Charvil
Parish Council
Chairman: Matthew Walker

Clerk to the Council
Miranda Parker
Charvil Village Hall
Charvil
Reading
RG10 9TT

www.charvilparishcouncil.gov.uk

For the attention of all members of Charvil Parish Council

You are hereby summoned to attend a Meeting of the Parish Council on

Monday 18th May 2026 after the Conclusion of the Annual Meeting of the Council in Charvil Village Hall

for the purpose of transacting the following business.

Apologies for absence should be forwarded to the Clerk.

Miranda Parker, Parish Clerk

1. **Apologies for absence and to note the resignation of Stephen Lucas**
2. **Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Clerk (1 Min)**
3. **Open Forum**

   A public session for residents to bring any issues to the attention of the council (5 Min)
4. **To approve the minutes of the Parish Council meeting held on 20th April and the Extra-Ordinary Meeting on 11th May (1 Min) ***
5. **To note the Clerk's Report (1 Min) ***
6. **Finance**

   6.1 To receive and approve the financial reports (1 Min) *

   6.2 To authorise payments of invoices (1 Min) *

   6.3 To note the Minutes of the Finance Committee from 27th April (1 Min) *

   6.4 To note the Internal Auditor's Final Report (1 Min) *

   6.5 To note the End of Year Bank Reconciliation and the final Asset Register (1 Min) *

   6.6 To review and approve the Annual Governance Statements for 2025-26 including the new Assertion 10, and the Chair to sign (3 Mins) *

   6.7 To review and approve the Annual Financial Return for 2025-26, and supporting documents, and the Chair and Responsible Finance Officer to sign (2 Mins) *

   6.8 To note the insurance renewal and to review and approve the level of cover (3 Mins) *

   Any other finance business at the discretion of the Chairman

7. **Planning, Environment and Highways Committee**

*Copies attached and/or forwarded

7.1 To note the Minutes of 11th May (1 Min) *

7.2 To consider the following planning application:

253071 - Application for approval of Reserved Matters pursuant to Outline Planning Consent 232704 comprising details of 75 homes, together with associated internal access roads, parking, public open space, landscaping and sustainable drainage systems (SuDS). Details of appearance, landscaping, layout and scale to be considered on Land West of Park Lane – Revised Plans (5 Mins)

8. Amenities Committee – no meeting this month

9. To hear the Borough Councillors Report (5 Mins)

10. Items for Consideration

10.1 To note the conclusion of the Neighbourhood Plan and to give formal thanks to Rob Jones for his efforts (3 mins)

10.2 To note the Social Media report for May (2 Mins) *

10.3 To consider the Local Government Organisation: Asset and Service Transfer paper and to decide whether now is the time to set up a working group to look at what assets and/or services the Parish might wish to take on and under what conditions (5 Mins) *

10.4 To consider any last-minute actions needed for the Community Connect event (2 Mins)

10.5 To consider Parish Council stall ideas for the fete (3 Mins) *

10.6 To note an update from the Fete Committee (1 Min) *

10.7 To consider whether now is the time for the Parish Council to formally escalate the matter of the failure to replace the main piece of equipment in The Hawthorns park (5 Mins) *

10.8 To Consider the options for the Village News now that it will be no-one's specific responsibility to produce it (5 Mins)

10.9 To hear an update on the CopyTrack issue (3 Mins)

10.10 To note the "outstanding actions" report and hear any updates (3 Mins) *

11. To note any agenda items for the next meeting (1 Min)

12. To decide on any items to be advertised on Social Media from this meeting (3 Mins)

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

13. To Decide the winners of the Charvil Heroes Awards for 2026 (5 Mins)*

-The next meeting will be on Monday 15th June 2026

*Copies attached and/or forwarded

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Minutes of the Meeting of the Council held on 20th April 2026 in Charvil Village Hall at 8pm

Present Matt Walker, Lee Cripps, Katrin Harding, Pat Sutlieff, Jane Hartley, Alan Simpson, and Mark A'Bear.

