 2027	Updated/on website
Whatsapp for PC	April 2026	May 2027	Updated/on website
Data Protection	May 2020	2026	Updated/on website
Scheme of delegation	May 2020	2026	Updated/on website
Transparency Code	May 2020	2026	Updated/on website
Civility & Respect/Dignity at Work.	May 2020	2026	Updated/on website
Risk Management Policy	N/A	2026	Updated/on website
Risk Management Scheme	N/A	2026	Updated/on website
Document Retention Policy	N/A	2026	Updated/on website
GDPR subject access request policy	N/A	2026	Updated/on website
Freedom of Information Policy	N/A	2026	Updated/on website
Grant Application/Policy	N/A	2026	Updated/on website
Subject Access Request	N/A	2026	Updated/on website

Policies due for review/adoption in 2026/27	Date of next review	Date of adoption
Investment Policy	May 2027	May 2026
Disciplinary Policy	May 2027	May 2026
Grievance Policy	May 2027	May 2026
Complaints Policy	May 2027	May 2026
Health & Safety (incl lone worker)	May 2027	May 2026
Policies for Assertion 10 compliance	Date of review	Date of adoption
Privacy Notice	May 2027	May 2026
Email Policy	May 2027	May 2026
Website Accessibility Statement	May 2027	May 2026
Data Breach Policy	May 2027	May 2026
GDPR Map	May 2027	May 2026

25/25 To consider a report with quotes for proposed new and replacement playground equipment. Pending a report from Cllr Johnson

25/26 Update re Village sign: Cllr Martin will obtain an updated quote – Cllr Mosley will contact a local contractor regarding installing the sign.

25/27 Memorial Bench (Cllr R Buckler)– update. Cllr Mosley will contact a local contractor for a quote to install the concrete base – Cllr Massey will research suitable benches. Mrs Buckler will be asked to provide a plaque to attach to the bench.

**25/28 Dates for PC Meetings 2026/7(second Thursday each month unless advised otherwise)
NB No meetings in August or December.**

- a. 11th June 2026
- b. 16th July 2026 (third Thursday)
- c. 10th September 2026
- d. 08th October 2026
- e. 12th November 2026
- f. 14th January 2027
- g. 11th February 2027
- h. 11th March 2027
- i. 08th April 2027
- j. 13th May 2027

2. Standing items.

a. Monthly updates:

- i. Highways/Village maintenance: Ongoing – the footpath alongside the river is very overgrown – Cllr Martin will contact contractor. The roadside gutters and edges in Hanning Road need clearing with heavier equipment than is available locally. Clerk to contact LCN and see if they have contacts which may be able to carry out these works.
- ii. Consider annual schedule of grounds maintenance. Ongoing.
- iii. Playing Field. Biffa contract – update from Cllr Johnson- Cllr Johnson contacted Biffa, the response was not particularly helpful. After discussion it was agreed that the Clerk will contact Biffa, request they remove the bin and cease the service. Clerk will source alternative provider.
- iv. Speed Indicator Devices –update re placement of pole/installation of device. SID is now located in Pottery Road, Cllr Martin will download data and report to a future meeting
- v. Bus shelter refurbishment/decoration. Decoration ongoing. – Cllr Massey will source three suitably sized panels for the school to decorate and then install in the shelter.

Appendix A

Payment requests:

B Mosley	SID fixings	
Clerk	CiLCA/travel	135.66
HMRC	CiLCA	30.60
N Compton	Verge maintenance	150.00
Clerk	Office supplies	17.97

HORTON PARISH COUNCIL

Minutes of the Annual Parish Meeting held on 08th May 2026, 6.30pm at Broadway Methodist Church.

Present: Cllr B Mosley, Chairman, Cllrs P Babbington, M Schmidt, H Massey & J Martin.

26/1a TO SIGN THE MINUTES OF THE LAST ANNUAL PARISH MEETING (MAY 2025). Minutes were approved and signed.

26/2a TO RECEIVE THE CHAIRMAN'S REPORT. The Chairman presented his report

26/3a COMMENTS AND QUESTIONS ON THE CHAIRMAN'S REPORT. To be updated to reflect Councillor resignations during the year.

26 4a ANY PARISH ITEMS YOU MAY WISH TO DISCUSS, BY LAW AND PASS RESOLUTIONS ON THEM. No matters were raised

Meeting closed at 6.50pm.

