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16 June 2026

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend the Ordinary meeting of the Town Council to be held at 6.00 pm on Tuesday, 23 June 2026 at The Speedwell Rooms.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries or clarification about any of the items on the agenda are requested to be submitted 2 working days prior to the meeting, to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may film, photograph and make audio recordings of the proceedings of the formal Council meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

1. TO NOTE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTERESTS

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for Members and by the Localism Act 2011.

3. MINUTES OF THE PREVIOUS MEETING

To confirm and sign the minutes of the Annual Meeting held on 19 May 2026.

4. CHAIRMAN'S ANNOUNCEMENTS

5. PUBLIC PARTICIPATION SESSION

This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to 15 minutes.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session they will be put forward to the next meeting.

If in attendance the PCSO may provide an update on local policing matters.

If in attendance, Borough and County Councillors are invited to provide a short update to the Town Council on matters affecting the Town from their respective authorities.

6. END OF YEAR ACCOUNTS

To consider the report of the Town Clerk and RFO.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025-26

a) Internal Audit Report
To receive and consider the report of the Internal Auditor

b) Annual Governance Statement
To complete and approve the Annual Governance Statement

c) Accounting Statements
To approve the Accounting Statements for the 2025-26 year.

d) To note the period for Public Rights shall commence on 26 June until 6 August 2026.

e) To approve the quotation and re-appointment of the Internal Auditor Mulberry LAS Ltd to include an interim audit in Oct/Nov.

8. ANNUAL COMMUNITY INFRASTRUCTURE FUNDING STATEMENT

To approve the Annual CIL Report 2025-26 for publication.

9. MOTIONS FROM COUNCILLORS

a) Councillor M Bagshaw – Members Room

b) Councillor M Bagshaw – ID Badges
c) Councillor P Mann – Community Funding and CIL

10. FINANCE MATTERS

a) To approve the schedule of payments to 30 April 2026.
b) To note the budget monitoring reports
c) To note the bank reconciliation to 30 April 2026
d) To note the reserves report.
e) Grant Request – Inkersall Women's Club - £424 – NB Council reduced the grant limit down to £200 at its March 2026 meeting.

11. ESTABLISHMENT OF A STAVELEY TOWN PARTNERSHIP & ENGAGEMENT COMMITTEE

To consider the report of the Events Officer

12. COMMUNITY SHOWCASE AND CELEBRATION EVENT

To consider the report of the Events Officer.

13. VISIT STAVELEY

To consider the report of the Events Officer.

14. DATE OF NEXT MEETING

22 September 2026

STAVELEY TOWN COUNCIL

Minutes of the Annual Council Meeting held on 19 May 2026 at 6pm in the Speedwell Rooms.

Present:

Councillors:	S Bean	S Hartley	J Ridgway
	B Bingham	C Jackson	E Tidd (Chair)
	C Chambers	P Mann	
	J Collins	A Ogle	
	B Dyke	D Parsons	

In attendance: Mrs S Doherty (Town Clerk & RFO).

2627-1 ELECTION OF CHAIRMAN OF THE COUNCIL

Councillor B Dyke nominated Councillor Elaine Tidd and this was seconded by Councillor S Bean. There were no other nominations.

RESOLVED:
That Councillor Elaine Tidd be elected Chairman of the Council for the municipal year 2026-27.

2627-2 DECLARATION OF ACCEPTANCE OF OFFICE

The duly elected Chair of the Council signed the Declaration of Acceptance of Office, witnessed by the Proper Officer of the Council.

2627-3 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

Councillor B Dyke nominated Councillor Sue Bean and this was seconded by Councillor A Ogle.

RESOLVED
That Councillor S Bean be elected Vice-Chairman of the Council for the municipal year 2026-27.

2627-4 APOLOGIES FOR ABSENCE

Standing apology for Councillor K Thornton and M Bagshaw.
Apologies were received from Councillors D Rhodes and P Wilson.

2627-5 DECLARATIONS OF INTEREST

There were no declarations of interest received.

2627-6 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting of the Council held on 24 March 2026 be approved and signed as a true record.

2627-7 CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that she had attended the Chesterfield Mayoral Dinner and Service. She had also been to the Hollingwood Sheds Event. Following the judging of the Arts competition she had also visited 2 schools to present the prizes to the children. There were two more schools to visit.

Chairs Initials

2627-8 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

Councillor Dyke, in his capacity as a Borough Councillor and former Mayor of chesterfield wished to thank Councillors for their support during his term as Mayor. He had ended the year with an abseil off the Town Hall and had raised approximately £14,000 for his charities.

2627-9 APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE

Councillors considered the report of the Town Clerk and made nominations to each of the committees. It was discussed whether the Planning and Environment Committee should continue. It was explained that this was a key part of the Local Council Award Scheme and the committee was also there to cover environmental matters as well as the Planning Applications.

RESOLVED:

a) That the following committees be appointed and membership be agreed as follows:

<u>Policy, Finance and Publicity Committee (7)</u>
Councillors M Bagshaw (named substitute C Chambers), B Dyke, S Hartley, P Mann, D Rhodes, S Taylor and E Tidd

<u>Planning and Environment Committee (7)</u>
Councillors C Chambers, B Dyke, J Collins, S Hartley, D Parsons, J Ridgway, and P Wilson

<u>HR Committee (5)</u>
Councillors S Bean, S Hartley, P Mann, E Tidd and P Wilson

<u>Leisure and communities Working Party (7)</u>
Councillors M Bagshaw (named substitute C Chambers), S Bean, B Bingham, S Hartley, C Jackson, D Parsons, and E Tidd

<u>Allotments Liaison Panel (7)</u>
Councillors M Bagshaw (named substitute C Chambers), J Collins, S Hartley, C Jackson, P Mann, J Ridgway, E Tidd.

b) That the recommendation from Policy, Finance and Publicity Committee to set up an Appeals Committee to be made up from members of that Committee, as required, be approved. Meetings to be called ad hoc as needed.

c) That the updated scheme of delegation be re-adopted to include standard Terms of Reference for the new Appeals sub-committee.

2627-10 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors considered the above documents placed before them and the recommendations from the Policy, Finance and Publicity Committee which had reviewed the documents in detail.

RESOLVED:
a) That no changes be made to Standing Orders at this time and that they be re-adopted.

b) That the Financial Regulations be amended to include the following changes, with delegated authority granted to the Town Clerk to insert the necessary wording to effect the changes:

i. Delegated power to commit expenditure upto £1,500 within approved budgets be granted to the Operations Manager Role.
ii. Pre-paid debit cards be provided to the Operations Manager and the Facilities Assistant and the Coffee Shop Supervisor.
iii. That the spending levels on the cards be set at:
    1. Operations Manager - £1,000
    2. Facilities Assistant and Coffee Shop Supervisor £200 each
iv. That at section 10, the Clerk insert words to note the cash float kept for change and that this be set at £100.
v. That at section 15, the square brackets be removed.

2627-11 REVIEW OF REPRESENTATION ON EXTERNAL BODIES AND APPROVED DUTIES

Councillors considered the report of the Town Clerk and noted the changes to the list.

RESOLVED: That the following appointments be made:

Chesterfield Borough Council Standard & Audit Committee
Councillor P Mann

Chesterfield Borough Council Parish Liaison Committee
Councillor S Bean

Markham Vale Liaison Group
Councillor J Ridgway

Health and Wellbeing (Staveley)
Councillor E Tidd

Netherthorpe Endowment Governors
Councillors P Mann and E Tidd

Staveley Parochial Charities and Woodthorpe Relief
Councillors C Jackson and E Tidd

Chairs Initials

Staveley Towns Board
Councillor E Tidd

Attendance at DALC conferences
Councillor S Bean

Attendance at National Allotment Society Meetings
Councillor P Mann

2627-12 REVIEW OF THE COUNCIL'S ASSET REGISTER

Councillors reviewed the document presented. The Town Clerk advised that she had updated with recent in-year purchases as appropriate. In response to a query it was explained that the 'Current Value' column was not used unless there was a need for insurance purposes to note a change. The important figure was the Purchase Value.

RESOLVED:
That the amended Asset Register be approved and the asset value of £6,902,742.92 be noted.

2627-13 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

Councillors considered the insurance policy schedule presented.

RESOLVED:
That the insurance premium of £12,203.76 be approved for payment.

2627-14 REVIEW OF SUBSCRIPTIONS TO OTHER BODIES

Councillors considered the report of the Town Clerk & RFO. It was suggested that the training enhancement fee not be taken up this year.

RESOLVED:
a) That the Council renew the National Association of Local Councils subscription without the training enhancement fee.
b) That the Council continue the SLCC subscription as part of the Clerk's employment contract.
c) That Council re-join the National Allotment Association for this financial year.

2627-15 SCHEDULE OF MEETINGS

Councillors considered the report of the Town Clerk & RFO.

RESOLVED:
That the meeting schedule be adopted, as follows:

Date of Meeting	Council/Committee
23 June 2026	Council
14 July 2026	HR Committee

21 July 2026	Planning Committee
28 July 2026	Policy, Finance & Publicity Committee
22 September 2026	Council
6 October 2026	HR Committee
13 October 2026	Planning & Environment Committee
20 October 2026	Policy, Finance & Publicity Committee
24 November 2026	Council
26 January 2027	Council - Budget and Precept Setting
2 February 2027	HR Committee
9 February 2027	Policy, Finance & Publicity Committee
23 February 2027	Planning & Environment Committee
23 March 2027	Council
26 March 2027	**Annual Town Assembly**
6 April 2027	HR Committee
13 April 2027	Planning Committee
20 April 2027	Policy, Finance & Publicity Committee
6 May 2027	**Elections**
18 May 2027	Annual Council

2627-16 FINANCE MATTERS

a) Finance checks
RESOLVED: That Councillors E Tidd and P Mann be appointed to carry out checks for this financial year.

b) Bank Mandate
RESOLVED: That all signatories remain the same across the accounts with the addition of David Melsome to the co-operative accounts.

c) Schedule of payments
RESOLVED: That the schedule of payments to 31 March 2026 be approved.

d) Budget Monitoring Reports
RESOLVED: That the budget monitoring reports be received.

e) Bank Reconciliation
RESOLVED: That the reconciliation to 31 March 2026 be noted.

f) Reserves Report
Councillors were pleased to note the reserves position and to confirm that the Council was not bankrupt. Subject to year-end adjustments, the Council had finished the year with £543,144.31 in the bank. It was noted that the medium term forecast had also improved from the previous calculations.
RESOLVED: That the report be received.

g) Year-end accounts and preparation for internal audit
The Clerk updated that this was all in hand and on track. The internal auditor was booked in for 4 June 2026.

h) Recommendations from Policy, Finance and Publicity Committee
The Clerk read out the recommendations and added an additional request for a carry forward balance on the IT budget to enable a new set of phones to be purchased which would save the Council money in the long run on user licences and ease of use.

RESOLVED:

I. That the council carry forward the remaining balances for the Speedwell Rooms refurbishment works under the Capital Programme as an Earmarked Reserve to add to the 2026-27 budget.
II. That the funds for the Arts and Crafts Competition be carried forward to complete the project without impacting the 2026-27 budget.
III. That a balance of £1,200 be carried forward on the IT budget for the purchase of new telephone handsets for the Council.
IV. That community grants be reduced from £500 to £200 per group per year and delegated authority be granted to the clerk to update the paperwork as necessary.

2627-17 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

2627-18 ALLOTMENT MATTERS
Councillors considered the confidential recommendations of the Allotment Liaison Panel.

RESOLVED:

a) That the four appeals be noted and that they be granted a tenancy agreement should they wish to retain their plots.
b) That for new tenants the following rules be added to the standard National Allotment Society agreement template, noting that existing tenants will be able to keep what they currently have subject to a natural reduction to bring them in line with the rules over time:
   I. A maximum of 8 poultry/fowl be allowed per plot
   II. No Cockerels or Geese
   III. That standard rules be adopted for Bees but specialist advice be sought on management of bee plots on the site. Bee keepers are required to be qualified and certified with their own insurance. Bee plots to be tucked away in remote areas of the site.
   IV. Only 1 full plot equivalent to be allowed per tenant.
   V. Non-residents are allowed to have plots but are subject to a surcharge equal to 25% of the rental fee.
   VI. Fires are to be allowed but must be contained and safe and follow the NAS guidelines on timings for winter and summer burning. Must be well away from trees. (If possible a

communal firepit to be created and only fires allowed are to be there)

VII. Use of hosepipes is banned.

VIII. Where plotholders have someone tend their plot when they are away on holiday, they must provide the contact details of those people to the Council in case of any issues occurring.

c) That the Council seek to retain the buildings currently managed by the Allotment Association. If no transfer is possible, the Allotment Society to be asked to remove the buildings from site, except for the composting toilet which was grant funded. The Council will not provide a stock of toilet rolls, tenants must provide their own.
d) That the named tenants be served an eviction notice immediately, subject to an appeal period of 14 days.
e) That the Clerk be granted delegated authority to undertake the necessary actions to remediate maintenance issues on the site inclusive of arranging for asbestos removal and applying for grants.
f) That the creation of a wildlife pond area on Bellhouse Lane, adjoining the communal orchard be approved and the necessary arrangements be delegated to the Clerk to progress action. This to be secured appropriately.
g) That a phased replacement of the perimeter fencing at Bellhouse Lane be approved.
h) That the Council seek to return Barrow Hill Allotment site to the Borough Council and the Clerk investigate the use of the land at the rear of the Memorial Hall for provision of allotments for the village.

2627-19 DATE OF NEXT MEETING

23 June 2026

The Chair thanked Councillors and the public for their attendance and closed the meeting at 7:30pm.

Signed:___________________________

Chair

AGENDA ITEM NO: 6

STAVELEY TOWN COUNCIL MEETING – 23 JUNE 2026

Report title	END OF YEAR ACCOUNTS 2025-26
Purpose of report	To provide Council with the end of year accounts documentation and an analysis of the outturn.
Summary Implications: Financial/Staff Risk Management Equalities Impact Screening Human Rights Data Protection /FOI Implications Crime and Disorder Implications Biodiversity/Climate Implications	 No implications arising directly from this report. The consideration of the end of year accounts is part of the Council's risk management controls. There are no implications relating to the Equality Act 2010 arising from this report. There are no implications arising from this report. There are no implications arising from this report. There are no implications arising from this report. There are no implications arising from this report.
Background papers	End of Year Accounts: Balance Sheet Income and Expenditure Account Reserves Balances Summary of Income and Expenditure Trial Balance Adjustments Schedule of Borrowings
Recommendations	a) That the Council approve the end of year accounts and receive the report of the Town Clerk and RFO.

1.0 Introduction

1.1 The 2025-26 financial year has been one of continued investment and organisational development. Following the significant financial recovery achieved over the previous two years, the Council has focused on strengthening its operational capacity, expanding services and investing in its community assets whilst maintaining a sound financial position.

1.2 The Council has continued to demonstrate prudent financial management, maintaining total reserves of £555,328.04, an increase of £77,533.60 (16.2%) compared to the previous year. General reserves have increased to £223,555.08, whilst earmarked reserves have increased to £322,192.96, providing the Council with significant capacity to deliver future projects and respond to emerging priorities.