Apologies for Absence

Absent Narinder Ryatt and Stephen Lucas

26/8830 Declarations of Interest

Councillor Harding is part of the Borough Executive with responsibility for parks, and Councillor Cripps lives next to the site on Park Lane that is subject to a current planning application

26/8831 Open Forum

Four residents attended. One complimented the Council on the much-improved newsletter. Three attended with concerns about the proposed development on the land west of Park Lane. Two lived next door to the proposed footway, and one said he shared the concerns of Thames Valley Police about the footways in the indicative plans, and was disappointed that it is likely the footpath from Canberra Lake Way will be included in the revised plan because it was raised and would impact upon their privacy, or if dug out, would mean that the next-door garage would need to be under pinned. Additionally, the path would need lighting, and this would inevitably shine into their windows. They were also concerned about the lack of neutral parking spaces in the proposal. The third resident was concerned about the path and about the lack of buffer between the current and proposed development.

26/8832 To approve the Minutes of the Full Council Meeting of 16th March 2026

These were approved and signed.

26/8833 To note the Clerk's report

This was noted.

Finance

26/8834 To receive and approve the financial reports

It was resolved to approve these which was passed unanimously.

26/8835 Authorisation of Payments

It was resolved to recommend approval of the payments of invoices, which was carried unanimously.
£75.2 to the Assistant Clerk
£1648.43 to Berkshire Pension Fund
£1390.35 to Church Buying Group
£434.13 to Everflow

£133.70 to Grundon
£4254.59 to HMRC Cumbernauld
£115.49 to the clerk
£84 to NALC
£36 to the Media Assistant
£807.65 to PPL PRS Ltd
£70.20 to SLCC Enterprises Ltd
£400.38 to Smartest Energy
£2371.85 to Sunshine Commercial Services Ltd
£1302.91 to Tactical Cleaning & Hygiene Services Ltd
£162.24 to Tactical Facilities Management Ltd
£59.40 to Taurus Elite Security
£1170 to The Blue Moose Graphic Company
£19.60 to Unity Bank
£128.42 to Viking Payments
£61.55 to Yu Energy
£5131.63 in Payroll

26/8836 To note the interim report from the internal auditor

This was noted.

Planning, Environment and Highways Committee (PEH)

26/8837 To note the Minutes of 30th March

These were noted.

To hear an update on Speed Watch

Councillor A'Bear reported that he has been communicating with PC Lee Turnham who will be able to let him know whether he can come to Community Connect shortly. More equipment has been ordered, so there should be some available shortly. Councillor A'Bear is keeping the volunteers informed so they know what is going on.

To consider the following planning application

260743 – Application for the proposed conversion of existing loft to create habitable accommodation including the insertion of a rear dormer, extension of existing rear canopy roof, alterations to external staircase width plus insertion of rooflights at 12, Farmer's End – no Parish Council comment

To hear an update on the meeting with Bellway and with the planning officers involved with the Park Lane application from the clerk

The Bellway meeting was held in person with two Bellway representatives, and Councillors Walker, A'Bear and Simpson, along with the clerk for the Parish Council. The revised plans were shared, and Bellway ran though the planning comments received, and how they are trying to accommodate changes where possible, so have inserted a 2metre buffer, spread the affordable home out and other such changes. When asked about the path, they said that the Borough planners had asked for this to be re-inserted, but they have no strong feelings about it. When asked about the parking provision, they said that their plans are aligned with the Borough Design Guide, and that the Highways team do not like there to be too much parking. When asked about the crossing, as this has already been approved, they are unwilling to try to change this as it would slow down their development. Similarly, they are unwilling to try to modify the S106 agreement so they will stick to the 40% affordable/social housing. As far as the play area goes, they have put in BMX tracks before and will investigate this as a possibility providing it does not impact on sales of the properties or require extra parking. As regards allotments, they do not think there is space onsite, so it is up to the Parish to work with the Borough to see if the money can be spent in Charvil.

Chairman's Initials............ Date……….

The Meeting with Kieran Neumann and Ben Hindley of Wokingham was hybrid, with Councillors Walker, Hartley and A'Bear attending online and Councillor Sutlieff and the clerk attending in person. The Borough officers had not seen the revised plans but they discussed what they knew of the revisions; that there is no obligation for a buffer but that they would push for something bigger than the 2-metre offer, and that they would like the path to remain in principle, as they encourage permeability. They explained that the crossing would remain as an uncontrolled crossing as this is what Highways had deemed suitable for the level of traffic, which was not high enough for any other type of crossing to be considered. They said that the best grounds for objecting to any future plan would be if there continues to be clustering of affordable homes, although this is often preferred by social home providers. They also said that while they do not like tandem parking, there is no policy to object to this, so not much can be done about it, nor the provision of more unallocated parking. They are in favour of the BMX track but this is something that is part of the S106 agreement as is the provision of allotments, which they would prefer onsite if possible. The topic of geology was discussed, and there is a condition that this has a detailed investigation by a neutral geological survey company before any building commences. Other points like adoption were also discussed but that can wait until after the planning permission for the homes has been granted.

