



CPCC Community Hub
Springfield Boulevard
Springfield
Milton Keynes
MK6 3JS
Tel: No: 01908 608559
clerk@campbell-park.gov.uk

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

CPCC Community Hub, Springfield Boulevard, Springfield

Tuesday 19 May 2026 at 7.30pm

(or as soon thereafter as the Annual Meeting of Council convened for 6.30pm on the same day and at the same place shall have been completed)

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr R Golding
Cllr B Greenwood
Cllr J Howard
Cllr H Kakei
Cllr K Kavarana
Cllr D Kendrick

Cllr K Kent
Cllr B Macharia
Cllr F Mangan
Cllr R McCafferty
Cllr J Messent
Cllr I Opoku
Cllr D Pafford
Cllr M Petchey
Cllr J Whild

MEETING PROTOCOL

In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:

If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.

All those present are asked to turn their mobile devices off or place into silent mode.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:

Film, photograph or make an audio recording of a meeting;

use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.

Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chair may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

IN CASE OF EMERGENCY

In the event of a fire use the nearest exit to evacuate the building.

Proceed to the designated fire assembly point which is located on the patio area adjacent to the pedestrian entrance and await instructions from emergency personnel.

AGENDA

1. **To receive:**
Apologies for Absence
Declarations of Interest
2. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
3. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
4. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
5. **Community Council Financial Accounts 2025-2026 Year-End** *Page 5*
Council is invited to receive and consider the accounts detailing the financial position of the Community Council as at 31 March 2026.
6. **Community Council Internal Audit Report 2025-2026** *Page 17*
Council is invited to receive the internal audit report for the financial year 2025-2026 as presented by Auditing Solutions Ltd.
7. **Community Council Annual Return 2025-2026** *Page 25*
Council is invited to consider, populate where applicable, and approve the Community Council Annual Return for 2025-2026, including:
 - i. Annual Governance Statement 2025-2026 (Section 1)
 - ii. Accounting Statement 2025-2026 (Section 2)
8. **Community Hub In-Year (2026-27) Budget Earmarking, Responsible Financial Officer Recommendation**
The Responsible Finance Officer recommends an in-year earmarking transfer of £3,872.00 from the Earmarked New Office HQ (9022) cost centre to Earmarked Retention Steele/Bray (9054) to cover the potential shortfall in funds when the final payment is due. The confirmed outstanding retention figure payable to Steele and Bray is £37,219 plus VAT and the current Earmarked figure is £33,347.
9. **Community Hub – Working Group Update**
Council is invited to receive a verbal report from the Clerk including an update on the defect works being carried out prior to the end of the retention period. It will be necessary to retain the Community Hub Working Group for a period of not

more than three months in order that it may conclude all outstanding matters related to the contract.

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 10**

10. Community Hub Café

Council is invited to receive the recommendation of the Community Café Working Group on the proposed appointment of a new cafe operator.

11. Dates of Future Committee & Working Group Meetings

Community & Communications – 26 May at 6.30pm

Planning – 1 June at 6.30pm

Finance, Administration & Policy – 2 June at 6.30pm

BMKALC Councillor Training – 8 June at 6.30pm

12. Date of Next Meeting

Tuesday 16 June 2026 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council

13 May 2026

Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
2,508	Debtors	2,118	
52,884	Vat Refunds	3,293	
10,374	Prepayments	6,473	
125	Other Debtor	0	
104,778	Unity Current Account T2	27,761	
466,525	Unity Instant Access	103,716	
0	Seated Exercise Takings	961	
344,703	CCLA Fund Deposit Acc	516,724	
242	Petty Cash	197	
982,140			661,244
982,140	Total Assets		661,244
Current Liabilities			
9,167	Creditors Control	2,263	
1,347	Miscellaneous Creditors	2,072	
1,530	Accruals	1,333	
9,298	Payroll Creditor	11,754	
2,135	Allotment Deposits	2,417	
300	Short Term Deposits	350	
1,150	Hall Hire Deposits	1,300	
24,927			21,489
957,213	Total Assets Less Current Liabilities		639,754
Represented By			
287,087	General Reserves		184,040
670,126	Earmarked Reserves		455,714
957,213			639,754