1.3 The key financial highlights are as follows:

- Total Income: £822,461.90 (2024-25: £820,475.76) – increase of £1,986.14
- Total Expenditure: £744,928.30 (2024-25: £628,499.20) – increase of £116,429.10
- General Fund Balance: £223,555.08 (2024-25: £216,398.65) – increase of £7,156.43
- Total Reserves: £555,328.04 (2024-25: £477,794.44) – increase of £77,533.60
- Capital Investment: £6,901.96 (2024-25: £59,610.87)

1.4 Whilst total expenditure increased during the year, a significant proportion of this related to one-off or exceptional items, including historic utility charges, temporary agency staffing pending permanent recruitment and the national increase in Employer National Insurance Contributions. These costs should therefore not be regarded as indicative of the Council's underlying ongoing cost base. The Council has continued to invest strategically in staffing, community facilities and service delivery whilst maintaining a strong and sustainable financial position.

2.0 Year-on-Year Income Comparison

2.1 Income by Service Area:

Service Area	2025-26	2024-25	Variance	% Change
Administration	£592,967	£600,760	-£7,792	-1.3%
Community Services	£90,763	£72,012	+£18,751	+26.0%
Staveley Hall & Stables	£99,318	£110,293	-£10,975	-10.0%
Speedwell Rooms	£33,086	£36,746	-£3,659	-10.0%
Vehicle	£5,324	£0	+£5,324	New

Market Place	£782	£182	+£601	+331%
Allotments	£221	£483	-£263	-54.3%

2.2 Overall income remained extremely stable despite changes within individual service areas, increasing by just under £2,000 compared with the previous financial year.

2.3 Community Services income increased significantly due primarily to the receipt of additional Community Infrastructure Levy (CIL) funding, enabling further investment in community projects throughout the parish.

2.4 Administration income remained strong due to continued investment returns, with bank interest significantly exceeding budget expectations and generating over £18,000 during the year.

2.5 Income generated from both Staveley Hall and the Speedwell Rooms reduced during the year. Whilst this is disappointing, the Council has undertaken significant organisational changes, including restructuring staffing arrangements and opening the new café, which provide a stronger platform for future commercial growth.

3.0 Expenditure Analysis

3.1 Total expenditure increased from **£628,499** to **£744,928**, representing an increase of **£116,429 (18.5%)**. This increase reflects deliberate investment by the Council in expanding operational capacity, strengthening service delivery and maintaining its assets rather than uncontrolled expenditure.

3.2 Year-on-Year Expenditure Comparison:

Service Area	2025-26	2024-25	Variance	% Change
Staffing Costs	£204,081	£151,142	+£52,940	+35.0%
Staveley Hall & Stables	£190,482	£143,804	+£46,678	+32.5%
Loans	£159,860	£155,749	+£4,111	+2.6%
Community Services	£74,814	£27,713	+£47,102	+170.0%
Administration	£58,134*	£35,319	+£22,815	+64.6%
Speedwell Rooms	£49,157	£41,326	+£7,832	+19.0%

*Includes outstanding year-end liabilities.

3.3 The most significant increase relates to staffing costs. During the year the Council continued implementing its revised staffing structure and recruited a number of new posts to strengthen operational resilience and improve service delivery. Whilst this resulted in increased staffing expenditure during the year, a significant proportion of the increase related to the use of agency staff pending permanent recruitment, together with the increase in Employer National Insurance Contributions introduced by the Government from April 2025. As recruitment is now substantially complete, agency staffing costs are expected to reduce significantly during 2026-27.

3.4 Expenditure relating to Staveley Hall and the Stables increased primarily due to exceptional utility costs arising from historic "take or pay" contractual charges relating to previous years. These charges do not reflect normal annual energy consumption and are not expected to recur. Excluding these historic adjustments, operational expenditure across the Council's principal assets has remained broadly in line with expectations whilst supporting the continued development of the facilities.

3.5 Community Services expenditure increased substantially due to the delivery of additional projects funded through Community Infrastructure Levy (CIL) receipts together with investment in community infrastructure approved by the Council. As these projects were externally funded through earmarked reserves, they do not place additional pressure on the Council's General Fund.

3.6 Loan repayments remained broadly consistent with the previous year, demonstrating that the Council continues to meet its long-term borrowing commitments whilst maintaining healthy reserve balances.

4.0 Operational Efficiency

4.1 During the year the Council continued implementing organisational changes designed to improve long-term efficiency rather than deliver immediate financial savings. These included expansion of staffing, opening the café facility, bringing services in-house where appropriate and strengthening management capacity.

4.2 Whilst these changes have increased expenditure during the current financial year, they are expected to improve operational resilience, reduce dependency on agency provision and create greater opportunities for commercial income generation over the medium term.

4.3 The Council also maintained tight budgetary control across many operational budgets, with significant underspends achieved in several administrative and community budgets, helping offset unavoidable inflationary pressures.

5.0 Risk Analysis

5.1 The Council continues to rely heavily upon precept income to support its services. Whilst reserves remain healthy, long-term financial sustainability will increasingly depend upon expanding commercial income generated from Council assets.

5.2 The Speedwell Rooms and Staveley Hall remain the Council's principal commercial assets. Whilst income reduced slightly during the year, the Council has undertaken significant organisational changes, including the recruitment of dedicated operational management and the opening of the café facility, which are expected to strengthen future commercial performance.

5.3 Although utility expenditure increased significantly during the year, Members should note that much of this increase resulted from historic "take or pay" charges relating to previous contractual arrangements rather than current consumption. These exceptional costs are not anticipated to continue into future financial years, although energy prices will continue to be monitored closely.

5.4 The Council has now completed the majority of its recruitment programme and therefore the level of agency staffing utilised during 2025-26 is expected to reduce considerably. Future staffing costs should therefore become more predictable, although the full-year effect of the Government's increase in Employer National Insurance Contributions will continue to impact budgets.

5.5 The Council's reserve position remains strong, with total reserves standing at £555,328 at the year end. However, Members should note that a substantial proportion of these balances are held as earmarked reserves, including Community Infrastructure Levy (CIL) funding, much of which has already been allocated to approved capital and community projects. As these projects are delivered over the coming financial years, the overall reserves position will reduce accordingly. It is therefore important that the Council continues to distinguish between one-off capital investment funded from reserves and the ongoing revenue costs of delivering day-to-day services.

6.0 Future Outlook

6.1 Having successfully restored its financial position over recent years, the Council is now entering a period focused upon financial sustainability and service optimisation.

6.2 Whilst the Council is currently in a sound financial position, maintaining that position over the medium to long term will require continued focus on financial sustainability. As earmarked reserves are utilised to deliver approved projects, the Council will increasingly rely upon recurring income rather than accumulated reserves to support its services. Future priorities should therefore include:

- maximising commercial income from the Speedwell Rooms and Staveley Hall;
- ensuring recent investment in staffing delivers improved operational efficiency and financial return;
- continuing to review service delivery to ensure resources remain aligned with Council priorities;
- maintaining an appropriate level of general reserves through prudent financial planning; and
- regularly reviewing the Medium Term Financial Plan to ensure that future expenditure commitments remain affordable.

6.3 The Council has established a strong financial platform from which to continue improving services whilst investing strategically in facilities for the benefit of local residents.

7.0 Conclusion

7.1 The 2025-26 accounts demonstrate that the Council remains in a sound financial position despite a year characterised by significant organisational investment. Income has remained stable, reserves have continued to grow and the Council has maintained effective financial control whilst increasing its capacity to deliver services.

7.2 The investment made during the year has inevitably increased recurring expenditure. The challenge over the coming years will therefore be to maximise the return from that investment through improved operational efficiency and increased commercial income, particularly from Staveley Hall and the Speedwell Rooms.

7.3 Overall, the Council enters 2026-27 from a position of financial strength, having successfully stabilised its finances whilst investing in its organisational capacity and community assets. The challenge over the coming years will be to convert that investment into sustainable recurring income so that the Council can continue delivering high-quality services as earmarked reserves are progressively utilised. Continued financial discipline and the successful implementation of the Council's commercial income strategy will therefore be essential to maintaining long-term financial resilience.

Staveley Town Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended 31 Mar 2025		*(Current) Year Ended 31 Mar 2026*
	Income	
72,012.19	Community Services	90,763.17
483.44	Allotments	220.90
36,745.51	Speedwell Rooms	33,086.21
110,293.22	Staveley Hall & Stables	99,317.84
600,759.64	Administration	592,967.33
181.76	Market Place	782.45
	Vehicle	5,324.00
£820,475.76		**£822,461.90**
	Expense	
35,319.33	Administration	49,213.31
8,920.78	zOutstanding bills	
618.26	Vehicle	6,326.43
155,749.15	Loans	159,859.82
151,141.69	Staffing Costs	204,081.41
921.53	Allotments	1,241.50
1,325.21	Market Place	227.70
41,325.75	Speedwell Rooms	49,157.38
143,804.07	Staveley Hall & Stables	190,481.87
2,049.79	Civic Costs	2,622.65
27,712.77	Community Services	74,814.27
59,610.87	Capital Programme	6,901.96
£628,499.20		**£744,928.30**
	General Fund	
108,548.18	Balance at 01 Apr 2025	**216,398.65**
820,475.76	ADD Total Income	822,461.90
929,023.94		1,038,860.55
628,499.20	DEDUCT Total Expenditure	744,928.30
300,524.74		293,932.25
84,126.09	DEDUCT Reserves Balance	70,377.17
£216,398.65	Balance at 31 Mar 2026	**£223,555.08**

Reserves:
Capital Reserve Balance £9580.00
Earmarked Reserve Balance £322192.96

Staveley Town Council

BALANCE SHEET

31/03/2026

(Last) Year Ended 31 Mar 2025			*(Current) Year Ended 31 Mar 2026*
£	**CURRENT ASSETS**		**£**
	Stocks and stores		
	Work in progress		
18,961.90	Debtors (Net of provision for doubtful debts)		11,683.73
1,455.43	Prepayments		1,140.97
	Temporary lendings (investments)		
2,742.61	VAT		2,931.70
	BANK BALANCES		
7,402.07	Co-op Current Account	2,207.99	
41,489.72	Co-op Sweep Account	91,563.49	
409.34	Co-op Savings Account	415.12	
0.00	CONTRA ACCT	0.00	
433,262.78	CCLA PSDF	451,437.01	
1,667.96	Petty Cash	2,764.53	
484,231.87	**TOTAL BANKS**		548,388.14
507,391.81	**TOTAL ASSETS**		**564,144.54**
	CURRENT LIABILITIES		
20,003.73	Creditors		5,904.68
0.00	Receipts in Advance		0.00
9,593.64	Accruals		2,911.82
0.00	VAT		0.00
29,597.37	**TOTAL LIABILITIES**		**8,816.50**
477,794.44	**NET ASSETS**		**555,328.04**
	Represented by:		
216,398.65	General fund Balance		223,555.08
	Reserves:		

	Capital Reserves		
9,580.00	Allotment Capital Fund	9,580.00	
9,580.00			**9,580.00**
	Earmarked Reserves		
166,456.19	CIL	88,543.60	
15,000.00	Hall & Stables Maintenance	15,000.00	
1,000.00	Speedwell Maintenance	1,000.00	
4,000.00	Elections Fund	12,000.00	
500.00	Van Replacement	500.00	
500.00	Computer Replacement	500.00	
500.00	Special Projects	500.00	
3,000.00	Staveley Market Improvements	3,000.00	
20,609.60	Little Breck Solar Grant Fund	16,018.76	
40,000.00	Inkersall Rd Solar Grant Fund	20,000.00	
100.00	Allotment Key Deposits	100.00	
150.00	Allotment Security Deposits	150.00	
0.00	Woodthorpe Village Green	25,080.00	
0.00	Hollingwood Sheds	19,109.00	
0.00	Hollingwood Forest School	40,000.00	
0.00	Flooding Equipment	1,000.00	
0.00	Allotment Improvements	0.00	
0.00	Speedwell Refurbishment	45,511.04	
0.00	SMWCC	5,000.00	
0.00	King George V Bowls Club	5,500.00	
0.00	Inkersall Spencer Academy	15,000.00	
0.00	Norbriggs School	8,680.56	
251,815.79			**322,192.96**
	Adjustments		
477,794.44			**555,328.04**

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed ______________________________

Responsible Financial Officer

Date ______________________________

Staveley Town Council

Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Administration

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend	
1	Precept	567,822.00	567,822.00						(0%)
3	Grants Received	5,000.00	7,709.16	2,709.16				2,709.16	(54%)
10	Bank Interest	5,000.00	18,426.55	13,426.55				13,426.55	(268%)
11	Donations Received		96.21	96.21				96.21	(N/A)
14	Bank Charges		-10.40	-10.40	150.00		150.00	139.60	(93%)
15	Insurance				15,000.00	11,714.10	3,285.90	3,285.90	(21%)
16	Postage				1,000.00	541.50	458.50	458.50	(45%)
17	Stationery				500.00	461.47	38.53	38.53	(7%)
18	Subscriptions				3,500.00	2,847.49	652.51	652.51	(18%)
19	Council Website				500.00	195.00	305.00	305.00	(61%)
20	Professional Advice/fees				10,000.00	2,050.00	7,950.00	7,950.00	(79%)
21	Accountancy/book-keeping				1,684.00	1,584.00	100.00	100.00	(5%)
22	Audit				2,500.00	2,219.16	280.84	280.84	(11%)
23	Refreshments				150.00	74.52	75.48	75.48	(50%)
24	IT/Software licences				19,482.94	15,549.20	3,933.74	3,933.74	(20%)
25	Late/Non DD Payment Fees/charg								(N/A)
26	Office Equipment		0.83	0.83	2,000.00	2,471.98	-471.98	-471.15	(-23%)
27	Advertising & Publicity				5,000.00		5,000.00	5,000.00	(100%)
28	Office-NNDR		1,412.14	1,412.14	1,250.00	1,426.46	-176.46	1,235.68	(98%)
29	Councillor Training				1,500.00		1,500.00	1,500.00	(100%)
31	Other phone lines				800.00	747.79	52.21	52.21	(6%)
72	Contingency								(N/A)
94	Outstanding Debtors		-2,530.00	-2,530.00				-2,530.00	(N/A)
100	VAT Rebate								(N/A)
101	VAT owed								(N/A)
102	Asset Disposal								(N/A)
124	Meeting Room Hire				1,200.00	736.25	463.75	463.75	(38%)
127	Office Rent				5,029.56	6,594.39	-1,564.83	-1,564.83	(-31%)
130	Suspense Account		40.84	40.84				40.84	(N/A)
	SUB TOTAL	**577,822.00**	**592,967.33**	**15,145.33**	**71,246.50**	**49,213.31**	**22,033.19**	**37,178.52**	**(N/A)**

Allotments

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend	
8	Allotment rents	341.88	195.70	-146.18				-146.18	(-42%)
49	Legal Fees				250.00		250.00	250.00	(100%)
50	Land Rent		25.20	25.20	4.00	7.00	-3.00	22.20	(555%)
110	Keys and Locks								(N/A)
114	Security Deposits								(N/A)
115	Key Deposits								(N/A)
117	Allotments Maintenance					1,234.50	-1,234.50	-1,234.50	(N/A)
	SUB TOTAL	**341.88**	**220.90**	**-120.98**	**254.00**	**1,241.50**	**-987.50**	**-1,108.48**	**(N/A)**

Capital Programme

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend	
113	Staveley Hall								(N/A)

Staveley Town Council

Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend
116	Speedwell Rooms				50,000.00	6,901.96	43,098.04	43,098.04 (86%)
120	Stables							(N/A)
121	Allotment Improvements				25,000.00		25,000.00	25,000.00 (100%)
	SUB TOTAL				**75,000.00**	**6,901.96**	**68,098.04**	**68,098.04 (N/A)**