HORTON PARISH COUNCIL – CHAIRMAN’S ANNUAL REPORT 2025 2026

During the past twelve months we have welcomed Hannah Masey as a Councillor, her links to Neroche School will be of great benefit to the council and community.

We said a sad farewell to Ann Winter who served for more than twelve years, we will miss her positive contribution and input. We also said farewell to Councillors Julie Lazell & Robert Hutchinson, who served for six and five years respectively, they both provided practical and valuable contributions.

It should be noted that we have three vacancies for Councillors all of which can be filled by co-option. Despite several adverts and a few promising leads no one has come forward. We would encourage any Horton residents who live in the Village or within three miles to check the website, contact Councillors or the clerk for further information.

We said farewell to Charlotte Duff after 10 years as clerk and RFO.

After a recruitment campaign and interviews Zannette Bougourd was appointed as clerk & RFO. Zannette has worked tirelessly to ensure that we as a council comply with all the relevant regulations. We look forward to working with her in the future.

In accordance with Government guidelines the Parish council changed their email addresses to gov.uk as per the website.

The Parish council has two main assets, the playing field and the play equipment and the bus shelter.

The bus shelter has had a complete refurbishment including a new roof, the council will be working with Neroche school staff and pupils to arrange for a mural to be painted. There is now a book exchange cabinet installed and managed by Cllr Peter Babbington. The council continues to manage the playing field and equipment with regular grass cutting, hedge cutting and regular inspections and repairs as necessary to the equipment.

Cllr Andy Johnson is investigating improving play equipment upgrades.

An issue with overflowing bins at the playing fields is in the process of being resolved with a contract to a waste disposal company.

New and in some cases larger dog waste bins have been located in the Village – thanks to Cllr Peter Babbington.

Footpaths are inspected and any clearance required managed by Cllr Mike Schmidt.

Residents have been contacted through various channels as to suggestions to improvements and additional facilities in the village on several occasions, unfortunately the council received no responses.

The council continues to monitor and make representations of planning applications, reviewing several throughout the year.

Following the submission for 150 houses at Broadway Hill a robust response was formulated. The council insisted on a public consultation by the applicant; this was held in the Village Hall and well attended by Parishioners.

A Parish council meeting was held with the main agenda item being the application, this was once again well attended.

Following this meeting the council debated the feedback, and a decision was made to engage a planning consultant to put forward objections. We are still awaiting the decision.

Cllr Jack Martin has overseen this process and will co-ordinate and report back to the council.

Grants were issued to Neroche PTA £1,000

Beehives £247.50

Countryside Protection £120.00

We will consider grants as appropriate for 2026/27.

The councils' finances and reserves are in good order and well managed, however Somerset Council continue to present challenges, the impact of which are currently unknown.

An annual audit of the finance takes place.

We look forward to another year of serving and representing the Parish of Horton to our best ability.

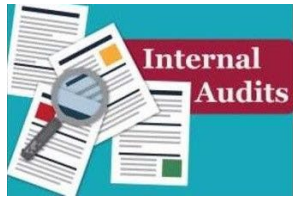
Cllr Barry Mosley

Chairman.

08th May 2026

Horton Parish Bank recs

May-26	CURRENT ACCOUNT	Income	Interest	Expenditure	Balance C/F
Date					
28/04/2026	Opening Balance				364.24
12/05/2026	Tfr from reserves	1025.46			
12/05/2026	B Mosley/SID fixings			49.96	
12/05/2026	N Compton			150	
12/05/2026	Clerk expenses			17.97	
12/05/2026	CilCA/expenses			135.66	
27/05/2026	Tfr from reserves	1,000.00			
27/05/2026	Zurich/to be refunded			677.31	
28/05/2026	Clerk			356.4	
28/05/2026	HMRC			80.91	
		2025.46		1468.21	
Closing balance	Current Account	921.49			
	Reserve Account				
30/04/2026	Opening balance		40999.63		
30/04/2026	Interest		25.83		
12/05/2026	TFR to current a/c			1025.46	
27/05/2026	TFR to C/A			1000	
29/05/2026	Interest		27.25		
				2025.46	
			41052.71		
Closing balance			39027.25		
Signed					
Date:					



Zannette Bougourd
Clerk/RFO
Horton Parish Council
9 Redgate Park
Crewkerne
TA18 7NL

25th May 2026

Dear Zannette,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Horton Parish Council. The annual internal audit for 2025/26 financial year was completed on 25th May 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete the internal audit section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

The Audit has identified a number of recommendations to help update and improve the Council's current procedures. The audit has found no areas of concern and the Council's procedures and controls are generally working well.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the financial year.

