Parish Council Meeting Minutes

Council: Twywell Parish Council
Date: 30 July 2026
Time: 7:01pm
Venue: MacQueen House
Meeting Type: Council Meeting

Present

Councillors present included:

- Cllr Tim Green (Vice Chair)
- Cllr Tony Kirk
- Cllr Oliver Martin
- Cllr Rusell Robertson (Chair)

Minutes taken by Cllr Oliver Martin

Apologies for Absence

Apologies were received from:

- Cllr Robert Stanley due to family commitments.
- Cllr and James Totten due to holiday/family commitments
- Cllr Tim Green advised he would arrive 10 to 15 minutes late.

Declaration of Interests

A declaration was made regarding allotments, noting that Cllr Russell Robertson holds an allotment. Members agreed that no items under consideration constituted a conflict of interest requiring withdrawal from the meeting.

No further declarations of interest were received.

1. Internal Audit Report 2025/26

Members considered the Internal Audit Report and discussed each observation in turn.

1.1 IT Policy

The audit report noted that the Council had not adopted an IT Policy.

Members acknowledged that whilst a previous meeting had instructed the Clerk to prepare an IT Policy, no policy had subsequently been adopted.

Resolved:

- To place adoption of an IT Policy on the September meeting agenda.
- To request Cllr Totten prepare a draft IT Policy for consideration.

  Proposed by Cllr Russell Robertson and Seconded by Cllr Tony Kirk.

1.2 Allotment Administration

The audit report commented on the absence of a list of allotment holders and the management of allotment income.

Members stated that:

- A list of allotment holders exists.
- Invoices and records are maintained by the Allotment Executive committee (A committee with **delegated powers, Local Government Act 1972, s.101**,.)
- Documentation relating to allotment management is available and maintained.

Members noted ongoing work to establish a separate bank account for allotment income and expenditure to improve transparency and reporting.

Resolved:

- To continue implementation of the dedicated allotment bank account arrangements.
- To note that existing allotment records are maintained.

  Proposed by Cllr Russell Robertson and Seconded by Cllr Tony Kirk.

1.3 Reserves and Precept

Members discussed the auditor's concerns regarding:

- The reduction in the precept from approximately £16,700 to approximately £10,250.
- The level of reserves held by the Council.

Members considered current balances and future expenditure requirements and noted that:

- A Reserves Policy has previously been adopted.
- Estimated reserves would be approximately £6,500 at year end.

- Current forecasts indicate this represents around 50% of annual expenditure.

Members discussed guidance recommending councils maintain between three and twelve months of reserves and were satisfied that the Council's current position is appropriate.

Resolved:

- To review the Reserves Policy at the September meeting and consider whether any amendments are required.
- To note the Council's current reserve position.

  Proposed by Cllr Russell Robertson and Seconded by Cllr Tony Kirk.

1.4 Insurance Renewal

Members considered comments regarding approval of insurance renewal.

It was noted that:

- An Extraordinary Meeting had been held to approve the renewal.
- Insurance cover had therefore been properly authorised.

Resolved:

- To place an item on the September agenda to consider a standing arrangement for future insurance renewals where premium increases remain within an agreed tolerance level.

  Proposed by Cllr Russell Robertson and Seconded by Cllr Tony Kirk.

1.5 Policy Approvals

Members discussed comments suggesting delays in policy approval and review.

Councillors noted that:

- Several policies had been reviewed and approved during the year.
- Some approvals had been deferred pending revision and correction of drafting issues.
- Policies are now substantially updated and compliant.

The Council noted the explanation provided regarding previous delays.

1.6 Future Internal Audit Arrangements

Members expressed concern regarding aspects of the audit report and the process followed.

The Council discussed:

- Future internal audit requirements.
- Alternate providers for future years.
- The requirement for an internal audit despite exemption from external audit due to the authority's size.

Resolved:

- To place consideration of future internal audit arrangements and appointment of an auditor on the next agenda.

2. AGAR and Internal Audit Actions

Members noted:

- The Council remains below the external audit threshold.
- AGAR requirements still require completion and submission.
- Agreed actions and responses arising from the internal audit will be recorded and provided to the Clerk for the AGAR process.

4. To approve Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026.

(i) To approve Section 1 – Annual Governance Statement 2025/26.

RESOLVED Section 1 – Annual Governance Statement 2025/26 approved.

(ii) To approve Section 2 – Accounting Statements 2025/26.

RESOLVED Section 2 – Accounting Statements 2025/26 approved.

(iii) To note the dates for the exercise of public rights of inspection.

RESOLVED dates for exercise of public rights of inspection from TBA to TBA 2026. NB: the Council also needs to advertise this on its website and noticeboard.

Meeting Closure

There being no further business, the Chair declared the meeting closed at **7:31pm**.