Civic Costs

		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Chairman's Allowance				500.00	267.56	232.44	232.44 (46%)
56	Civic functions							(N/A)
57	Elections				4,000.00		4,000.00	4,000.00 (100%)
58	By-Elections				4,000.00		4,000.00	4,000.00 (100%)
141	Remembrance				3,000.00	2,355.09	644.91	644.91 (21%)
	SUB TOTAL				**11,500.00**	**2,622.65**	**8,877.35**	**8,877.35 (N/A)**

Community Services

		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Community Grants				5,000.00	4,992.00	8.00	8.00 (0%)
52	Events/Entertainment		204.19	204.19	10,300.00	5,992.58	4,307.42	4,511.61 (43%)
53	Christmas Switch-on		124.98	124.98	20,000.00	10,057.12	9,942.88	10,067.86 (50%)
54	Floral Displays				9,000.00	6,342.00	2,658.00	2,658.00 (29%)
86	CIL Receipts	20,500.00	90,434.00	69,934.00		15,144.90	-15,144.90	54,789.10 (267%)
108	Community Equipment				6,000.00	8,138.33	-2,138.33	-2,138.33 (-35%)
109	Street Furniture				9,000.00	3,838.79	5,161.21	5,161.21 (57%)
118	Grit bins				1,000.00		1,000.00	1,000.00 (100%)
128	Neighbourhood Plan				10,000.00		10,000.00	10,000.00 (100%)
129	SLA Grants				20,000.00	17,090.00	2,910.00	2,910.00 (14%)
132	Noticeboards				2,220.00	580.69	1,639.31	1,639.31 (73%)
135	Little Breck Solar Farm Fund				1,300.00	1,300.00		(0%)
137	Community Development Program				2,000.00	1,337.86	662.14	662.14 (33%)
138	Woodthorpe Village Green				25,080.00		25,080.00	25,080.00 (100%)
	SUB TOTAL	**20,500.00**	**90,763.17**	**70,263.17**	**120,900.00**	**74,814.27**	**46,085.73**	**116,348.90 (73%)**

Loans

		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	PWLB				55,000.00	54,571.34	428.66	428.66 (0%)
70	CBC Loan 1				15,292.76	15,292.76		(0%)
71	CBC Loan 2				89,995.73	89,995.72	0.01	0.01 (0%)
99	Loan Drawdown							(N/A)
	SUB TOTAL				**160,288.49**	**159,859.82**	**428.67**	**428.67 (N/A)**

Market Place

		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Market rents	500.00		-500.00				-500.00 (-100%)
59	CBC Electric charges				524.96		524.96	524.96 (100%)

Staveley Town Council

Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend	
60	Market-NNDR		782.45	782.45	1,200.00	227.70	972.30	1,754.75	(146%)
87	CBC Insurance				500.00		500.00	500.00	(100%)
105	Market Promotion				500.00		500.00	500.00	(100%)
111	Relocation costs								(N/A)
	SUB TOTAL	**500.00**	**782.45**	**282.45**	**2,724.96**	**227.70**	**2,497.26**	**2,779.71**	**(N/A)**

Speedwell Rooms

Code	Title	Income			Expenditure			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
6	Speedwell Room Hire	31,500.00	29,955.04	-1,544.96				-1,544.96	(-4%)
9	Bar Income	2,000.00		-2,000.00				-2,000.00	(-100%)
13	Misc Income	2,600.00	3,131.17	531.17				531.17	(20%)
61	Bldg Maint - Speedwell				2,000.00	1,528.74	471.26	471.26	(23%)
62	SWell - Licences/permits				1,575.00	1,364.33	210.67	210.67	(13%)
63	Bar Stock								(N/A)
64	Gas/Electric - Speedwell				10,000.00	13,714.86	-3,714.86	-3,714.86	(-37%)
65	SWell-Water Rates				1,575.00	766.06	808.94	808.94	(51%)
66	Speedwell - NNDR				11,500.00	11,227.50	272.50	272.50	(2%)
67	SWell - EPOS								(N/A)
68	SWell - Telephone/BBand				1,000.00	639.70	360.30	360.30	(36%)
97	Waste Removal				1,154.96	2,223.23	-1,068.27	-1,068.27	(-92%)
103	Cleaning Supplies - SWell				1,000.00	856.47	143.53	143.53	(14%)
104	Cleaning Contract - SWell				9,974.96	10,989.00	-1,014.04	-1,014.04	(-10%)
123	SWell-Equip Maint				500.00	1,555.86	-1,055.86	-1,055.86	(-211%)
125	SWell Fire Alarm				400.00	693.48	-293.48	-293.48	(-73%)
126	SWell Security Alarm				820.00	858.15	-38.15	-38.15	(-4%)
139	Agency staff					2,740.00	-2,740.00	-2,740.00	(N/A)
	SUB TOTAL	**36,100.00**	**33,086.21**	**-3,013.79**	**41,499.92**	**49,157.38**	**-7,657.46**	**-10,671.25**	**(N/A)**

Staffing Costs

Code	Title	Income			Expenditure			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
73	Salaries/Wages Gross				167,837.17	146,705.27	21,131.90	21,131.90	(12%)
74	Employer NI				19,264.42	15,936.60	3,327.82	3,327.82	(17%)
75	Employer Pension				17,688.61	20,400.14	-2,711.53	-2,711.53	(-15%)
76	Mileage Claims				150.00	78.80	71.20	71.20	(47%)
77	Uniforms/PPE				500.00	553.25	-53.25	-53.25	(-10%)
78	Staff Training				1,000.00	251.93	748.07	748.07	(74%)
79	Staff Expenses				150.00	83.26	66.74	66.74	(44%)
80	Recruitment Advertising								(N/A)
81	Conference fees				350.00		350.00	350.00	(100%)
82	Conference Expenses				350.00		350.00	350.00	(100%)
98	Redundancy Cost								(N/A)
131	HR and H&S Support				4,891.20	3,800.00	1,091.20	1,091.20	(22%)
140	TUPE costs					1,890.00	-1,890.00	-1,890.00	(N/A)
143	Agency Staff					14,382.16	-14,382.16	-14,382.16	(N/A)
	SUB TOTAL				**212,181.40**	**204,081.41**	**8,099.99**	**8,099.99**	**(N/A)**

Staveley Town Council

Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Staveley Hall & Stables

		Income			Expenditure			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
4	Hall and Stables Leases	73,394.40	78,748.42	5,354.02		2,600.95	-2,600.95	2,753.07	(3%)
5	Hall Room Bookings	6,450.00	8,768.53	2,318.53				2,318.53	(35%)
12	Functions Income	4,000.00	2,186.79	-1,813.21				-1,813.21	(-45%)
30	Telephone/Broadband				12,600.00	10,650.10	1,949.90	1,949.90	(15%)
32	Cleaning Contract				23,152.56	24,558.75	-1,406.19	-1,406.19	(-6%)
33	Building Maintenance				20,000.00	13,123.47	6,876.53	6,876.53	(34%)
34	Grounds Maintenance				10,000.00	2,855.02	7,144.98	7,144.98	(71%)
35	Security Alarm - Hall				1,700.00	1,914.78	-214.78	-214.78	(-12%)
36	Fire Alarm - Hall				1,700.00	690.38	1,009.62	1,009.62	(59%)
37	Licences/Permits-Hall				2,000.00	1,502.86	497.14	497.14	(24%)
38	Gas/Electric-Hall/Stables				55,000.00	104,561.02	-49,561.02	-49,561.02	(-90%)
39	Water Rates - Hall/Stables				3,150.00	4,382.33	-1,232.33	-1,232.33	(-39%)
40	Equipment Purchase				5,000.00	5,029.32	-29.32	-29.32	(-0%)
41	Equipment Maintenance				3,000.00	814.74	2,185.26	2,185.26	(72%)
42	Carpark-NNDR				1,300.00	1,247.50	52.50	52.50	(4%)
43	Reception-NNDR				1,000.00	864.58	135.42	135.42	(13%)
44	Air Hall-NNDR								(N/A)
45	NNDR-FUNCTION RMS/CAFE				7,000.00	6,857.45	142.55	142.55	(2%)
46	Waste Collection				1,500.00	2,355.80	-855.80	-855.80	(-57%)
47	Working Budget		148.95	148.95	6,000.00	409.84	5,590.16	5,739.11	(95%)
48	Bad Debt Provision				2,500.00		2,500.00	2,500.00	(100%)
88	Cleaning Supplies				2,000.00	2,099.08	-99.08	-99.08	(-4%)
107	Stables NNDR								(N/A)
112	Fire Alarm - Stables				360.00	360.00			(0%)
119	Security Alarm - Stables				900.00	1,408.84	-508.84	-508.84	(-56%)
122	Stables Boiler					1,350.00	-1,350.00	-1,350.00	(N/A)
134	SHall Misc Income		670.26	670.26				670.26	(N/A)
136	Website				1,000.00	55.00	945.00	945.00	(94%)
144	Offices Service Charge		8,794.89	8,794.89		790.06	-790.06	8,004.83	(N/A)
	SUB TOTAL	**83,844.40**	**99,317.84**	**15,473.44**	**160,862.56**	**190,481.87**	**-29,619.31**	**-14,145.87**	**(N/A)**

Vehicle

		Income			Expenditure			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
83	Van Maintenance				1,000.00	899.95	100.05	100.05	(10%)
84	Van Tax/Insurance				368.00	345.00	23.00	23.00	(6%)
85	Fuel and Oil (Van)				1,000.00	86.48	913.52	913.52	(91%)
133	Insurance Claim		5,324.00	5,324.00				5,324.00	(N/A)
142	Vehicle Purchase					4,995.00	-4,995.00	-4,995.00	(N/A)
	SUB TOTAL		**5,324.00**	**5,324.00**	**2,368.00**	**6,326.43**	**-3,958.43**	**1,365.57**	**(N/A)**

	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position	
Restated								**(N/A)**
NET TOTAL	**719,108.28**	**822,461.90**	**103,353.62**	**858,825.83**	**744,928.30**	**113,897.53**	**217,251.15**	
V.A.T.		51,241.14			51,430.23			
GROSS TOTAL		**873,703.04**			**796,358.53**			

MULBERRY
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Mrs S Doherty
Staveley Town Council
Staveley Hall
Staveley Hall Drive
Staveley
Chesterfield
S43 3TN

4 June 2026

Dear Sabrina

Re: Staveley Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary
Following completion of our internal audit on 4 June 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 transaction were examined, our sample testing, where appropriate, covered the financial year to date.

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

This is the first internal audit conducted by Mulberry Local Authority Services Ltd, having been appointed by the council at the meeting held on 23 September 2025 (minute ref 2526-47).

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 provided remote access to the accounting records, 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.staveleytowncouncil.gov.uk

The council, having previously been in a challenging financial position, has recovered to a more stable financial footing over the last couple of years. This is due to the implementation a robust recovery plan, more considered budget planning and careful financial management, and I am pleased to complete this report confirming the council's adherence with the internal audit requirements.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The council uses the Scribe accounting package for recording the council's finances. This is an accounting package widely used in the local government sector. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the accounting records shows that data fields are being entered with sufficient detail to identify the source and nature of the transaction.

I reviewed the data entries for the period 1 April to 31 March to ensure items were posted to the most appropriate budget headings and to check that there were no instances of netting off income against expenditure. This has confirmed that the accounting package is being properly used.

Check receipt of VAT refund matches last submitted VAT return

I reviewed the most recent VAT submission and was able to confirm receipt of this amount to the council's bank account. The council is up to date with its VAT submissions.

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

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form *"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"*

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council meets regularly throughout the year

The council meets regularly during the year with future meeting dates and historic agendas and minutes for meetings available on the council website.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council publishes the non-confidential supporting documents accompanying agendas on the council website in accordance with the requirements of the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and during the financial year, were reviewed and adopted by council on 20 May 2025 (minute ref 2526-12a).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and during the financial year, were reviewed and adopted by council on 20 May 2025 (minute ref 2526-12b). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

I note the council has also adopted a Scheme of Delegation to support the Financial Regulations.

Check that the council's Financial Regulations are being routinely followed

Authorisation

The council's adopted Financial Regulations include thresholds at which authorisations to spend must be obtained as below:

FR 5.15 *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Clerk, under delegated authority, for any items below £3,000 excluding VAT*
- *the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT*
- *a duly delegated committee of the council for all items of expenditure within their delegated budgets for items over £5,000 excluding VAT*
- *in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council*
- *the council for all items over £5,000*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.18 *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.*

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

I tested a sample of transactions and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations, and a schedule of payments is recorded as approved within the minutes of meetings.

Payment

The council's Financial Regulations include a section covering the making of payments via online banking and state:

FR 7.4 *The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent electronically to two authorised signatories.*

FR 7.5 *In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.*

FR 7.6 *Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.*

FR 7.7 *Evidence shall be retained showing which members approved the payment online.*

FR 7.8 *A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.*

Through discussion with the Clerk, this is not the method currently used by the council for the making of payments. This is likely due to the recent update of the Financial Regulations to the current NALC model, and the Clerk also explained that the actual procedures are about to be amended to require dual authentication using two staff members. **I recommend that the Financial Regulations are amended to accurately reflect the council's actual payment process.**

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector
The council confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Confirm that checks of the accounts are made by a councillor
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

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
The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

FR 2.2 *The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

FR 2.3 *When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.*

FR 2.4 *At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a Risk Management Policy, which is published on the council website. This includes the risk management strategy and risk assessment.

I reviewed the risk assessment which breaks down risks into different categories of the council's operations, identifies the specific risk, assesses the risk level as high/medium or low, lists the mitigation controls in place and includes any review actions needed.

This is a suitable approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

I note the council also has an adopted Statement of Internal Controls to support its risk management processes.

I confirmed that the council has a valid insurance policy in place with Zurich which covers the year under review.

The insurance policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000. **Based on the year-end balances held, I recommend that the council considers increasing the Fidelity Guarantee level to ensure it covers the maximum balance held at any point during the year.**

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
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 £567,822 for 2025/26. With a tax base of 4,634.83, this equates to a band D equivalent of £122.51 (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 10 February 2026 (minute ref 2526-94).

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.

I note the council has adopted a Financial Reserves Policy, which was last reviewed by the council in September 2025. This is in general conformity with the recommended guidance in the Practitioner's Guide.

At the year-end, the council held circa £555,328 in reserves, split between categories as below:

- Capital EMR £9,580
- CIL EMR £88,544
- Other EMR £233,649
- General Reserves £223,555

I checked the purpose of these earmarked reserves and am satisfied they are all for legitimate future planned projects of the council. The general reserve balance is within the recommended range as detailed in the Practitioner's Guide.

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

Apart from the precept, the council receives income from a range of sources including allotments, hire of facilities, CIL income, grants and donations, bank interest and VAT refunds.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget code.

From the copy of the bank statement provided, I was able to sample test amounts received and match these to the accounting system data entries.

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CONCLUSION

I am satisfied this control objective has been met.

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F. CASH

Internal audit requirement

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

Audit findings

The council's Scribe accounting package includes details of petty cash.