The Clerk to the Council has been appointed as RFO (LGA1972 s151).

Recommend this be included on the website under the Clerk's details.

UPDATED

The roll over figure is £31,518 (Box 7). Noted the comment about the unrepresented cheque for £280.38. **Confirm whether this figure should be restated. ROLLOVER FIGURE CORRECT – REFLECTED IN BANK RECONCILIATIONS REPORT**

The Council maintains its accounts using a spreadsheet. A sample of the financial transactions between 1st April and 31st March 2026 has been undertaken. The following checks were carried out:

- A review of the invoices against payment reports and the bank statements;
- A review of the cashbook against the bank statements and invoices paid;
- A sample of Payments have been checked against the bank statements to verify accuracy;
- Expenditure incurred is appropriate.

There is an adequate process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Procedures are included in the Financial Regulations.

A list of invoices for payment is presented to Full Council for consideration and approval. This is published as part of the agenda supporting papers.

The Council has a Risk Management Register in place as part of its suite of policies. [Strategy](#) and [Scheme](#).

Bank reconciliations are completed on a monthly basis, initialled and signed off alongside copies of the bank statements.

There is appropriate segregation in place.

The year end bank reconciliation has been completed. This was referenced back to the bank statements. The final balance held by the Council amounts to £31,928.85 as at 31st March 2026.

The Council has met this control objective.

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

Tenders and Contracts are governed by Financial Regulations. All contracts being tendered should be published on the Parish Council's website as well as the Find a Tender portal where required. Council also has a Procurement Policy in place. **Note that link on website is not working. WEBSITE UPDATED – LINK WORKING**

Standing Orders and Financial Regulations are based on the latest versions. The limits between the two documents are consistent.

The following financial process is in place:

- The Clerk/RFO is responsible for financial transactions;
- Invoices are verified for accuracy on receipt and entered to the correct cost centre;
- Invoices are saved electronically;
- All payments are reported to Full Council for approval;
- Payments are authorised by Full Council and minuted;
- Clerk/RFO uploads payments onto the online banking app;
- All payments are authorised by two Councillors as outlined in the Financial Regulations.

There is appropriate segregation in place.

VAT claims are submitted annually. A refund of £212.87 was received for 2024/25 and the VAT incurred during this financial year totals £1,751.15.

The Council does not have a debit card in place.

The Council does not have the General Power of Competence in place.

The Council has met this control objective.

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

The Council has a Risk Management Policy in place which has been reviewed.

The Council is insured with Hiscox through Gallaghers. Policy number 8188700. Insurance operates from 12/06/2025 until the policy is cancelled. **UNDER LTA UNTIL 2028**

A review of the insurance policy has been undertaken and Council is adequately insured. The policy includes Employers Liability (£10 million) and Public and Products Liability (£10 million).

A Fidelity Guarantee was not identified in the Insurance Schedule and it is **recommended that Council confirms that it has a Fidelity Guarantee in place. Minimum cover is recommended at £150,000 EMAILED GALLAGHERS FOR CONFIRMATION**

The Council appears to be responsible for a play area but no information regarding annual or other inspections has been provided. **Confirm responsibility. PLAY REPORT SENT TO AUDITOR**

The Council has adequate internal controls in place to ensure that it carries out its day-to-day business effectively and efficiently.

The Council has met this control objective.

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

The budget and precept were set by resolution at the Parish Council meeting on 9th January 2025. Minute 16.1.3 refers.

16.1.3 To consider Precept 2025-2026 - £16,400 was Unanimously Approved.

It has been confirmed that a precept of £16,400 was requested. (MHCLG Parish Code E3301P147)

Budget monitoring is reviewed on a monthly basis by Full Council and during budget setting. The monitoring report is published as part of the agenda supporting papers.

The Council does not appear to have set up Earmarked Reserves. **It is recommended that Council formally adopts a list of Reserves. AGREED AND MINUTED 09TH APRIL 2026**

The Council had the following Bank Statement Balances as at 31st March 2026:

ACCOUNT	AMOUNT
Current account	£704.52
Instant Access	£21,928.85
TOTAL	£31,928.85

The Council has met this control objective.

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

The Council does not have any aged debtors.

The Council does not manage the allotment site.

The Council is not a burial authority.

The Council does no hire out any venues.

Council's other income for 2025/26 included bank interest, CIL funding, donations and refunds. All income is correctly recorded in the accounts system and is accompanied by an audit trail.