The above statement represents fairly the financial position of the Authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Employment Costs</u>						
4000 Basic Salaries	292,129	280,424	(11,705)		(11,705)	104.2%
4001 Employers NI	37,034	33,799	(3,235)		(3,235)	109.6%
4002 Employer Pension	69,678	65,504	(4,174)		(4,174)	106.4%
4089 Corporate Clothing	83	300	217		217	27.8%
4091 Staff Health	900	800	(100)		(100)	112.5%
4460 Subscriptions	615	800	185		185	76.9%
Employment Costs :- Indirect Expenditure	400,439	381,627	(18,812)	0	(18,812)	104.9%
Net Expenditure	(400,439)	(381,627)	18,812			
<u>105 Democratic Costs</u>						
4089 Corporate Clothing	0	100	100		100	0.0%
4500 Councillors Allowances	12,439	17,676	5,237		5,237	70.4%
4501 Chairs Additional Allowance	883	982	99		99	89.9%
Democratic Costs :- Indirect Expenditure	13,322	18,758	5,436	0	5,436	71.0%
Net Expenditure	(13,322)	(18,758)	(5,436)			
<u>201 Central Costs</u>						
566 Advertising Income	120	0	(120)			0.0%
1800 Miscellaneous Income	2,613	0	(2,613)			0.0%
1870 Bank/Bond Interest Received	29,212	7,500	(21,712)			389.5%
1900 Precept	939,755	939,755	0			100.0%
1901 Precept Grant	13,121	13,120	(1)			100.0%
Central Costs :- Income	984,821	960,375	(24,446)			102.5%
4030 Training/Conferences	3,367	8,000	4,633	50	4,583	42.7%
4050 IT Support Contract	16,530	21,000	4,470		4,470	78.7%
4051 IT Equipment	5,105	5,100	(5)		(5)	100.1%
4052 Digital Mapping	29	500	471		471	5.8%
4053 Online Costs	1,070	3,600	2,530		2,530	29.7%
4080 Health & Safety	172	2,040	1,868		1,868	8.4%
4081 HR Service Contract	5,732	7,140	1,408		1,408	80.3%
4082 Emergency Response	0	500	500		500	0.0%
4083 Defibrillator costs	1,172	1,300	128		128	90.2%
4090 Welfare	0	150	150		150	0.0%
4130 Insurance (not vehicle)	13,429	12,000	(1,429)		(1,429)	111.9%
4184 Street furniture new/renewal	965	1,000	35		35	96.5%
4186 Small Sundry Purchases	302	250	(52)		(52)	121.0%
4300 Vehicle Costs	2,946	3,500	554		554	84.2%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4303 Vehicle mileage	557	600	43		43	92.8%
4400 Stationery	1,138	1,200	62		62	94.9%
4402 Consultation Costs	2,078	3,400	1,322		1,322	61.1%
4403 Planning Consultant Fees	0	2,000	2,000		2,000	0.0%
4404 Subsistence	332	0	(332)		(332)	0.0%
4405 Publicity/Marketing	939	2,000	1,061		1,061	47.0%
4410 Photocopying Costs	1,539	2,000	461		461	77.0%
4440 Telephone	2,698	2,500	(198)		(198)	107.9%
4445 Mobile Phones	743	1,100	357		357	67.5%
4455 Postage	32	100	68		68	31.8%
4460 Subscriptions	2,492	2,500	8		8	99.7%
4490 Website Costs	1,288	1,000	(288)		(288)	128.8%
4530 Hospitality	209	200	(9)		(9)	104.3%