I note the adopted Financial Regulations state:

FR 10.1 *The council will not maintain any form of petty cash float. All cash received must be banked intact and will be tracked through the Council's accounting software. Any payments made in cash by the Clerk and RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.*

FR 10.2 *The RFO may arrange for a cash float for the bar and café operations as required. These will be maintained at £350 and £100 respectively. Floats will be signed out and signed back in. Floats must be separated from the cash income before returning both to the RFO. Cash must be checked and verified with two persons present and stored in the safe until ready to be banked in line with other provisions within these regulations.*

As the internal audit was conducted remotely, I was unable to physically verify the petty cash balance, but **I note the recorded petty cash balance in Scribe exceeds the levels in Financial Regulations and recommend that the balances are reduced or Financial Regulations updated appropriately.**

CONCLUSION
I am satisfied this control objective has been met.

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
The March 2026 payroll summary shows that the council has six employees on the payroll. Am employment contract provided for a recently appointed staff member shows it is based on the NALC template.

Payroll is processed in house. I reviewed the payroll summary for a sample month, and the payroll deductions appear correct.

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.

There are no councillor allowances, although the Clerk is aware that if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

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
The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained in the Scribe accounting package. This includes a description of each asset, the date of acquisition, original purchase value, current value, location, estimated life and usage information.

Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I confirmed the recorded asset register total matches the figure included in box 9 of the AGAR.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's Statutory Guidance on Local Government Investments. If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

a. are denominated in pounds Sterling;
b. be realisable at full value on demand or have a maturity end date of not more than 12 months;
c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

The council has bank balances exceeding £100,000 and has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the statutory guide.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) on the Accounting Statements against the PWLB records maintained centrally.

The council also has borrowing from the District Council. The Clerk confirmed the outstanding balance as not statements are issued, and this will be fully repaid as originally scheduled.

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

Financial Regulation 2.6 states *'At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Policy, Finance and Publicity Committee.'*

Bank reconciliations are completed monthly. 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.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS).

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**

<u>Section 1 – Annual Governance Statement</u>

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

	Annual Governance Statement	*'Yes', means that this authority*	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.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**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.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**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.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**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.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2024/25 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.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**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.	*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.*	**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.	*responded to matters brought to its attention by internal and external audit.*	**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.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**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.	*has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** – the council has no trusts
10	We have put in place arrangements for effective IT and data management in accordance with proper practices during the year under review.	*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so*	**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	285,818	477,794	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	530,156	567,822	Figure confirmed to central precept record
3	Total other receipts	290,320	254,640	Agrees to underlying accounting records
4	Staff costs	150,315	183,042	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	155,749	159,860	Agrees to PWLB remittance advices
6	All other payments	322,435	402,026	Agrees to underlying accounting records
7	Balances carried forward	477,794	555,328	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	484,232	548,388	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	6,882,926	6,902,743	Matches asset register total and changes from previous year have been traced
10	Total borrowings	1,081,418	1,040,516	Agrees to PWLB statement and other borrowing balances
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 year-end total debtors of £15,756 and year-end total creditors of £8,817, with a full breakdown of the individual debtors and creditors provided.

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 6 (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	24 June 2025	23 June 2026
Date inspection notice issued	25 June 2025	24 June 2026
Inspection period begins	26 June 2025	29 June 2026
Inspection period ends	6 August 2025	7 August 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

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

The External Auditor's Report for 2024/25 was not qualified, has been published on the council website along with the Notice of Conclusion of Audit before the 30 September 2025.

Under other matters, the External Auditor commented *'Section 2, Box 10 includes loan balances of £300,261 and £15,000 due to Chesterfield Borough Council that we have been unable to verify to a year end statement. However, the balances do reconcile to the repayment schedules for the loans, and we have verified movements during the year.'*

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 correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 AA.

The council has adopted an IT Policy, and confirmation of this is recorded in the minutes of the meeting held on 23 September 2025 (minute ref 2526-48).

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 to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 in future years.

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.

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

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
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend that the Financial Regulations are amended to accurately reflect the council's actual payment process.	
C. RISK MANAGEMENT AND INSURANCE	Based on the year-end balances held, I recommend that the council considers increasing the Fidelity Guarantee level to ensure it covers the maximum balance held at any point during the year.	
F. CASH	I note the recorded petty cash balance in Scribe exceeds the levels in Financial Regulations and recommend that the balances are reduced or Financial Regulations updated appropriately.	
O. DIGITAL AND DATA COMPLIANCE	I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 in future years.	

Annual Internal Audit Report 2025/26

STAVELEY TOWN COUNCIL

www.staveleytowncouncil.gov.uk

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. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "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.	✔		
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).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
	Yes	No	Not applicable
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

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: 04/06/2026

Name of person who carried out the internal audit: A Beams, Mulberry LAS Ltd

Signature of person who carried out the internal audit

Date: 04/06/2026

***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).

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

Staveley Town Council

www.staveleytowncouncil.gov.uk

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. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "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.			
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).*			
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
	Yes	**No**	**Not applicable**
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

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:

Staveley Town Council

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	*Agreed* No*	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
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.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
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.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
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: ✔	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or 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.	✔		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***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

www.staveleytowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Staveley Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	285,818	477,794	*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.*
2. (+) Precept or Rates and Levies	530,156	567,822	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	290,320	25,440	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	150,315	183,042	*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.*
5. (-) Loan interest/capital repayments	155,749	159,860	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	322,435	402,026	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	477,794	555,328	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	484,232	548,388	*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.***
9. Total fixed assets plus long term investments and assets	6,882,926	6,902,743	*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.*
10. Total borrowings	1,081,418	1,040,516	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

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 Staveley Town Council

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

Explanation of variances – pro forma

Name of smaller authority: **STAVELEY TOWN COUNCIL**
County area (local councils and **DERBYSHIRE**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	285,818	477,794				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	530,156	567,822	37,666	7.10%	NO		
3 Total Other Receipts	290,320	254,640	-35,680	12.29%	NO		
4 Staff Costs	150,315	183,042	32,727	21.77%	YES		Wages slightly increased from 1 April 2025 for existing staff. There were additional staff from October which increased the wages bill and two employees joined the pension scheme in-year. An additional post was approved which was staffed for part of the year and a temporary purchasing/finance assistant role was put in place pending a full recruitment exercise being undertaken. The additional costs totalled £32,727.35.
5 Loan Interest/Capital Repayment	155,749	159,860	4,111	2.64%	NO		
6 All Other Payments	322,435	402,026	79,591	24.68%	YES		An additional cost of £13,496.31 was for agency staffing, £1890 for Pension Actuarial costs related to TUPE arrangements, the remaining 55,710.92 resulted from the Council incurring Take or Pay charges from an electricity contract for Staveley Hall which had been taken out in 2020.
7 Balances Carried Forward	477,794	555,328				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	484,232	548,388				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,882,926	6,902,743	19,817	0.29%	NO		
10 Total Borrowings	1,081,418	1,040,516	-40,902	3.78%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree t headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative fig

Name of smaller authority: Staveley Town Council

County area (local councils and parish meetings only): Derbyshire

Financial year ending 31 March 2026

Prepared by (Name and Role): S Doherty, Town Clerk and RFO

Date: 16/06/2026

		£	£
Balance per bank statements as at 31/3/2026:			
	Co-op Current	2,207.99	
	Co-op Savings 1	91,563.49	
	Co-op Savings 2	415.12	
	CCLA PSDF	451,437.01	
[add more accounts if necessary]			
			545,623.61
Petty cash float (if applicable)			2,764.53
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/2026			
			-
Net balances as at 31/3/2026 (Box 8)			**548,388.14**

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:	Staveley Town Council
County area (local councils and parish meetings only):	Derbyshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net differnece between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			**555,328.04**
Deduct:	Debtors **(enter these as negative numbers)**		
	All debtors	(11,683.73)	
		(11,683.73)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**		
	Prepayments	(1,140.97)	
	VAT Recoverable	(2,931.70)	
		(4,072.67)	
Total deductions			(15,756.40)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)		
	All Creditors	8,816.50	
		8,816.50	
Add:	Receipts in advance (must not include deferred grants/loans received)		
	1		
	2		
		-	
Total additions			8,816.50
Box 8: Total cash and short term investments			**548,388.14**

COMMUNITY INFRASTRUCTURE LEVY (CIL)
ANNUAL INFRASTRUCTURE FUNDING STATEMENT

1.0 Introduction

1.1 The Government introduced CIL funding as a way for local authorities to deliver much needed infrastructure to support development in their area.

The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.

1.2 As the responsible charging authority, Chesterfield Borough Council has conducted this consultation and applies the levy to new, qualifying developments across the Borough. The regulations require that 15% of the receipts, subject to a cap of £100 per dwelling where there is no neighbourhood plan, be transferred to the Town Council. This sum must be spent on:

a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

b) anything else that is concerned with addressing the demands that development places on an area.

1.3 In accordance with CIL Regulations the Town Council must provide a breakdown of the amount of CIL funding received each year and how that funding has been spent. The CIL funding must be spent within 5 years of receipt on qualifying expenditure.

2.0 Receipts and Expenditure Summary

This table sets out a summary - please see separate worksheets for specific breakdowns of expenditure.

Year	Payment Received	Expenditure	Amount Retained
2017/18	4,284.00	-	4,284.00
2018/19	3,895.00	-	8,179.00
2019/20	44,876.85	24,246.45	28,809.40
2020/21	4,662.75	660.00	32,812.15
2021/22	7,214.85	4,933.00	35,094.00
2022/23	-	-	35,094.00
2023/24	150,845.70	33,237.99	152,701.71
2024/25	71,808.11	72,240.70	152,269.12
2025/26	90,434.00	41,487.31	201,215.81
Totals	**378,021.26**	**135,318.14**	

Remaining balance:

242,703.12

Nb. The Council has already allocated all remining CIL funds to specific projects. All funds expected to be spent by end of 2026-27.

CIL Expenditure Summary 2025-26

Date	Project	Item Description	Net cost	VAT	Total
	Chesterfield Canal	Items for Hollingwood Hub	417.50		**417.50**
	Middlecroft Allotments	Solar panel system for welfare cabin	2,424.19	484.84	**2,909.03**
	Middlecroft Allotments	Skip hire to remove carpet	500.00	-	**500.00**
	SMWFC	Lighting upgrades at Markham Hall	5,621.00	1,124.20	**6,745.20**
	Poolsbrook Primary School	Provision of iPads	8,996.40	-	**8,996.40**
	Staveley King George V Bowling	Additional Shelter to side of existing clubhouse	5,500.00	-	**5,500.00**
	Speedwell Rooms	Refurbishment Project - various items	4,488.96	595.63	**5,084.59**
	Woodthorpe Re-wilding	Objects licence	110.00	-	**110.00**
	Hollingwood Sheds	3 x shipping containers	3,000.00	600.00	**3,600.00**
	ABC Nursery Forest School	Large shed and base	1,714.14	342.83	**2,056.97**
	Street Scene Improvements	Park benches and fixing kits	4,059.00	811.80	**4,870.80**
	Noticeboards Refurb	Paint, vinyl lettering etc	580.69	116.14	**696.83**
				-	**-**
					-
			Total		**41,487.31**

NOTICE OF MOTION FOR FULL COUNCIL		
Title of Motion:	Members Room	
Date of Council Meeting:	24 March 2026	
Proposer of Motion: (Name & Signature if hard copy submitted)	**Name:** Cllr Mick Bagshaw	**Signature:** (Optional – NOT FOR PUBLICATION)
Seconder of Motion: (Name & Signature if hard copy submitted)	**Name:** Cllr Carl Cambers	**Signature:** (Optional – NOT FOR PUBLICATION)
Background/supporting Information (maximum 300 words):		
It has been proposed that the council allocate 3 additional rooms for staff, in addition to the Town Clerk's Office, Reception at Staveley Hall and the facilities team room at Speedwell Rooms. I feel that at least one of these rooms could be more beneficial and of value for service to our residents, to be allocated for members' use to hold 'Help & Advice Surgeries', as members get no allowance for any room hire to fulfil this essential duty.		
Motion to be proposed (active section):		
I hereby propose to the council that at least one room be made available to members to hold Help & Advice Surgeries and for group meetings.		
Date and time received: (for completion by Town Clerk)		

NOTICE OF MOTION FOR FULL COUNCIL		
Title of Motion:	Members Room	
Date of Council Meeting:	24 March 2026	
Proposer of Motion: (Name & Signature if hard copy submitted)	**Name:** Cllr Mick Bagshaw	**Signature:** (Optional – NOT FOR PUBLICATION)
Seconder of Motion: (Name & Signature if hard copy submitted)	**Name:** Cllr Carl Cambers	**Signature:** (Optional – NOT FOR PUBLICATION)
Background/supporting Information (maximum 300 words):		
In line with other authorities, I feel that the Town Clerk, all staff and members of council should be issued with Identity badges, which should be worn whilst on council premises, on council duty or during any contact with the public. I also feel that, as councillors are responsible for council property, members should be issued with door passes to access Staveley Hall/Council Premises again, in line with all local authorities.		
Motion to be proposed (active section):		
I hereby propose to the council that the Town Clerk, Staff, and members be issued with ID Badges and Door Passes to be issued to members as this council has always permitted..		
Date and time received: (for completion by Town Clerk)		

AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED A MINIMUM OF TEN CLEAR DAYS BEFORE THE DATE OF THE MEETING UNDER STANDING ORDER 9b

NAME:	Councillor Paul Mann	**DATE:**	22/05/2026
CONTACT DETAILS	paul.mann@staveleytowncouncil.gov.uk		

AGENDA ITEMS: **I**NSERT PROPOSED WORDING TO APPEAR ON THE AGENDA. Remember to make it clear what you are asking councillors to decide.
“To consider…” “To note…” “To review…” “To agree….”

Regarding the community grants scheme, which CBC is offering to community groups, it is made up of CIL money. for years Staveley and Brimington community groups have been penalised and not allowed by CBC to apply despite all Staveley town and Brimington residents paying the same amount of council tax to CBC as any other area in the borough. STC gets 15% of all the cil money from houses which are built in the Staveley area. CBC gets the other 85% to spend where it feels fit, which this could mean that 85% of the money from housing built in Staveley area could be spent elsewhere but NOT in Staveley. However if there is housing built in Newbold for example Staveley town is not guarenteed to get any so we dont think its fair that other area of chesterfield are allowed to have some of the money for community groups from the Staveley area but Staveley seem to be not allowed to bid for funding from houses built in other areas of chesterfield. The community independents have put forward a motion for the next staveley town council meeting to request some of this funding from other areas for Staveley community groups We was also told at the last stc meeting on 19th may that CBC had made an error in calculating CIL they charged developers so stc would not get as much as it usually gets as they CBC will have to pay some back. We also think that Staveley town residents should not have be penalised for their (CBCs) error and that any short fall due to CBCs error cbc should stand this out of their 85% of the cil money they get from houses built in the Staveley area as its their (error) fault not Staveley town councils.

BACKGROUND INFORMATION - insert as much information as possible so that councillors have the detail that they need to make an informed decision.

N/A

BACKGROUND DOCUMENTS - list names of any documents or supporting information to be attached. All documents must be submitted ten clear days before the meeting.

N/A

COSTS - insert detail of costs associated with the decision that you are asking the council to make (if known). Copies of quotations should be attached.