The Council has met this control objective.

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

The Council does not operate a petty cash system and did not make any cash payments during the year.

The Council has met this control objective.

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.

The Clerk has a contract of employment in place.

Members do not receive a members' allowance.

A sample of salaries has been checked and confirmed. Salaries paid during the year have been reviewed. Gross pay is calculated in accordance with the relevant NJC scale. Tax codes are included on the payslips and deductions properly calculated.

No Pension contributions are made.

National Insurance contributions have been deducted as required.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax and NI contributions correctly deducted and paid to the respective agencies.

The Council has met this control objective.

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

An Asset Register is in place. Current value of the assets amounts to £73,013. The Register is maintained on a spreadsheet and has been updated. It meets current requirements.

A comparison of the insurance schedule against the asset register has been undertaken. Council has adequate insurance cover in place.

Council does not have any long-term investments in place.

Council has no loans outstanding.

The Council has met this control objective.

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

Bank reconciliations are prepared monthly and are signed off by Full Council.

The Council has met this control objective.

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

Accounts are maintained on a receipts and payments basis. Receipts and payments agree to the cash book and are supported by an adequate audit trail.

The Council has met this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

Not covered.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information should be published on the Parish Council’s website under the Smaller Authorities Transparency Code ([SI/SR Template](#))

Expenditure exceeding £100

Local authorities must publish details of each individual item of expenditure that exceeds £100. [Published as part of the agenda.](#)

End of year accounts

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Not published by required date.](#) **HPC AWARE**

Annual governance statement

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Not published by required date.](#) **HPC AWARE**

Internal audit report

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Not published by required date.](#) **HPC AWARE**

List of councillor or member responsibilities

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Location of public land and building assets

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. [Published](#)

Minutes, agendas and papers of formal meetings

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. [Published](#).

The Council has not met this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

The publication requirements were not met.

Although the Notice states 3rd June to 14th July 2025 which meets the statutory 30 day requirement the notice was not published during the year.

The Council did not formally minute the dates of the public notice at the meeting where the AGAR was approved in May 2025. **Recommend that public notice dates be adopted and minuted in future.**

Noted that links to the minutes of May and June 2025 are not working. Minutes have not been uploaded. NOW UPLOADED.

The Council has not met this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements 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: [Not published](#). **HPC AWARE**
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Not published](#) **HPC AWARE**
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Not published](#) **HPC AWARE**

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. [Not published](#).

The Council has not met this control objective.

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

Council has a .gov.uk email addresses for the Clerk Members are contacted through the Clerk. Council meets best practice advice by having a .gov.uk domain for its website and email account. **Please note that the website has not been updated and has the previous Clerk information on it and an old email address. Please action. EMAILED WEBSITE PROVIDER.**

The Council has adopted an IT policy as required. [HORTON PARISH COUNCIL IT POLICY 2026.docx](#)

The Council has an Accessibility Statement published on its website. [Accessibility Statement - Horton Parish Council](#)

Note that since September 2020, all parish and Parish councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1 AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

It has been confirmed that Horton Parish Council website complies with WCAG 2.2 AA. It achieves 69%: [Scan Results — CompliaScan](#)

Accessibility has been reviewed and the parish council section of the website scores 506 out of 10. [WAVE Report of Home - Horton Parish Council](#)

Recommended that Council contacts its web provider and request that they address the issues identified in the scans to improve accessibility. EMAILED WEBSITE PROVIDER.

Data Protection requirements:

- Data Protection Lead – Clerk is responsible for data protection.
- Data Audit: In place
- Training for staff and Councillors: being undertaken.
- Data Protection Policy: [data-protection-policy-2026.pdf](#)
- Document Retention Policy: [Document Retention Policy 2026.pdf](#)
- Privacy Notice: [Horton PC Assertion 10 Documents 2026.docx.pdf](#)
- Secure data to protect it from Data Breaches: [Horton PC Assertion 10 Documents 2026.docx.pdf](#)
- Subject Access Request: [Subject-Access-Request-Policy.pdf](#)
- Both hard copy and electronic data have relevant protections in place.

A Freedom of Information Policy is in place. [Publication Scheme 2026.pdf](#) and [HORTON PARISH COUNCIL-FREEDOM-OF-INFORMATION-POLICY 2026.pdf](#)

The Council meets the Smaller Councils Transparency Code as required.

The Council has met this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole trustee.