4584 Recruitment	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	7,994	10,000	2,006		2,006	79.9%
4587 Audit/Accounts	8,025	6,000	(2,025)		(2,025)	133.8%
4588 VAT Fees	0	250	250		250	0.0%
4589 Payroll Fees	475	550	75		75	86.4%
4600 Bank Charges	1,197	1,400	203		203	85.5%
Central Costs :- Indirect Expenditure	82,558	103,880	21,322	50	21,272	79.5%
Net Income over Expenditure	902,264	856,495	(45,769)			
<u>204 Community Hub</u>						
1803 HSF Funding	5,100	0	(5,100)			0.0%
Community Hub :- Income	5,100	0	(5,100)			
4085 Fire Protection	1,707	1,000	(707)		(707)	170.7%
4110 Business Rates	0	15,000	15,000		15,000	0.0%
4111 PWLB Loan	125,598	125,000	(598)		(598)	100.5%
4113 CiC Costs	7,950	0	(7,950)		(7,950)	0.0%
4115 Water & Sewerage	0	1,500	1,500		1,500	0.0%
4122 Electricity	0	2,000	2,000		2,000	0.0%
4150 Cleaning Costs	1,978	2,000	22	54	(32)	101.6%
4155 Refuse Disposal	1,049	2,500	1,451		1,451	41.9%
4160 Window Cleaning	1,000	1,500	500		500	66.7%
4170 Repair/Maintenance	1,051	0	(1,051)		(1,051)	0.0%
4172 Service & Maintenance	656	0	(656)		(656)	0.0%
4175 Building Contracts	8,087	0	(8,087)		(8,087)	0.0%
4404 Subsistence	0	300	300		300	0.0%
4590 Licenses	234	0	(234)		(234)	0.0%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9022 Earmarked New Office HQ	525,077	525,077	0		0	100.0%
Community Hub :- Indirect Expenditure	674,387	675,877	1,490	54	1,436	99.8%
Net Income over Expenditure	(669,287)	(675,877)	(6,590)			
<u>205 Parish Office</u>						
4085 Fire Protection	59	300	241		241	19.7%
4100 Rent	3,931	2,000	(1,931)		(1,931)	196.5%
4110 Business Rates	591	250	(341)		(341)	236.4%
4115 Water & Sewerage	315	87	(228)		(228)	361.8%
4120 Gas	683	300	(383)		(383)	227.5%
4122 Electricity	733	550	(183)		(183)	133.4%
4150 Cleaning Costs	179	100	(79)		(79)	178.9%
4155 Refuse Disposal	286	500	214		214	57.1%
4160 Window Cleaning	50	100	50		50	49.6%
4170 Repair/Maintenance	10,000	10,000	0		0	100.0%
4404 Subsistence	0	50	50		50	0.0%
Parish Office :- Indirect Expenditure	16,825	14,237	(2,588)	0	(2,588)	118.2%
Net Expenditure	(16,825)	(14,237)	2,588			
<u>210 Communications</u>						
4420 HomeGround Magazine	9,415	10,000	585		585	94.2%
4421 Homeground Mag Distribution	3,220	3,200	(20)		(20)	100.6%
Communications :- Indirect Expenditure	12,635	13,200	565	0	565	95.7%
Net Expenditure	(12,635)	(13,200)	(565)			
<u>301 Oldbrook Centre</u>						
1000 Hirings	39,980	30,000	(9,980)			133.3%
Oldbrook Centre :- Income	39,980	30,000	(9,980)			133.3%
4085 Fire Protection	871	800	(71)		(71)	108.8%
4110 Business Rates	2,146	2,100	(46)		(46)	102.2%
4115 Water & Sewerage	641	1,000	359		359	64.1%
4120 Gas	634	2,000	1,366		1,366	31.7%