N/A

Staveley Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Refreshments	01/04/2026		Co-op Current Accou		Refreshments	Amazon	X	9.05		9.05
2	Stationery	01/04/2026		Co-op Current Accou		Stationery	Amazon	S	10.25	2.05	12.30
3	Stationery	01/04/2026		Co-op Current Accou		Stationery	Amazon	S	23.15	4.63	27.78
5	Accountancy/book-keeping	01/04/2026		Co-op Current Accou		Software Licence Subscription	Scribe	S	1,164.00	232.80	1,396.80
13	Office-NNDR	01/04/2026		Co-op Current Accou	50394130-Rm16	NNDR bill	Chesterfield Borough Coun	X	118.30		118.30
14	Office-NNDR	01/04/2026		Co-op Current Accou	50420689-Rm18	NNDR bill	Chesterfield Borough Coun	X	110.10		110.10
4	Building Maintenance	01/04/2026		Co-op Current Accou		Maintenance Supplies	B&Q	S	147.50	29.50	177.00
9	Carpark-NNDR	01/04/2026		Co-op Current Accou	50336782	NNDR bill	Chesterfield Borough Coun	X	106.00		106.00
11	NNDR-FUNCTION RMS	01/04/2026		Co-op Current Accou	50336808	NNDR bill	Chesterfield Borough Coun	X	163.50		163.50
12	NNDR-FUNCTION RMS	01/04/2026		Co-op Current Accou	50336853	NNDR bill	Chesterfield Borough Coun	X	366.40		366.40
8	Speedwell - NNDR	01/04/2026		Co-op Current Accou	50034607	NNDR bill	Chesterfield Borough Coun	X	1,119.00		1,119.00
6	Land Rent	01/04/2026		Co-op Current Accou		Land Rent	Chesterfield Borough Coun	X	1.00		1.00
7	Land Rent	01/04/2026		Co-op Current Accou		Land Rent	Chesterfield Borough Coun	X	1.00		1.00
10	NNDR: Cafe	01/04/2026		Co-op Current Accou	50336728 - cafe	NNDR bill	Chesterfield Borough Coun	X	117.20		117.20
15	Building Maintenance	07/04/2026		Co-op Current Accou		Maintenance Supplies	B&Q	S	84.17	16.83	101.00
16	PWLB	07/04/2026		Co-op Current Accou		PWLB loan repayment	PWLB	X	6,477.72		6,477.72
19	Equipment Purchase	08/04/2026		Co-op Current Accou		Maintenance Supplies	Amazon	S	15.82	3.16	18.98
17	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	3.42	0.68	4.10
20	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	X	3.47		3.47
20	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	2.77	0.56	3.33
24	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	11.87	2.37	14.24
20	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	Z	-0.17		-0.17
21	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	18.10	3.62	21.72
22	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.91	1.58	9.49
23	Cleaning Supplies	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	12.49	2.50	14.99
20	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	Z	-0.17		-0.17
20	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	2.77	0.55	3.32
20	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	X	3.47		3.47
17	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	3.43	0.69	4.12
24	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	11.87	2.37	14.24
23	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	12.49	2.50	14.99
22	Cleaning Supplies - SWell	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.91	1.58	9.49
18	Events/Entertainment	08/04/2026		Co-op Current Accou		Event supplies	Amazon	S	10.82	2.16	12.98
25	Events/Entertainment	08/04/2026		Co-op Current Accou		Event supplies	High Street Vouchers	X	1,408.25		1,408.25

Staveley Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
17	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	3.43	0.69	4.12
20	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	X	3.47		3.47
20	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	2.78	0.56	3.34
20	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	Z	-0.17		-0.17
24	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	11.87	2.38	14.25
22	Cleaning Supplies and Consum	08/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.92	1.59	9.51
32	Stationery	10/04/2026		Co-op Current Accou		Stationery	Amazon	S	21.06	4.22	25.28
35	Accountancy/book-keeping	10/04/2026		Co-op Current Accou		Payroll Software Subscription	MoneySoft Ltd	S	90.00	18.00	108.00
111	Stationery	10/04/2026		Co-op Current Accou		Stationery	Amazon	S	-18.99	-3.80	-22.79
38	Building Maintenance	10/04/2026		Co-op Current Accou		Flooring	Ace Contract Flooring Limit	S	2,035.00	407.00	2,442.00
37	Gas/Electric-Hall	10/04/2026		Co-op Current Accou	BGB390311 Stavel	Gas Bill	British Gas	S	832.15	166.43	998.58
34	Cleaning Supplies	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	19.99	4.00	23.99
31	Cleaning Supplies	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	10.12	2.02	12.14
27	Cleaning Supplies	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	8.50	1.70	10.20
29	Cleaning Supplies - SWell	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	6.25	1.25	7.50
30	Cleaning Supplies - SWell	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.50	1.50	9.00
28	Cleaning Supplies - SWell	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	10.40	2.08	12.48
34	Cleaning Supplies - SWell	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	19.99	4.00	23.99
40	CBC Loan 2	10/04/2026		Co-op Current Accou		CBC Loan Repayment	Chesterfield Borough Coun	X	44,997.86		44,997.86
39	SLA Grants	10/04/2026		Co-op Current Accou		SLA Grant	Citizen's Advice Bureau	X	9,545.00		9,545.00
30	Cleaning Supplies and Consum	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.50	1.50	9.00
31	Cleaning Supplies and Consum	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	10.12	2.03	12.15
33	Cleaning Supplies and Consum	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	36.54	7.31	43.85
26	Cleaning Supplies and Consum	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	8.32	1.66	9.98
29	Cleaning Supplies and Consum	10/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	6.25	1.25	7.50
36	Gas - Stables	10/04/2026		Co-op Current Accou	BGB390321 Stable	Gas Bill	British Gas	S	514.75	102.95	617.70
36	Gas - Stables	10/04/2026		Co-op Current Accou	BGB390321 Stable	Gas Bill	British Gas	S	-65.06	-13.01	-78.07
41	Grounds Maintenance	13/04/2026		Co-op Current Accou		Maintenance Supplies	Amazon	S	67.41	13.48	80.89
42	Grounds Maintenance	13/04/2026		Co-op Current Accou		Maintenance Supplies	Amazon	S	89.96	17.99	107.95
43	Grounds Maintenance	13/04/2026		Co-op Current Accou		Maintenance Supplies	Amazon	S	182.07	36.42	218.49
44	Speedwell Rooms	13/04/2026		Co-op Current Accou		Electrical work	Safe Spark Group Limited	S	2,413.00	482.60	2,895.60
47	Gas/Electric - Speedwell	15/04/2026		Co-op Current Accou		Electricity Bill	Corona Energy Retail	S	1,772.55	354.51	2,127.06
45	HR and H&S Support	15/04/2026		Co-op Current Accou		HR and H&S Support contract	WorkNest Limited	S	4,306.40	861.28	5,167.68
46	Electric - Stables	15/04/2026		Co-op Current Accou		Electricity Bill	Corona Energy Retail	S	701.96	140.40	842.36
48	Letting Agent Fees	15/04/2026		Co-op Current Accou		Stables Flat Management Fees	Bothams Mitchell Slaney	S	72.00	14.40	86.40

Staveley Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
49	Water Rates - Stables	16/04/2026		Co-op Current Accou		Stables Water	Scottish Water	Z	195.31		195.31
51	Water Rates - Hall	17/04/2026		Co-op Current Accou		Water Rates	Scottish Water	Z	89.83		89.83
52	PWLB	17/04/2026		Co-op Current Accou		PWLB loan repayment	PWLB	X	10,403.41		10,403.41
52	PWLB	17/04/2026		Co-op Current Accou		PWLB loan repayment	PWLB	X	10,404.54		10,404.54
53	Salaries/Wages Gross	17/04/2026		Co-op Current Accou		Pension payments	Derbyshire County Council	X	636.17		636.17
53	Employer Pension	17/04/2026		Co-op Current Accou		Pension payments	Derbyshire County Council	X	1,734.06		1,734.06
50	Building Maintenance	17/04/2026		Co-op Current Accou		Window handle replacements	Truly PVC Limited	S	22.75	4.55	27.30
55	IT/Software licences	20/04/2026		Co-op Current Accou		Software Licence Subscription	Microsoft Limited	S	96.60	19.32	115.92
54	Cleaning Supplies	20/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	15.92	3.18	19.10
56	Stationery	21/04/2026		Co-op Current Accou		Stationery	Amazon	S	7.38	1.48	8.86
57	Stationery	21/04/2026		Co-op Current Accou		Stationery	Amazon	S	8.38	1.68	10.06
58	CIL EMR Projects	21/04/2026		Co-op Current Accou		Grant	King George V Bowling Clu	X	5,500.00		5,500.00
59	CIL EMR Projects	21/04/2026		Co-op Current Accou		Grant	Norbriggs Primary School	X	8,680.56		8,680.56
60	Stationery	22/04/2026		Co-op Current Accou		Stationery	Amazon	S	22.38	4.48	26.86
62	SWell - Telephone/BBand	23/04/2026		Co-op Current Accou		Telephone/Broadband	Virgin Media Limited	S	29.00	5.80	34.80
61	Salaries/Wages Gross	23/04/2026		Co-op Current Accou		P.A.Y.E.	HMRC	X	2,123.36		2,123.36
61	Employer NI	23/04/2026		Co-op Current Accou		P.A.Y.E.	HMRC	X	1,568.44		1,568.44
66	IT/Software licences	24/04/2026		Co-op Current Accou		Software Licence Subscription	Microsoft Limited	S	141.36	28.27	169.63
64	Cleaning Supplies - SWell	24/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	6.73	1.35	8.08
65	Cleaning Supplies - SWell	24/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	18.28	3.66	21.94
63	Events/Entertainment	24/04/2026		Co-op Current Accou		Event supplies	Economy Fabrics	X	10.00		10.00
64	Cleaning Supplies and Consum	24/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	6.74	1.35	8.09
71	IT/Software licences	27/04/2026		Co-op Current Accou		Software Licence Subscription	Microsoft Limited	S	101.40	20.28	121.68
80	Other phone lines	27/04/2026		Co-op Current Accou		Mobile contract	EE Limited	S	93.80	18.76	112.56
78	Waste Collection	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	87.95	17.59	105.54
79	Waste Collection	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	11.88	2.38	14.26
73	Waste Collection	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	57.75	11.55	69.30
68	Cleaning Supplies	27/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.36	1.48	8.84
74	Waste Removal	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	11.75	2.35	14.10
75	Waste Removal	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	58.95	11.79	70.74
76	Waste Removal	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	70.70	14.14	84.84
77	Waste Removal	27/04/2026		Co-op Current Accou		Refuse collection	Biffa Waste Services Limite	S	10.24	2.05	12.29
67	Cleaning Supplies - SWell	27/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	9.58	1.92	11.50
68	Cleaning Supplies - SWell	27/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.36	1.47	8.83
69	Supplies and Sundries	27/04/2026		Co-op Current Accou		Catering Supplies	Amazon	S	24.16	4.83	28.99

Staveley Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
70	Equipmt Purchase: Cafe	27/04/2026		Co-op Current Accou		Equipment consumables	Amazon	S	80.94	16.20	97.14
68	Cleaning Supplies and Consum	27/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	7.36	1.47	8.83
72	Water Rates - Stables	27/04/2026		Co-op Current Accou	0703063801	Water Rates	Water Plus Payments	Z	52.17		52.17
85	Office Equipment	28/04/2026		Co-op Current Accou		Photocopier charges	CF Corporate Finance Ltd	S	71.00	14.20	85.20
97	Office-NNDR	28/04/2026		Co-op Current Accou		NNDR bill	Chesterfield Borough Coun	X	199.00		199.00
92	Building Maintenance	28/04/2026		Co-op Current Accou		Plumbing/Heating	Tower Plumbing and Heati	S	165.00	33.00	198.00
96	Gas/Electric-Hall	28/04/2026		Co-op Current Accou		Electric Charge	YGP - Yorkshire Gas and P	S	2,487.12	497.43	2,984.55
88	Equipment Purchase	28/04/2026		Co-op Current Accou		Maintenance Supplies	Aldi Stores	S	7.07	1.41	8.48
89	Equipment Purchase	28/04/2026		Co-op Current Accou		Maintenance Supplies	Lidl	S	2.50	0.50	3.00
90	Equipment Purchase	28/04/2026		Co-op Current Accou		Maintenance Supplies	Wacky Races	S	1.67	0.33	2.00
83	Cleaning Supplies	28/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	8.22	1.64	9.86
81	Cleaning Supplies	28/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	3.32	0.66	3.98
87	Cleaning Supplies	28/04/2026		Co-op Current Accou		Equipment consumables	Sainsbury's	S	4.17	0.83	5.00
86	Gas/Electric - Speedwell	28/04/2026		Co-op Current Accou		Gas Bill	Crown Gas and Power	L	32.55	1.63	34.18
82	SWell - Telephone/BBand	28/04/2026		Co-op Current Accou		Telephone	Ubiquiti Distribution UK Lin	S	7.99	1.60	9.59
95	SWell Fire Alarm	28/04/2026		Co-op Current Accou		Equipment Maintenance	ADT Fire & Security plc	S	910.62	182.12	1,092.74
91	Chairman's Allowance	28/04/2026		Co-op Current Accou		Chairman's Expenses	Chesterfield Borough Coun	S	83.33	16.67	100.00
84	Speedwell Rooms	28/04/2026		Co-op Current Accou		Equipment purchase	Amazon	S	47.49	9.50	56.99
94	Agency Staff	28/04/2026		Co-op Current Accou		Staffing Costs	Reed Specialist Recruitmen	S	885.85	177.17	1,063.02
83	Equipmt Purchase: Cafe	28/04/2026		Co-op Current Accou		Cleaning Supplies	Amazon	S	10.83	2.17	13.00
93	Building Maintenance	28/04/2026		Co-op Current Accou		Equipment Maintenance	Safe Spark Group Limited	S	475.00	95.00	570.00
99	Licences/Permits-Hall	29/04/2026		Co-op Current Accou		Premises Licence Renewal	Chesterfield Borough Coun	X	295.00		295.00
98	Events/Entertainment	29/04/2026		Co-op Current Accou		Event supplies	Toolport GmbH	S	974.25	194.85	1,169.10
108	Office Equipment	30/04/2026		Co-op Current Accou		Photocopier charges	XBM Ltd	S	82.88	16.58	99.46
107	Telephone/Broadband	30/04/2026		Co-op Current Accou		Telephone/Broadband	Onecom Limited	S	1,004.25	200.85	1,205.10
106	Waste Collection	30/04/2026		Co-op Current Accou		Refuse collection	Shred Station	S	46.80	9.36	56.16
106	Waste Collection	30/04/2026		Co-op Current Accou		Refuse collection	Shred Station	S	89.75	17.95	107.70
109	Waste Removal	30/04/2026		Co-op Current Accou		Skip hire	MukTubs	S	258.33	51.67	310.00
110	Salaries/Wages Gross	30/04/2026		Co-op Current Accou		Staff Salaries	STC	X	12,257.85		12,257.85
103	Food Stock: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Nisbets	Z	14.97		14.97
100	Supplies and Sundries	30/04/2026		Co-op Current Accou		Equipment purchase	Amazon	S	5.29	1.06	6.35
100	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Amazon	S	9.16	1.83	10.99
101	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Amazon	S	27.48	5.49	32.97
102	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Amazon	S	43.31	8.66	51.97
103	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Nisbets	S	2.99	0.60	3.59

Staveley Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
104	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Yazzoo Personalised Clothi	S	152.59	30.52	183.11
105	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Adexa Direct Ltd	S	162.00	32.40	194.40
103	Equipmt Purchase: Cafe	30/04/2026		Co-op Current Accou		Equipment purchase	Nisbets	S	62.36	12.47	74.83
							Total		142,599.30	4,772.05	147,371.35