4122 Electricity	1,559	2,000	441		441	77.9%
4150 Cleaning Costs	1,232	1,600	368	27	341	78.7%
4155 Refuse Disposal	1,348	1,400	52		52	96.3%
4160 Window Cleaning	830	1,050	220		220	79.0%
4170 Repair/Maintenance	130	3,000	2,870		2,870	4.3%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4175 Building Contracts	171	2,000	1,829		1,829	8.6%
4187 Furniture	0	400	400		400	0.0%
4590 Licenses	57	100	44		44	56.5%
Oldbrook Centre :- Indirect Expenditure	9,618	17,450	7,832	27	7,805	55.3%
Net Income over Expenditure	30,362	12,550	(17,812)			
<u>302 Oldbrook Pavilion</u>						
4085 Fire Protection	0	150	150		150	0.0%
4122 Electricity	309	300	(9)		(9)	103.0%
4170 Repair/Maintenance	138	600	462		462	23.0%
Oldbrook Pavilion :- Indirect Expenditure	447	1,050	603	0	603	42.6%
Net Expenditure	(447)	(1,050)	(603)			
<u>303 Oldbrook Green</u>						
4170 Repair/Maintenance	0	300	300		300	0.0%
4205 Tree Works	650	650	0		0	100.0%
Oldbrook Green :- Indirect Expenditure	650	950	300	0	300	68.4%
Net Expenditure	(650)	(950)	(300)			
<u>304 Landscape Service</u>						
1800 Miscellaneous Income	3,500	0	(3,500)			0.0%
1902 Landscape Grant	183,198	170,000	(13,198)			107.8%
Landscape Service :- Income	186,698	170,000	(16,698)			109.8%
4000 Basic Salaries	172,520	182,926	10,406		10,406	94.3%
4001 Employers NI	21,343	20,571	(772)		(772)	103.8%
4002 Employer Pension	38,292	43,355	5,063		5,063	88.3%
4066 Equipment Hire	1,205	3,500	2,295		2,295	34.4%
4067 Landscape Equipment	11,330	10,000	(1,330)		(1,330)	113.3%
4068 Landscape Equipment Maintenanc	12,561	10,500	(2,061)		(2,061)	119.6%
4069 Personal Protection Equipment	819	2,000	1,181		1,181	40.9%
4070 Landscape Consumables	3,953	5,000	1,047		1,047	79.1%
4085 Fire Protection	475	150	(325)		(325)	316.3%
4089 Corporate Clothing	645	1,000	355		355	64.5%
4110 Business Rates	2,595	2,478	(117)		(117)	104.7%
4115 Water & Sewerage	564	500	(64)		(64)	112.7%
4122 Electricity	1,408	1,600	192		192	88.0%
4130 Insurance (not vehicle)	676	900	224		224	75.1%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4150 Cleaning Costs	270	600	330	14	316	47.3%
4155 Refuse Disposal	1,149	1,400	251		251	82.1%
4170 Repair/Maintenance	652	750	98		98	86.9%
4175 Building Contracts	52	1,000	948		948	5.2%
4301 Landscape Vehicle Costs	10,697	9,000	(1,697)		(1,697)	118.9%
4302 Landscape Fuel	9,349	9,000	(349)		(349)	103.9%
9050 Earmarked L/scape Equipment Re	9,670	9,670	0		0	100.0%
Landscape Service :- Indirect Expenditure	300,223	315,900	15,677	14	15,663	95.0%
Net Income over Expenditure	(113,525)	(145,900)	(32,375)			
305 Springfield Centre						
1000 Hirings	39,623	35,000	(4,623)			113.2%
1001 Retained Hall Hire Deposit	150	0	(150)			0.0%
Springfield Centre :- Income	39,773	35,000	(4,773)			113.6%
4085 Fire Protection	864	900	36		36	96.0%
4110 Business Rates	3,530	2,824	(706)		(706)	125.0%
4115 Water & Sewerage	523	800	277		277	65.4%
4120 Gas	1,696	2,500	804		804	67.8%
4122 Electricity	1,808	2,000	192		192	90.4%
4150 Cleaning Costs	2,427	1,500	(927)	41	(968)	164.5%
4155 Refuse Disposal	1,390	1,200	(190)		(190)	115.8%
4160 Window Cleaning	600	750	150		150	80.0%
4170 Repair/Maintenance	900	3,000	2,100		2,100	30.0%
4175 Building Contracts	174	1,000	826		826	17.4%
4187 Furniture	0	400	400		400	0.0%
4590 Licenses	56	100	44		44	56.5%
9055 Earmarked Solar Panels SFC	12,250	12,250	(0)		(0)	100.0%
Springfield Centre :- Indirect Expenditure	26,220	29,224	3,004	41	2,963	89.9%
Net Income over Expenditure	13,553	5,776	(7,777)			
306 Woolstone Pond						
4205 Tree Works	500	500	0		0	100.0%
Woolstone Pond :- Indirect Expenditure	500	500	0	0	0	100.0%
Net Expenditure	(500)	(500)	0			
307 Dog/Waste Bin Provision						
4201 Bin Emptying	8,700	12,000	3,300		3,300	72.5%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4204 New Bin Purchase/Installation	328	500	172		172	65.7%
Dog/Waste Bin Provision :- Indirect Expenditure	9,028	12,500	3,472	0	3,472	72.2%
Net Expenditure	(9,028)	(12,500)	(3,472)			
<u>308 Kernow Crescent</u>						
4197 Play Equipment Maintenance	353	500	147		147	70.6%
Kernow Crescent :- Indirect Expenditure	353	500	147	0	147	70.6%
Net Expenditure	(353)	(500)	(147)			
<u>350 Open Spaces</u>						
1800 Miscellaneous Income	629	0	(629)			0.0%
Open Spaces :- Income	629	0	(629)			
4170 Repair/Maintenance	112	250	138		138	44.7%
4206 Woodland Management Programme	1,834	4,000	2,166		2,166	45.9%
Open Spaces :- Indirect Expenditure	1,946	4,250	2,304	0	2,304	45.8%
Net Income over Expenditure	(1,317)	(4,250)	(2,933)			
<u>361 Fishermead Sports Ground</u>						
4205 Tree Works	850	1,000	150		150	85.0%
Fishermead Sports Ground :- Indirect Expenditure	850	1,000	150	0	150	85.0%
Net Expenditure	(850)	(1,000)	(150)			
<u>362 Willen Allotments</u>						
1080 Allotments Rentals	1,708	1,700	(8)			100.5%
Willen Allotments :- Income	1,708	1,700	(8)			100.5%
4115 Water & Sewerage	860	600	(260)		(260)	143.3%
4170 Repair/Maintenance	0	250	250		250	0.0%
4205 Tree Works	0	350	350		350	0.0%
Willen Allotments :- Indirect Expenditure	860	1,200	340	0	340	71.6%
Net Income over Expenditure	849	500	(349)			
<u>363 Woolstone Allotments</u>						
1080 Allotments Rentals	2,340	2,200	(140)			106.4%
1082 Retained allotment deposits	75	0	(75)			0.0%
Woolstone Allotments :- Income	2,415	2,200	(215)			109.8%