Staveley Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2026 and 30/04/2026)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	699,448.00	299,045.48	-400,402.52 (-57%)	112,070.58	2,351.10	109,719.48 (97%)	-290,683.04
Allotments	3,364.98	86.13	-3,278.85 (-97%)	1,500.00	2.00	1,498.00 (99%)	-1,780.85
Capital Programme			0.00 (N/A)	175,000.00	2,460.49	172,539.51 (98%)	172,539.51
Civic Costs			0.00 (N/A)	4,000.00	83.33	3,916.67 (97%)	3,916.67
Community Services	20,000.00		-20,000.00 (-100%)	199,369.56	26,128.88	173,240.68 (86%)	153,240.68
Loans			0.00 (N/A)	144,995.72	72,283.53	72,712.19 (50%)	72,712.19
Market Place			0.00 (N/A)	805.00		805.00 (100%)	805.00
SH Cafe	42,000.00		-42,000.00 (-100%)	43,215.20	713.28	42,501.92 (98%)	501.92
Speedwell Rooms	42,600.00	3,789.67	-38,810.33 (-91%)	35,275.00	4,409.54	30,865.46 (87%)	-7,944.87
Stables Business Centre	82,217.28	4,602.10	-77,615.18 (-94%)	19,900.00	2,009.01	17,890.99 (89%)	-59,724.19
Stables Flat	9,600.00	800.00	-8,800.00 (-91%)	1,394.00	72.00	1,322.00 (94%)	-7,478.00
Staffing Costs			0.00 (N/A)	381,798.50	23,512.13	358,286.37 (93%)	358,286.37
Staveley Hall	131,498.52	1,452.44	-130,046.08 (-98%)	104,250.00	8,574.01	95,675.99 (91%)	-34,370.09
Vehicle			0.00 (N/A)	1,900.00		1,900.00 (100%)	1,900.00
NET TOTAL	**1,030,728.78**	**309,775.82**	**-720,952.96 (-69%)**	**1,225,473.56**	**142,599.30**	**,082,874.26 (88%)**	**361,921.30**

	Receipts	Payments
Total for ALL Cost Centres	309,775.82	142,599.30
V.A.T.	1,543.84	4,772.05
GROSS TOTAL	**311,319.66**	**147,371.35**

Staveley Town Council

Committed Spend

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Administration

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
1	Precept	589,448.00	294,724.00	-294,724.00						-294,724.00 (-50%)
3	Grants Received	105,000.00	1,797.00	-103,203.00						-103,203.00 (-98%)
10	Bank Interest	5,000.00	2,524.48	-2,475.52						-2,475.52 (-49%)
11	Donations Received									(N/A)
14	Bank Charges				150.00				150.00	150.00 (100%)
15	Insurance				11,800.00				11,800.00	11,800.00 (100%)
16	Postage				750.00				750.00	750.00 (100%)
17	Stationery				500.00	73.61		73.61	426.39	426.39 (85%)
18	Subscriptions				3,500.00				3,500.00	3,500.00 (100%)
19	Council Website				250.00		320.00	320.00	-70.00	250.00 (100%)
20	Professional Advice/fees				10,000.00				10,000.00	10,000.00 (100%)
21	Accountancy/book-keep				2,000.00	1,254.00		1,254.00	746.00	746.00 (37%)
22	Audit				2,500.00				2,500.00	2,500.00 (100%)
23	Refreshments				150.00	9.05		9.05	140.95	140.95 (93%)
24	IT/Software licences				8,500.00	365.64		365.64	8,134.36	8,134.36 (95%)
25	Late/Non DD Payment F									(N/A)
26	Office Equipment				2,000.00	153.88		153.88	1,846.12	1,846.12 (92%)
27	Advertising & Publicity				1,000.00				1,000.00	1,000.00 (100%)
28	Office-NNDR				7,058.35	855.50		855.50	6,202.85	6,202.85 (87%)
29	Councillor Training				500.00				500.00	500.00 (100%)
31	Other phone lines				900.00	93.80		93.80	806.20	806.20 (89%)
72	Contingency									(N/A)
94	Outstanding Debtors									(N/A)
100	VAT Rebate									(N/A)
101	VAT owed									(N/A)
102	Asset Disposal									(N/A)
124	Meeting Room Hire				1,500.00				1,500.00	1,500.00 (100%)
127	Office Rent				59,012.23				59,012.23	59,012.23 (100%)
130	Suspense Account									(N/A)
	SUB TOTAL	**699,448.00**	**299,045.48**	**-400,402.52**	**112,070.58**	**2,805.48**	**320.00**	**3,125.48**	**108,945.10**	**-291,137.42 (-35%)**

Allotments

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
8	Allotment rents	3,364.98	11.13	-3,353.85						-3,353.85 (-99%)
49	Legal Fees						1,500.00	1,500.00	-1,500.00	(N/A)
50	Land Rent					2.00		2.00	-2.00	-2.00 (N/A)
110	Keys and Locks									(N/A)

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Payments Committed	Payments Total	Payments Variance	Net Position
114	Security Deposits		75.00	75.00						75.00 (N/A)
115	Key Deposits									(N/A)
117	Allotments Maintenance				1,500.00				1,500.00	1,500.00 (100%)
	SUB TOTAL	**3,364.98**	**86.13**	**-3,278.85**	**1,500.00**	**2.00**	**1,500.00**	**1,502.00**	**-2.00**	**-1,780.85 (-36%)**

Capital Programme

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
113	Staveley Hall				85,000.00				85,000.00	85,000.00 (100%)
116	Speedwell Rooms				50,000.00	2,460.49		2,460.49	47,539.51	47,539.51 (95%)
120	Stables				15,000.00				15,000.00	15,000.00 (100%)
121	Allotment Improvements				25,000.00				25,000.00	25,000.00 (100%)
	SUB TOTAL				**175,000.00**	**2,460.49**		**2,460.49**	**172,539.51**	**172,539.51 (98%)**

Civic Costs

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
55	Chairman's Allowance				500.00	83.33		83.33	416.67	416.67 (83%)
56	Civic functions									(N/A)
57	Elections									(N/A)
58	By-Elections									(N/A)
141	Remembrance				3,500.00				3,500.00	3,500.00 (100%)
	SUB TOTAL				**4,000.00**	**83.33**		**83.33**	**3,916.67**	**3,916.67 (97%)**

Community Services

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
51	Community Grants				5,000.00				5,000.00	5,000.00 (100%)
52	Events/Entertainment				15,000.00	2,403.32	1,766.86	4,170.18	10,829.82	12,596.68 (83%)
53	Christmas Switch-on				15,000.00				15,000.00	15,000.00 (100%)
54	Floral Displays				7,000.00				7,000.00	7,000.00 (100%)
86	CIL Receipts	20,000.00		-20,000.00						-20,000.00 (-100%)
108	Community Equipment				6,000.00				6,000.00	6,000.00 (100%)
109	Street Furniture				5,000.00				5,000.00	5,000.00 (100%)
118	Grit bins				1,000.00				1,000.00	1,000.00 (100%)
128	Neighbourhood Plan				10,000.00				10,000.00	10,000.00 (100%)
129	SLA Grants				20,000.00	9,545.00		9,545.00	10,455.00	10,455.00 (52%)
132	Noticeboards				500.00				500.00	500.00 (100%)
135	Little Breck Solar Farm I									(N/A)
137	Community Developmer				1,500.00				1,500.00	1,500.00 (100%)

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Payments Variance	Net Position
138	Woodthorpe Village Gre				25,080.00				25,080.00	25,080.00 (100%)
165	CIL EMR Projects				88,289.56	14,180.56		14,180.56	74,109.00	74,109.00 (83%)
	SUB TOTAL	**20,000.00**		**-20,000.00**	**199,369.56**	**26,128.88**	**1,766.86**	**27,895.74**	**171,473.82**	**153,240.68 (69%)**

Loans

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
69	PWLB				55,000.00	27,285.67		27,285.67	27,714.33	27,714.33 (50%)
70	CBC Loan 1									(N/A)
71	CBC Loan 2				89,995.72	44,997.86		44,997.86	44,997.86	44,997.86 (50%)
99	Loan Drawdown									(N/A)
	SUB TOTAL				**144,995.72**	**72,283.53**		**72,283.53**	**72,712.19**	**72,712.19 (50%)**

Market Place

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
7	Market rents									(N/A)
59	CBC Electric charges									(N/A)
60	Market-NNDR				805.00				805.00	805.00 (100%)
87	CBC Insurance									(N/A)
105	Market Promotion									(N/A)
111	Relocation costs									(N/A)
	SUB TOTAL				**805.00**				**805.00**	**805.00 (100%)**

SH Cafe

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
145	NNDR: Cafe				1,215.20	239.20		239.20	976.00	976.00 (80%)
146	Staff Salaries: Cafe				30,000.00				30,000.00	30,000.00 (100%)
147	Food Stock: Cafe				6,000.00	511.85		511.85	5,488.15	5,488.15 (91%)
148	Supplies and Sundries				2,000.00	112.59		112.59	1,887.41	1,887.41 (94%)
149	Equipmt Maint: Cafe				3,000.00				3,000.00	3,000.00 (100%)
150	Equipmt Purchase: Cafe				1,000.00	742.08		742.08	257.92	257.92 (25%)
163	Cafe Sales	40,000.00		-40,000.00						-40,000.00 (-100%)
164	Function Catering	2,000.00		-2,000.00						-2,000.00 (-100%)
	SUB TOTAL	**42,000.00**		**-42,000.00**	**43,215.20**	**1,605.72**		**1,605.72**	**41,609.48**	**-390.52 (-0%)**

Staveley Town Council

Committed Spend

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Speedwell Rooms

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Payments Variance	Net Position
6	Speedwell Room Hire	40,000.00	3,259.67	-36,740.33						-36,740.33 (-91%)
9	Bar Income									(N/A)
13	Misc Income	2,600.00	450.00	-2,150.00						-2,150.00 (-82%)
61	Bldg Maint - Speedwell				2,000.00		485.00	485.00	1,515.00	2,000.00 (100%)
62	SWell - Licences/permit				1,600.00				1,600.00	1,600.00 (100%)
63	Bar Stock									(N/A)
64	Gas/Electric - Speedwel				10,000.00	1,805.10		1,805.10	8,194.90	8,194.90 (81%)
65	SWell-Water Rates				1,575.00				1,575.00	1,575.00 (100%)
66	Speedwell - NNDR		80.00	80.00	11,500.00	2,236.00		2,236.00	9,264.00	9,344.00 (81%)
67	SWell - EPOS				500.00				500.00	500.00 (100%)
68	SWell - Telephone/BBar				500.00	36.99		36.99	463.01	463.01 (92%)
97	Waste Removal				1,200.00	420.50		420.50	779.50	779.50 (64%)
103	Cleaning Supplies - SW				1,000.00	127.86		127.86	872.14	872.14 (87%)
104	Cleaning Contract - SW									(N/A)
123	SWell-Equip Maint				500.00				500.00	500.00 (100%)
125	SWell Fire Alarm				400.00	910.62		910.62	-510.62	-510.62 (-127%)
126	SWell Security Alarm				1,000.00				1,000.00	1,000.00 (100%)
139	Agency staff				3,500.00				3,500.00	3,500.00 (100%)
	SUB TOTAL	**42,600.00**	**3,789.67**	**-38,810.33**	**35,275.00**	**5,537.07**	**485.00**	**6,022.07**	**29,252.93**	**-9,072.40 (-11%)**

Stables Business Cen

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Payments Variance	Net Position
107	Stables NNDR									(N/A)
112	Fire Alarm - Stables									(N/A)
119	Security Alarm - Stables				1,500.00				1,500.00	1,500.00 (100%)
122	Boiler and Heating Syst				800.00		485.57	485.57	314.43	800.00 (100%)
151	Lease Income	53,800.20	3,042.60	-50,757.60						-50,757.60 (-94%)
152	Service Charge Income	28,417.08	1,559.50	-26,857.58						-26,857.58 (-94%)
153	Building Maintenance				250.00	497.75		497.75	-247.75	-247.75 (-99%)
154	Cleaning Supplies and (				850.00	112.13		112.13	737.87	737.87 (86%)
155	Water Rates - Stables				1,500.00	247.48		247.48	1,252.52	1,252.52 (83%)
156	Gas - Stables				15,000.00	449.69		449.69	14,550.31	14,550.31 (97%)
157	Electric - Stables					701.96		701.96	-701.96	-701.96 (N/A)
	SUB TOTAL	**82,217.28**	**4,602.10**	**-77,615.18**	**19,900.00**	**2,009.01**	**485.57**	**2,494.58**	**17,405.42**	**-59,724.19 (-58%)**

Staveley Town Council

Committed Spend

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Stables Flat

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
158	Flat Rental Income	9,600.00	800.00	-8,800.00						-8,800.00 (-91%)
159	Letting Agent Fees				1,044.00	72.00		72.00	972.00	972.00 (93%)
160	Maintenance Costs				250.00				250.00	250.00 (100%)
161	Statutory Compliance Fe				100.00				100.00	100.00 (100%)
162	Sundries									(N/A)
	SUB TOTAL	**9,600.00**	**800.00**	**-8,800.00**	**1,394.00**	**72.00**		**72.00**	**1,322.00**	**-7,478.00 (-68%)**

Staffing Costs

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
73	Salaries/Wages Gross				291,029.04	15,017.38	25,408.77	40,426.15	250,602.89	276,011.66 (94%)
74	Employer NI				30,208.65	1,568.44	4,555.74	6,124.18	24,084.47	28,640.21 (94%)
75	Employer Pension				51,160.81	1,734.06	4,141.51	5,875.57	45,285.24	49,426.75 (96%)
76	Mileage Claims				150.00				150.00	150.00 (100%)
77	Uniforms/PPE				500.00				500.00	500.00 (100%)
78	Staff Training				1,500.00				1,500.00	1,500.00 (100%)
79	Staff Expenses				150.00				150.00	150.00 (100%)
80	Recruitment Advertising									(N/A)
81	Conference fees				400.00				400.00	400.00 (100%)
82	Conference Expenses				400.00				400.00	400.00 (100%)
98	Redundancy Cost									(N/A)
131	HR and H&S Support				3,800.00	4,306.40		4,306.40	-506.40	-506.40 (-13%)
140	TUPE costs				2,500.00				2,500.00	2,500.00 (100%)
143	Agency Staff					885.85		885.85	-885.85	-885.85 (N/A)
	SUB TOTAL				**381,798.50**	**23,512.13**	**34,106.02**	**57,618.15**	**324,180.35**	**358,286.37 (93%)**

Staveley Hall

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4	Hall Leases	46,596.36	427.44	-46,168.92						-46,168.92 (-99%)
5	Hall Room Bookings	6,450.00	1,025.00	-5,425.00						-5,425.00 (-84%)
12	Functions Income	2,500.00		-2,500.00						-2,500.00 (-100%)
30	Telephone/Broadband				12,600.00	1,004.25		1,004.25	11,595.75	11,595.75 (92%)
32	Cleaning Contract									(N/A)
33	Building Maintenance				18,000.00	2,862.25	910.00	3,772.25	14,227.75	15,137.75 (84%)
34	Grounds Maintenance				5,000.00	339.44		339.44	4,660.56	4,660.56 (93%)
35	Security Alarm - Hall				1,700.00				1,700.00	1,700.00 (100%)
36	Fire Alarm - Hall				1,700.00				1,700.00	1,700.00 (100%)