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4115 Water & Sewerage	1,208	900	(308)		(308)	134.2%
4170 Repair/Maintenance	0	250	250		250	0.0%
4205 Tree Works	0	350	350		350	0.0%
9056 Earmarked Allotments Infra	890	890	0		0	100.0%
Woolstone Allotments :- Indirect Expenditure	2,098	2,390	292	0	292	87.8%
Net Income over Expenditure	317	(190)	(507)			
<u>370 Woolstone Sports Ground</u>						
4205 Tree Works	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	0	500	500	0	500	0.0%
Net Expenditure	0	(500)	(500)			
<u>390 Grants</u>						
1700 Grant Income	2,123	0	(2,123)			0.0%
Grants :- Income	2,123	0	(2,123)			
4800 General Grants	3,000	5,000	2,000		2,000	60.0%
4801 Section 137	7,960	7,000	(960)		(960)	113.7%
4807 Education Trust Grants	0	2,500	2,500		2,500	0.0%
Grants :- Indirect Expenditure	10,960	14,500	3,540	0	3,540	75.6%
Net Income over Expenditure	(8,837)	(14,500)	(5,663)			
<u>395 Wellbeing</u>						
1002 Seated Exercise Income Willen	2,108	0	(2,108)			0.0%
1003 Seated Exercise Income Hub	1,601	0	(1,601)			0.0%
1004 Seated Exercise Income F/Mead	123	0	(123)			0.0%
1005 Yoga Income	368	0	(368)			0.0%
1006 Dance Fitness Income Hub	64	0	(64)			0.0%
1800 Miscellaneous Income	500	0	(500)			0.0%
Wellbeing :- Income	4,764	0	(4,764)			
4509 Seated Exercise Refreshments	386	0	(386)		(386)	0.0%
4511 Instructor Seated Exercise Wil	1,170	0	(1,170)	30	(1,200)	0.0%
4512 Instructor Seated Exercise Hub	863	0	(863)	180	(1,043)	0.0%
4513 Instructor Seated Exercise Fis	1,085	0	(1,085)	180	(1,265)	0.0%
4514 Instructor Yoga	480	0	(480)	300	(780)	0.0%
4515 Instructor Dance Fitness	0	0	0	500	(500)	0.0%
Wellbeing :- Indirect Expenditure	3,984	0	(3,984)	1,190	(5,174)	
Net Income over Expenditure	781	0	(781)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>399 Community</u>						
4192 Community Cohesion	11,719	12,000	281	250	31	99.7%
4195 Visit to MK Safety Centre	4,025	3,500	(525)		(525)	115.0%
4199 Advice Service	1,823	4,800	2,978		2,978	38.0%
4806 Youth Provision Budget	0	7,876	7,876		7,876	0.0%
Community :- Indirect Expenditure	<u>17,567</u>	<u>28,176</u>	<u>10,609</u>	<u>250</u>	<u>10,359</u>	<u>63.2%</u>
Net Expenditure	<u>(17,567)</u>	<u>(28,176)</u>	<u>(10,609)</u>			
<u>901 Earmarked Reserves</u>						
9001 Earmarked Oldbrook Centre	0	12,500	12,500		12,500	0.0%
9006 Earmarked 3 month running cost	0	200,000	200,000		200,000	0.0%
9018 Earmarked Election Costs	0	4,000	4,000		4,000	0.0%
9022 Earmarked New Office HQ	0	280,830	280,830		280,830	0.0%
9027 Earmarked Comm. Property Infra	0	7,500	7,500		7,500	0.0%
9044 Earmarked Play Area Maint. Res	0	45,000	45,000		45,000	0.0%
9050 Earmarked L/scape Equipment Re	0	10,330	10,330		10,330	0.0%
9051 Earmarked Pavilion Gable End R	0	12,500	12,500		12,500	0.0%
9052 Earmarked CAT Contingency	0	10,000	10,000		10,000	0.0%
9053 Earmarked Electric Van Costs	0	5,000	5,000		5,000	0.0%
9054 Earmarked Retention Steel/Bray	0	66,694	66,694		66,694	0.0%
9055 Earmarked Solar Panels SFC	0	750	750		750	0.0%
9056 Earmarked Allotments Infra	0	610	610		610	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>655,714</u>	<u>655,714</u>	<u>0</u>	<u>655,714</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(655,714)</u>	<u>(655,714)</u>			
Grand Totals:- Income	<u>1,268,011</u>	<u>1,199,275</u>	<u>(68,736)</u>			<u>105.7%</u>
Expenditure	<u>1,585,470</u>	<u>2,293,383</u>	<u>707,913</u>	<u>1,625</u>	<u>706,288</u>	<u>69.2%</u>
Net Income over Expenditure	<u>(317,459)</u>	<u>(1,094,108)</u>	<u>(776,649)</u>			
Movement to/(from) Gen Reserve	<u>(317,459)</u>	<u>(1,094,108)</u>	<u>(776,649)</u>			