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Variance	Net Position
37	Licences/Permits-Hall				2,000.00	295.00		295.00	1,705.00	1,705.00 (85%)
38	Gas/Electric-Hall				40,000.00	3,319.27		3,319.27	36,680.73	36,680.73 (91%)
39	Water Rates - Hall				2,000.00	89.83		89.83	1,910.17	1,910.17 (95%)
40	Equipment Purchase				3,500.00	27.06		27.06	3,472.94	3,472.94 (99%)
41	Equipment Maintenance				1,500.00		782.33	782.33	717.67	1,500.00 (100%)
42	Carpark-NNDR				1,300.00	217.00		217.00	1,083.00	1,083.00 (83%)
43	Reception-NNDR				1,000.00				1,000.00	1,000.00 (100%)
44	Air Hall-NNDR									(N/A)
45	NNDR-FUNCTION RMS				4,800.00	996.40		996.40	3,803.60	3,803.60 (79%)
46	Waste Collection				1,500.00	304.67		304.67	1,195.33	1,195.33 (79%)
47	Working Budget				3,000.00				3,000.00	3,000.00 (100%)
48	Bad Debt Provision				2,500.00				2,500.00	2,500.00 (100%)
88	Cleaning Supplies				1,150.00	137.46		137.46	1,012.54	1,012.54 (88%)
134	SHall Misc Income									(N/A)
136	Website				1,000.00				1,000.00	1,000.00 (100%)
144	Offices Service Charge	75,952.16		-75,952.16						-75,952.16 (-100%)
	SUB TOTAL	**131,498.52**	**1,452.44**	**-130,046.08**	**104,250.00**	**9,592.63**	**1,692.33**	**11,284.96**	**92,965.04**	**-35,388.71 (-15%)**

Vehicle

Code	Title	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Variance	Net Position
83	Van Maintenance				1,000.00				1,000.00	1,000.00 (100%)
84	Van Tax/Insurance				400.00				400.00	400.00 (100%)
85	Fuel and Oil (Van)				500.00				500.00	500.00 (100%)
133	Insurance Claim									(N/A)
142	Vehicle Purchase									(N/A)
	SUB TOTAL				**1,900.00**				**1,900.00**	**1,900.00 (100%)**

Summary

	Receipts Budget	Receipts Actual	Receipts Variance	Payments Budget	Payments Actual	Committed	Total	Variance	Net Position
NET TOTAL	**1,030,728.78**	**309,775.82**	**-720,952.96**	**1,225,473.56**	**146,092.27**	**40,355.78**	**186,448.05**	**1,039,025.51**	**358,428.33 (15%)**

Staveley Town Council

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			548,388.14
	ADD			
	Receipts 01/04/2026 - 30/04/2026			311,319.66
				859,707.80
	SUBTRACT			
	Payments 01/04/2026 - 30/04/2026			147,371.35
A	**Cash in Hand 30/04/2026** (per Cash Book)			**712,336.45**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	2,764.53	
	Co-op Current Account	30/04/2026	10,917.49	
	Co-op Sweep Account	30/04/2026	245,367.14	
	Co-op Savings Account	30/04/2026	415.12	
	CONTRA ACCT	30/04/2026	0.00	
	CCLA PSDF	30/04/2026	452,872.17	
				712,336.45
	Less unpresented payments			
				712,336.45
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**712,336.45**
	A = B Checks out OK			

Staveley Town Council
Reserves Balance up to 30th Apr 2026
2026 - 2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Capital					
Allotment Capital Fund	9,580.00				9,580.00
Total Capital	**9,580.00**				**9,580.00**
Earmarked					
CIL	88,543.60	-87,920.00			623.60
Hall & Stables Maintenance	15,000.00				15,000.00
Speedwell Maintenance	1,000.00				1,000.00
Elections Fund	12,000.00				12,000.00
Van Replacement	500.00				500.00
Computer Replacement	500.00				500.00
Special Projects	500.00				500.00
Staveley Market Improvements	3,000.00				3,000.00
Little Breck Solar Grant Fund	16,018.76				16,018.76
Inkersall Rd Solar Grant Fund	20,000.00				20,000.00
Allotment Key Deposits	100.00				100.00
Allotment Security Deposits	150.00				150.00
Woodthorpe Village Green	25,080.00				25,080.00
Hollingwood Sheds	19,109.00				19,109.00
Hollingwood Forest School	40,000.00				40,000.00
Flooding Equipment	1,000.00				1,000.00
Allotment Improvements		15,420.00			15,420.00
Speedwell Refurbishment	45,511.04	50,000.00	2,460.49		93,050.55
Neighbourhood Plan		10,000.00			10,000.00
Street Scene		6,500.00			6,500.00
Community Equipment		6,000.00			6,000.00
SMWCC	5,000.00				5,000.00
King George V Bowls Club	5,500.00	-5,500.00			0.00
Inkersall Spencer Academy	15,000.00				15,000.00
Norbriggs School	8,680.56	-8,680.56			0.00
Total Earmarked	**322,192.96**	**-14,180.56**	**2,460.49**		**305,551.91**
TOTAL RESERVE	**331,772.96**	**-14,180.56**	**2,460.49**		**315,131.91**
GENERAL FUND					399,659.99
TOTAL FUNDS					714,791.90

Staveley Town Council

Reserves Balance up to 30th Apr 2026

2026 - 2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance

AGENDA ITEM NO: 11

STAVELEY TOWN COUNCIL MEETING – 23 JUNE 2026

Report title	Establishment of a Staveley Town Partnership & Engagement Committee
Purpose of report	To seek approval for the creation of a Staveley Town Partnership & Engagement Committee that will bring together local businesses, community stakeholders and council representatives to strengthen collaboration, improve communication and support the delivery of events and initiatives within the town.
Council Delivery Plan Aims and Objectives Met	This proposal aligns with the Council's wider priorities to: • Increase engagement with social activities • Increase visitors to the area • Improve events provision • Improve civic pride in the parish • Improve sense of wellbeing • Increase social interaction across communities • Increase trust from local residents and businesses • Improve reputation with public sector partners The committee will act as a delivery mechanism to support existing and future council-led events, as well as encourage joint initiatives with external partners. **Aim:** To establish a collaborative forum that strengthens relationships between the Council, local businesses and community organisations. **Objective:** • To provide a regular platform for networking and information sharing • To support the planning and promotion of community events • To encourage collaboration between stakeholders on local initiatives

	• To gather feedback from businesses and community representatives to inform council decision-making • To promote Staveley Town as a vibrant and active place to live, work and visit
Summary Implications:	
Financial/Staff	There are minimal direct costs anticipated, potential associated costs would relate to meeting space and refreshments. Direct communication would be via non-paper formats. There would be potential long term economic benefits through increased footfall and business engagement. The designated council staff member would be required to co-ordinate meetings, communications and follow-up actions which sits within their job remit.
Risk Management	The risks identified are that there may be low stakeholder engagement or inconsistent attendance. There may also be lack of clear direction or outcomes from meetings. To mitigate this risk there would be clear terms of reference (attached as Appendix 1) and defined purpose for the committee. For each meeting there would be structured agendas with actionable outcomes. The designated council staff member would send targeted invitations to key stakeholders and local businesses – in turn this would increase trusted engagement. The committee requires strong facilitation and leadership from the Council. There would be a regular review of the effectiveness and impact of the committee.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.

Recommendations	The Committee is asked to: a) Approve the establishment of the Staveley Town Partnership & Engagement Committee b) Agree that meetings will be held on a regular basis (proposed bi-monthly) c) Support the development of a terms of reference to guide the committee's operation d) Endorse officer-led co-ordination of the committee and stakeholder engagement e) Review the effectiveness of the committee after an initial 12-month period

1.0 Introduction

1.1 Members will be aware of the Council's ongoing commitment to supporting community engagement, local economic activity and the delivery of events within Staveley Town. As part of this, there is increasing recognition of the need to strengthen relationships between the Council, local businesses, community organisations and key stakeholders.

1.2 At present, engagement with stakeholders is undertaken on an informal basis and ad hoc basis, primarily in relation to specific events or initiatives. Whilst this approach has delivered positive outcomes, there is an opportunity to develop a more structured and consistent forum to support collaboration and information sharing.

1.3 Members will be aware that a previous group, Staveley Project Organisers Team (SPOT) had been established to support the development and delivery of events within the town. Whilst limited information available regarding its current status or scope of activity, it is understood that the group is no longer operating in a formal capacity.

1.4 The proposed Partnership & Engagement Committee would build on the original intention of collaborative working, providing a more structured, inclusive and outcome–focussed forum aligned with current Council priorities.

2.0 Proposal: Staveley Town Partnership & Engagement Committee

2.1 The proposed committee would bring together representatives from local businesses, partner organisations, community groups, key personnel from Town Council and Town Councillors. The purpose of the group would be to facilitate communication, encourage collaboration and support the planning and delivery of events and initiatives within the town.

2.2 The committee would meet on a regular basis (suggested bi-monthly). With meetings structured around key themes including upcoming events, community priorities and opportunities for partnership working.

2.3 The introduction of this forum would provide a consistent mechanism for stakeholders to share ideas, raise concerns and contribute to the future development of the town, whilst also improving the Council's visibility and accessibility.

3.0 Aims, Objectives and Intended Outcomes

3.1 The establishment of the Staveley Town Partnership & Engagement Committee is intended to move beyond informal engagement and create a structured, outcome-focussed approach to partnership working across the town.

3.2 In addition to providing a networking forum, the committee will play a key role in shaping and supporting the delivery of Council priorities, particularly in relation to events, community participation and town centre activity.

3.3 The committee will seek to achieve the following outcomes:

- The development of a more coordinated and forward planned programme of events within the town
- Increased involvement of local businesses and organisations in supporting and delivering events and initiatives
- Improved communication between the Council and stakeholders, ensuring that opportunities, challenges and local knowledge are shared effectively
- The identification of opportunities to increase footfall within the town centre and support local economic activity
- Greater community participation in Council-led and partner-led initiatives
- The creation of a stronger sense of shared ownership and civic pride within the town

3.4 Through regular engagement, the committee will also provide an opportunity to identify gaps in provision, avoid duplication of activity and ensure that resources are used more effectively through collaborative working.

3.5 Over time, it is anticipated that the committee will support the development of new initiatives, partnerships and funding opportunities that may not otherwise be achievable through the Council working in isolation.

4.0 Implications

4.1 Financial Implications

The establishment of the committee is not expected to result in significant financial implications. Any costs associated with meetings (such as venue use, refreshments, or materials) are expected to be minimal and can be accommodated within existing budgets where required.

4.2 Staffing Implications

There will be a requirement for officer support to co-ordinate meetings, prepare agendas and manage communications. This work is expected to be delivered within existing staffing resources, primarily through the Council’s events function.

5.0 Risk Management

5.1 Whilst the establishment of the committee presents a number of opportunities, it is recognised that there are risks associated with introducing a new forum.

5.2 A key risk is that stakeholder engagement may be limited, particularly in the early stages, which could impact the effectiveness of the committee. This will be mitigated through targeted invitations, clear communication of purpose and ensuring that meetings provide value to attendees.

5.3 There is also a risk that the committee becomes a discussion forum without delivering tangible outcomes. To address this, the meetings will be structured with clear agendas, defined actions and follow up processes to ensure accountability and progress.

5.4 Potential duplication with existing groups or informal networks has been identified as a risk. This will be managed by clearly defining the role and scope of the committee, ensuring it compliments rather than replicates existing activity.

5.5 There is a further risk that expectations of the committee may exceed the resources available to deliver outcomes. This will be mitigated by maintaining a clear focus on achievable priorities and ensuring that any actions are aligned with available capacity and budget.

5.6 The effectiveness of the committee will be monitored and reviewed after an initial 12-month period to assess its impact and determine whether any changes are required.

6.0 Conclusion

6.1 The establishment of a Staveley Town Partnership & Engagement Committee presents an opportunity for the Council to take a more proactive and coordinated approach to engagement with local businesses, community organisations and key stakeholders

6.2 By introducing a structured forum, the Council will be better positioned to support the development and delivery of events, improve communication across the town and encourage greater collaboration on initiatives that benefit the wider community.

6.3 The proposal builds on previous approached to partnership working, whilst providing a clearer framework, defined purpose and improved accountability. It reflects the Council's commitment to being accessible, responsive and supportive of local stakeholders.

6.4 Whilst there are some risks associated with establishing a new committee, these are considered manageable and are outweighed by the potential benefits, particularly in terms of increased engagement, stronger partnerships and more effective use of resources.

6.5 It is anticipated that, over time, the committee will contribute to a more vibrant and active town, with increased participation in events and initiatives, enhanced support for local businesses and a stronger sense of community cohesion.

6.6 Members are therefore invited to consider the recommendations set out in this report and support the establishment of the committee as a positive step towards strengthening partnership working within Staveley Town.

Appendix 1

DRAFT TERMS OF REFERENCE

1.0 Purpose

The purpose of the Staveley Town Partnership & Engagement Committee is to provide a structured forum for collaboration between the Town Council, local businesses, community organisations and key stakeholders to support the development and promotion of the town.

1.1 Objectives

- To support the planning and delivery of events and initiatives within Staveley Town
- To improve communication and information sharing between stakeholders
- To identify opportunities for partnership working and joint initiatives
- To support local economic activity and increase town engagement
- To provide feedback and insight to inform Council decision making

1.2 Membership

Membership will include:

- Representatives of Staveley Town Council (Councillors and key staff members)
- Local businesses and retailers
- Community and voluntary organisations
- Partner organisations and key stakeholders

Membership will remain flexible to allow for broad representation across the town.

1.3 Meetings

- Meetings will be held on a bi-monthly basis or as required
- Additional meetings or working groups may be arranged to support specific projects or events
- Agendas and supporting papers will be circulated in advance where possible

1.4 Governance

- The committee will operate in an advisory capacity and will not have decision making powers
- Any recommendations or proposals will be reported through the appropriate council channels for consideration
- A Chair will be appointed (Councillor or Council staff member) to facilitate meetings

1.5 Success Measures and Key Performance Indicators

The effectiveness of the Staveley Town Partnership & Engagement Committee will be monitored against the following indicative measures:

- **Attendance and Engagement**
  - Consistent attendance levels at meetings and active participation from a broad range of stakeholders, businesses, community groups and partners.
- **Event Development and Delivery**
  - Increased number of collaborative events and initiatives supported or delivered in partnership with stakeholders
- **Stakeholder Satisfaction**
  - Positive feedback from participants regarding the value, relevance and effectiveness of the committee
- **Partnership Working**
  - Evidence of new or strengthened partnerships between the Council and external organisations
- **Town Centre Activity**
  - Increased footfall and engagement within the town centre linked to events and initiatives (where measurable)
- **Communication and Information Sharing**
  - Improved awareness of Council activities, events and opportunities among stakeholders
- **Action Delivery**
  - Progress against agreed actions and initiatives arising from committee meetings

1.6 Review and Reporting

Progress against these measures will be reviewed on an ongoing basis, with a formal review undertaken after 12 months to assess the overall impact and effectiveness of the committee. Findings will be reported to the appropriate Council committee, along with any recommendations for improvement.

AGENDA ITEM NO: 12

STAVELEY TOWN COUNCIL MEETING – 23 JUNE 2026

Report title	Approval for an annual Community Showcase and Celebration Event
Purpose of report	To seek approval for the establishment of a Community Showcase and Celebration Event that will bring together local groups, organisations, businesses and service providers to promote opportunities available within the parish, encourage community participation and strengthen relationships between residents and local stakeholders.
Council Delivery Plan Aims and Objectives Met	This proposal aligns with the Council's wider priorities to: • Increase engagement with social activities • Increase visitors to the area • Improve events provision • Improve civic pride in the parish • Improve sense of wellbeing • Increase social interaction across communities • Increase trust from local residents and businesses • Improve reputation with public sector partners The event will provide a platform for local organisations, community groups and service providers to showcase their activities, services and volunteering opportunities, whilst encouraging residents to become more actively involved in community life. **Aim:** To deliver an inclusive community event that promotes local opportunities, celebrates community achievements and strengthens connections between residents, organisations and local services. **Objective:** • To increase awareness of local groups, organisations and services operating within the parish • To encourage volunteering and community participation • To provide residents with information about activities and support available locally

	• To reduce social isolation by promoting opportunities for social interaction and engagement • To strengthen relationships between the Council, community organisations and residents • To celebrate the positive contribution made by local volunteers, groups and organisations • To encourage partnership working between stakeholders and identify opportunities for future collaboration • To promote Staveley as a vibrant and active community in which to live, work and visit
Summary Implications: Financial/Staff	 There are anticipated direct costs associated with the delivery of the event, including venue hire (where applicable), equipment, marketing materials, signage and event infrastructure. Opportunities for sponsorship, grant funding and partnership contributions will be explored to minimise financial impact upon the Council. The event may generate indirect economic benefits through increased footfall within the town centre and increased awareness of local businesses and services. The designated council staff member would be responsible for event planning, stakeholder engagement, marketing volunteer coordination and event delivery. These activities would sit within the existing job responsibilities, subject to operational capacity and future review. Communication and promotion would primarily be delivered through digital channels to minimise printing and distribution costs.
Risk Management	The principal risks identified include low participation from organisations or residents and operational challenges associated with event delivery. Operational risks would be managed through appropriate event planning, health and safety procedures, risk assessments and contingency arrangements where required. There is also a risk that public attendance may be lower than anticipated. To mitigate this risk, the Council would undertake early engagement with community groups, targeted

	marketing and utilise established communication channels, including social media and partner networks. The event would be reviewed following delivery to evaluate attendance, stakeholder feedback and community impact, enabling lessons learned to inform future events.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	No implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	The Committee is asked to: a) Approve the establishment of a Community Showcase and Celebration Event b) Agree that the event be delivered on an annual basis, subject to budget and resource delivery c) Endorse officer-led planning, stakeholder engagement and event coordination d) Support engagement with local groups, organisations, businesses and service providers to participate in the event e) Receive a post event evaluation report detailing attendance, feedback and recommendations for future delivery

1.0 Introduction

1.1 Members will be aware of the wide range of community groups, voluntary organisations, clubs, support services and local initiatives operating throughout Staveley and the surrounding area. These organisations provide valuable opportunities for residents to access support, develop new skills, participate in activities, volunteer within the community and improve their overall wellbeing.

1.2 Whilst many organisations actively promote their services, residents are not always aware of the breadth of opportunities available locally. This can result in individuals missing opportunities to participate in community activities, access support services or engage in volunteering opportunities.

1.3 In September 2022, a community engagement event ran by Chesterfield Borough Council was held in Staveley which brought together a wide range of local groups and services, enabling residents to learn more about the support and opportunities available within their community. The event attracted approximately 40 organisations and provided an opportunity for residents to meet representatives, gather information and become involved in local activities.

1.4 The Council has a longstanding commitment to supporting community organisations, encouraging participation in local activities and delivering events that enhance community wellbeing. This proposal seeks to build upon previous successful initiatives by establishing a Community Showcase and Celebration Event.

2.0 Proposal: Community Showcase and Celebration Event

2.1 It is proposed that the Council delivers a Community Showcase and Celebration Event, to be held annually within the parish.

2.2 The event would provide an opportunity for local community groups, charities, voluntary organisations, sports clubs, health and wellbeing providers, public sector organisations and local services to showcase their activities and engage directly with residents.

2.3 The event would be free to attend and open to all members of the public. Organisations would be invited to host information stalls, provide demonstrations, promote volunteering opportunities and highlight the services available within the local area.

2.4 The event would also provide an opportunity for residents to:

- Discover local clubs, groups and activities;
- Learn about support services available within the community;
- Explore volunteering opportunities;
- Meet new people and build social connections;
- Access information relating to health, wellbeing, education and community support.

2.5 Subject to approval, officers would develop a detailed delivery plan including venue requirements, stakeholder engagement, marketing activity and operational arrangements.

3.0 Aims, Objectives and Intended Outcomes

3.1 The primary aim of the event is to strengthen community connections by increasing awareness of local opportunities and encouraging greater participation in community life.

3.2 The event seeks to:

- Increase awareness of local organisations and services
- Promote volunteering and community participation
- Reduce social isolation by encouraging residents to engage with local activities
- Support stronger partnerships between community organisations
- Improve communication between residents and local service providers
- Showcase the positive contribution made by local groups and volunteers

3.3 The event will contribute towards creating a more informed, connected and resilient community whilst supporting the Council's wider objectives around engagement and wellbeing.

4.0 Financial and Staffing Implications

4.1 The event will require officer time to coordinate planning, stakeholder engagement, marketing and event delivery.

4.2 Costs are expected to relate primarily to venue provision, promotional materials, signage and event management requirements.

4.3 Where possible, existing Council resources will be utilised and opportunities for sponsorship or partnership support will be explored to minimise costs.

5.0 Risk Management

5.1 There is a risk that organisations may not engage with the event. This will be mitigated through early engagement, targeted invitations and promotion through existing stakeholder networks.

5.2 There is a risk that public attendance may be lower than anticipated. A comprehensive marketing and communications plan will be developed to promote the event across multiple channels.

5.3 There is a risk that event costs may exceed available budgets. A detailed event budget and delivery plan will be prepared prior to implementation.

5.4 Operational risks associated with the event will be managed through appropriate event planning, health and safety procedures and risk assessments.

6.0 Conclusion

6.1 The proposed Community Showcase and Celebration Event presents an opportunity to bring together residents, community groups, voluntary organisations and service providers within a single accessible event.

6.2 The event would showcase the wealth of opportunities available locally whilst supporting community engagement, volunteering and partnership working.

6.3 The proposal aligns with the Council's commitment to supporting local communities, promoting wellbeing and encouraging active participation in community life.

7.0 Recommendations

7.1 Councillors are requested to:

a) Approve the principle of delivering a Community Showcase and Celebration Event
b) Grant delegated authority to the Town Clerk to develop detailed event proposals and delivery arrangements
c) Support engagement with local organisations, community groups and stakeholders to participate in the event
d) Receive a further report detailing operational arrangements and budget requirements where necessary

AGENDA ITEM NO: 13

STAVELEY TOWN COUNCIL MEETING – 23 JUNE 2026

Report title	Visit Staveley – Community Engagement and Place Promotion Initiative
Purpose of report	To seek approval for the establishment of the Visit Staveley initiative, comprising a dedicated website and associated social media channels, to promote Council events, community activities, local organisations, businesses and positive news stories from across the parish. The initiative will provide a community-focussed platform to strengthen engagement, encourage participation and promote Staveley as a vibrant place to live, work and visit.
Council Delivery Plan Aims and Objectives Met	This proposal aligns with the Council's wider priorities to: • Increase engagement with social activities • Increase visitors to the area • Improve events provision • Improve civic pride in the parish • Improve sense of wellbeing • Increase social interaction across communities • Increase trust from local residents and businesses • Improve reputation with public sector partners The Visit Staveley initiative will act as a year-round communications and engagement platform, supporting Council activities and providing a dedicated space to showcase the people, places, events and opportunities that contribute to community life within the parish. **Aim:** To establish a trusted and accessible digital platform that promotes community engagement, strengthens local identity and celebrates the positive stories, opportunities and achievements within Staveley. **Objective:** • To promote Council events and activities to residents and visitors

	• To showcase local businesses, organisations and community groups • To provide a central source of information on events and activities taking place across the parish • To increase awareness of volunteering opportunities and local services • To celebrate community achievements and positive news stories • To strengthen communication between the Council and the wider community • To encourage greater participation in local initiatives and events • To enhance Staveley's identity and reputation as a vibrant and welcoming place
Summary Implications: Financial/Staff Risk Management	 There will be initial costs associated with the development of a dedicated website, domain registration, hosting arrangements and branding materials. Ongoing costs are expected to relate primarily to website maintenance, content management and communications activity. Where possible, existing Council resources and digital infrastructure will be utilised to minimise expenditure. Opportunities for sponsorship, partnership contributions and external funding may also be explored to support the initiative. Designated council staff would be responsible for content creation, website administration, social media management and stakeholder engagement. These activities would sit within existing job responsibilities, subject to operational capacity and future review. Digital communication methods would be prioritised to reduce printing costs and support environmentally sustainable practices. There is a risk that the platform may not achieve sufficient public engagement or reach. To mitigate this risk, content would be regularly updated and promoted through established communication channels, community networks and partner organisations.

	There is also a risk that the platform may be perceived as duplicating existing Council communications. To address this, Visit Staveley would compliment rather than replace existing civic communications, focussing specifically on promotion, engagement and community storytelling. A further risk is that insufficient content may be available to maintain public interest. This risk would be mitigated by encouraging contributions from community groups, local businesses and partner organisations, together with regular promotion of Council activities and events. There is a risk that demand for promotional activity may exceed available resources. Clear content guidelines and submission processes would therefore be established to manage expectations and ensure fair representation across the parish. The effectiveness and impact of the initiative would be monitored regularly through website analytics, social media engagement and stakeholder feedback, with a formal review undertaken after an initial 12-month period.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	The Council is asked to: a) Approve the establishment of the Visit Staveley initiative as a community engagement and place-promotion platform b) Approve the development of a dedicated Visit Staveley website and associated social media channels c) Endorse officer-led development, content management and stakeholder engagement

	d) Support the promotion of Council events, community activities, local businesses and organisations through the platform e) Review the effectiveness and impact of the initiative after an initial 12-month period

1.0 Introduction

1.1 Members will be aware of the Council's commitment to strengthening community engagement, supporting local businesses, promoting events, and fostering civic pride throughout Staveley Town.

1.2 In recent years, communication with residents has largely been delivered through traditional Council channels. Whilst these channels are essential for statutory communications and civic matters, they are not always best suited to promoting the wider range of positive stories, events, activities and opportunities taking place across the town.

1.3 The Council is currently exploring opportunities to increase engagement with residents, businesses, community organisations and visitors through the establishment of a Town Partnership & Engagement Committee and a Community Showcase and Celebration Event. Both initiatives recognise the importance of communication, collaboration and visibility in supporting a thriving community.

1.4 Alongside these initiatives, there is an opportunity to establish a dedicated promotional platform under the title "Visit Staveley". The initiative would provide a single, recognisable source of information about events, activities, local organisations, businesses, volunteering opportunities and positive news stories from across the town.

1.5 Examples of similar approaches can be found elsewhere within the region, where local authorities have successfully developed place-based promotional platforms to showcase local opportunities, celebrate achievements and encourage greater participation in community life. Such platforms have provided dedicated spaces for event promotion, business directories, community news and local engagement whilst remaining aligned to the wider objectives of the local authority.

2.0 Proposal

2.1 It is proposed that Staveley Town Council establishes and manages the Visit Staveley initiative as a dedicated community engagement and place promotion platform.

2.2 The initiative would compromise:

- A dedicated Visit Staveley website
- Associated social media channels
- Community-focussed digital content
- Event promotion and listings
- Community news and success stories
- Information relating to local groups, organisations and volunteering opportunities
- Promotion of local businesses and community activities

2.3 The platform would remain wholly owned and managed by Staveley Town Council and would operate within the Council's existing governance, communications and branding arrangements.

2.4 Whilst maintaining a clear connection to the Council, the platform would adopt a more accessible and community-focused style of communication, enabling a wider audience to engage with local opportunities and developments.

2.5 The initiative would support the Council's wider ambitions to create stronger connections between residents, businesses, community groups and local stakeholders whilst promoting a positive image of the town.

3.0 Aims, Objectives and Intended Outcomes

3.1 The primary objective of Visit Staveley is to create a single, trusted platform that celebrates and promotes everything taking place within the town.

3.2 The initiative will seek to:

- Increase awareness of Council events and activities
- Promote local businesses, organisations and community groups
- Improve communication between the Council and residents
- Encourage participation in local events and initiatives
- Increase awareness of volunteering opportunities
- Showcase community achievements and success stories
- Support local economic activity through increased visibility of businesses and attractions
- Foster a stronger sense of pride, identity and belonging within the town

3.3 The platform will also support wider partnership working by providing a promotional outlet for initiatives developed through the Town Partnership & Engagement Committee and other collaborative projects.

3.4 Over time, Visit Staveley has the potential to become the primary source of information relating to community life within the town, helping residents and visitors alike discover opportunities, events and services available locally.

4.0 Financial and Staffing Implications

4.1 Initial costs are likely to relate to website development, branding, domain registration, hosting and promotional activity.

4.2 Ongoing costs are expected to be limited to website maintenance, content management and communications activity.

4.3 The majority of content creation and management is anticipated to be delivered through existing staffing resources, subject to workload considerations and future review.

4.4 Opportunities for partnership contributions, sponsorship and external funding will be explored where appropriate.

5.0 Risk Management

5.1 There is a risk that the platform does not achieve sufficient public engagement. This will be mitigated through regular content updates, active promotion and partnership working with local organisations and businesses.

5.2 There is a risk that the platform is perceived as duplicating existing Council communications. To address this, Visit Staveley will complement rather than replace existing Council channels, focusing specifically on promotion, engagement and community storytelling.

5.3 There is a risk that insufficient content is available to maintain audience interest. This will be mitigated through stakeholder contributions, community-generated content, event listings and partnership engagement.

5.4 There is a risk that demand for promotion exceeds available resources. Clear submission processes and content guidelines will therefore be developed to manage expectations.

6.0 Success Measures

6.1 The success of Visit Staveley will be measured through:

- Website visitor numbers
- Social media reach and engagement
- Number of events promoted annually

- Number of local organisations and businesses featured
- Community contributions and content submissions
- Attendance at Council and partner events
- Growth in followers and subscribers
- Stakeholder feedback regarding the value of the platform

6.2 Performance will be reviewed after the first 12 months of operation and reported to Members.

7.0 Conclusion

7.1 Visit Staveley represents an opportunity to modernise and strengthen the Council's approach to community engagement and place promotion.

7.2 The initiative will provide a dedicated platform to celebrate local achievements, support community organisations, promote events and showcase the positive stories that make Staveley a vibrant and welcoming place.

7.3 The proposal aligns with the Council's ambitions to improve engagement, strengthen partnerships and foster greater civic pride across the town.

8.0 Recommendations

8.1 Councillors are requested to:

a) Approve the principle of establishing the Visit Staveley initiative
b) Approve the development of a dedicated Visit Staveley website and associated social media channels
c) Delegate authority to the Town Clerk to develop detailed implementation proposals, branding and operational arrangements
d) Support the promotion of Council events, community activities and local organisations through the platform
e) Receive a progress report following the first year of operation