Campbell Park Community Council

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Operating Income	
964,150	Central Costs	984,821
1,414,012	Community Hub	5,100
38,997	Oldbrook Centre	39,980
180,626	Landscape Service	186,698
35,483	Springfield Centre	39,773
0	Open Spaces	629
1,682	Willen Allotments	1,708
2,257	Woolstone Allotments	2,415
0	Grants	2,123
0	Wellbeing	4,764
6,204	Community	0
2,643,411	Total Income	1,268,011
	Running Costs	
333,928	Employment Costs	400,439
14,603	Democratic Costs	13,322
61,682	Central Costs	82,558
2,156,829	Community Hub	674,387
18,067	Parish Office	16,825
12,036	Communications	12,635
13,306	Oldbrook Centre	9,618
(1,979)	Oldbrook Pavilion	447
230	Oldbrook Green	650
290,654	Landscape Service	300,223
14,525	Springfield Centre	26,220
300	Woolstone Pond	500
10,422	Dog/Waste Bin Provision	9,028
2,081	Kernow Crescent	353
155	Open Spaces	1,946
0	Fishermead Sports Ground	850
655	Willen Allotments	860
1,043	Woolstone Allotments	2,098
7,799	Grants	10,960
0	Wellbeing	3,984
8,132	Community	17,567
2,944,469	Total Expenditure	1,585,470
	General Fund Analysis	
572,743	Opening Balance	287,087
2,643,411	Plus : Income for Year	1,268,011
3,216,155		1,555,098
2,944,469	Less : Expenditure for Year	1,585,470
271,685		(30,372)
(15,402)	Transfers TO / FROM Reserves	(214,412)
287,087	Closing Balance	184,040

Campbell Park Community Council

Internal Audit Report 2025-26: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish/community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Campbell Park Community Council since 2006-07.

This report sets out the work undertaken in relation to the 2025-26 financial year, during our reviews of the Council, which were completed on 12th November 2025 and 23rd April 2026. We have undertaken our reviews for the year and we wish to thank the Clerk and Responsible Finance Officer in assisting the process, providing all necessary additional documentation to facilitate completion of our reviews for the year which has enabled us to sign off of the Internal Audit Certificate at the end of this financial year. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year. We would again like to thank the Clerk and the Responsible Finance Officer for the continuing organisation and the quality of the documentation produced to assist in the completion of the audit report.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council has now implemented the Rialtas Omega accounting software and continues to operate two primary bank accounts with Unity Bank for its day-to-day transactions, together with the placement of surplus funds in a separate account with the CCLA.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening Trial Balance for 2025-26 to the closing Financial Statements for 2024-25 to ensure that all the detailed balances have been accurately rolled forward;
- Checked and agreed all transactions for April and September 2025 and March 2026. Also verified the accuracy of bank reconciliations for the current deposit and CCLA accounts to March 2026.

Conclusions

We are pleased to report that no issues have been identified in this area of our review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Financial Regulations have been reviewed and re-adopted by the Council on 20th May 2025;
- Also noted that the Code of Conduct was reviewed on 20th May 2025 by Full Council.
- Completed our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) to March 2026.
- We are satisfied that The Council have met the requirements for Assertion 10 for this financial year.

Conclusions

We are pleased to record that no issues arise in this area and we are satisfied that Assertion 10 has been undertaken and the requirements reviewed to a very satisfactory level.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budget;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned in a timely manner.

We have completed our review of payments for compliance with the above criteria, selecting a sample of payments processed to March 2026 including a sample of those individually in excess of £4500, excluding salaries.

We are pleased to record that sound control continues over the authorisation and approval of payments to trade creditors and other similar expenditure with appropriate consideration being given to the monthly payment schedules for approval and the establishment of appropriate signatories and authorisations.

We have ensured the appropriate submission of periodic VAT return and have verified the accurate disclosure of the VAT return to March 2026.

Conclusions

There are no issues in this area of our review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that a Corporate and Financial Risk Assessment will be reviewed and subsequently approved in December 2025;
- We have examined the Council's insurance policy schedule with Zurich and consider that the key levels of cover afforded therein, namely Public Liability at £12 million and Employer's Liability at £10 million with Fidelity Guarantee at £2 million, are more than adequate to meet the current needs of the Council.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Precept, Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council, at its December 2025 meeting, approved a precept of £983,802 for 2026-27.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Noted that, as at 31st March 2026, Total Reserves stood at £639,754 comprising specific Earmarked items totalling £455,714 with a residual General Fund balance of £184,040, this equates to 2.1 month's expenditure.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Review of Income

We aim in this area of our review process to ensure that all income due to the Council is identified, recovered and banked within a reasonable time period, although only relatively limited sources of income over and above the precept exist currently, namely, allotment rentals, Oldbrook Centre and Springfield Centre hire fees and bank interest. Consequently: -

- At this interim visit we reviewed the controls in place over the identification and recovery of income from allotments together with the management controls and the receipt of the fees; and We also note that members have increased the fees for the allotments for 2025-26.
- We have also reviewed the accounting controls for both the Oldbrook and Springfield Centres. We have reviewed the invoicing and ensured that the appropriate fees have been charged and that they are correctly posted to the nominal ledgers.
- We have also reviewed the Sales ledger to ensure that there are no long outstanding debtors of which the Council are unaware.

Conclusions

No issues arise from work undertaken in this area.

Petty Cash Account and Debit Cards

The Internal Audit Report in the AGAR requires us to form an opinion on the soundness of controls in relation to the operation of the Council's petty cash account. Our aim, consequently, is to ensure that appropriate controls are in place, that expenditure incurred is supported by appropriate trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks to retain a maximum float of £250 are properly recorded. From the information that we have been provided we consider that it continues to operate effectively.

The Council also operates four credit cards for various purchases in order to obtain best value, a combined monthly maximum expenditure limit of £4,000 being in place for the four cards. Again, we aim to ensure that only appropriate expenditure is incurred and that all such expenditure is monitored and approved accordingly, albeit retrospectively.

Conclusions

We are pleased to record that no issues arise in this review area.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. We have: -

- Reviewed the payment of salaries for September 2025 against the approved staff establishment and grade detail:
- Noted that the Council now completes the payment of salaries directly to staff together with the settlement of Tax, National Insurance and pensions payable to HMRC and Buckingham County Council respectively;
- Checked and agreed for all staff, by reference to copy payslips for September 2025, the appropriate payment and deduction respectively of all gross salaries, PAYE, NIC and LGPS deduction rates.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where

that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

We are pleased to note the continuation and adoption of a formal "Investment Strategy". Notwithstanding this, the Council currently has no long-term investments requiring separate disclosure, some "surplus" funds being held in a Unity Instant Access account and the CCLA deposit. We have examined the relevant supporting documentation relating to the deposits for the current year confirming the value of such "investments" and the appropriate recording of interest earned.

We noted that the Council reviewed its Investment Strategy in May 2023 at the Annual meeting.

We also note that the Council still retains an Endowment fund initially of £163,000, which is held in reserve. This was transferred to the Council when it assumed responsibility in 2003 for managing the Oldbrook Centre: this has approximately 31 years remaining of a 59-year term lease, from Milton Keynes Parks Trust Limited.

The Council have an approved PWLB loan that has been drawn down and we have checked the relevant statements to the accounting records.

Conclusions

No significant matters have been identified in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in the review areas and on the basis of work undertaken, during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

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 2025/26Unless 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.	N/A	

***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

CAMPBELL PARK COMMUNITY COUNCIL
WWW.CAMPBELL-PARK.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.	✓		
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: 12/11/2025 23/04/2026
 Name of person who carried out the internal audit: *Surfing Solutions Ltd*

Signature of person who carried out the internal audit

Date: 23/04/2026

*If the response is 'no' please separate sheets if needed.

any weakness in control identified (add

**Note: If the response is 'not covered' or 'not applicable', the internal audit coverage is not required, the

done in this area and when it is next planned; or, separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

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

***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:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

CAMPBELL PARK COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,258,271	957,213	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	893,964	939,755	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,749,448	328,256	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	543,734	630,996	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	0	125,598	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,400,736	828,875	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	957,213	639,754	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	916,248	649,360	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	2,814,357	2,860,133	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	1,394,500	1,342,310	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.



Date

I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:



Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

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

External Auditor Signature

Date