There followed a brief discussion on what would need to be in the plan for the residents to withdraw their opposition to the proposals, and they felt that the borough ought to be consistent with its policies. It was re-iterated that all comments should be constructive and must be "material" considerations.

Three of the residents left at 8.40 pm.

To hear an update on the angling club from Councillor Walker

There was a deadline for a handover at the end of March. This did not happen, but the existing club organiser sent out a message saying that all memberships had been processed, and that there was no longer a requirement to book before fishing as there were so few members. The clerk has been asked to contact them to say we would still like them to hand the organisation of this to the Parish Council as this might increase usage, and the Council would run it with a different resident's help.

26/8838 Amenities Committee

To note the Minutes of the Amenities Committee on 13th April

These were noted.

To review the decision not to pursue solar panels on the pavilion roof at this time

It was resolved that the clerk should ask whether the answer given to the Parish Council last year still stands and also give them the parish's counterproposal as the Parish needs to know this before deciding to re-visit the topic.

To approve the locations for benches and tables as suggested by the committee

It was agreed that a picnic bench should be installed on the green area near the infant swings in the new park; there should be an extra bench in the play area itself; two benches alongside the football pitches; and a table tennis table between the tennis court and the car park.

26/8839 Borough Councillor's Report

There were no reports from Councillors Smith or Akhtar, but Councillor Harding reported that the remedial surface dressing on the Old Bath Road does not yet have a date, but it will be done. She reported that someone had been approaching women in the Country Park, and that the Countryside service were carrying out more patrols but the police do not think it is the same person that had been causing them concern with more aggressive behaviours. The issue of The Hawthorns Park was raised, and the playground team are working with a new bid writer to look for newly available grants to fund a replacement piece of equipment.

Items for Consideration

26/8840 To hear an update on the promotion of the Neighbourhood Plan referendum on 7th May

The Media assistant is increasing the profile of the plan over the next two weeks, reproducing the message written by Rob Jones in the Village Magazine, policy by policy. It was agreed that leafletting every home was not worthwhile but instead, 300 leaflets would be printed to hand out to people when they come to vote, so they can look up what the plan is about if they would like. The plan would be to be outside the hall with information on the plan and be willing to talk residents through it if they wanted more information.

26/8841 To note the social media report for March

This was noted. It was requested that the social media assistant include a forward plan so councillors know what they should be looking out for and supporting on our social media feeds. It was also agreed that there should be an agenda item on what should be advertised on social media after the meeting. The councillors also requested some feedback on Charvil Heroes.

26/8842 To consider the NALC event list and whether any councillors would like to attend

The list was noted, and Councillors would contact the clerk directly if they wished to attend.

26/8843 To agree the itinerary and content for the Community Connect/Annual Parish Meeting and note the list of attendees

The various topic areas that the Council intend to concentrate on are Speed Watch, in an effort to get people involved, some of the more important slides should be produced in hard copy as a presentation, which can be decided upon once the slide deck has been completed, Easch committee chair needs to produce a couple of slides each, with Bank Holiday Monday being the deadline. There needs to be promotion of how to get involved, and if the Neighbourhood Plan is adopted, then to get across what this will mean for the village. There will be the usual slides on what we can and cannot do, and also some focus on the biggest issues of the past year (Speedy Fuels, the park and the Neighbourhood Plan), and also what the biggest issues the Council envisages for the coming year (Bellway conclusion, Devolution). Ideally, there needs to be a social media countdown to the event to remind people it is happening. There will be, as last year, a raffle, and the Council would like use of the Art Club's easels again.

26/8844 To consider the proposed changes to the Committee Structure

The Chair asked what the Council is trying to achieve by changing things. He suggested three things: how the council increases flexibility and reduces the need for so many meetings; to reduce the frustrations and to develop a healthy rhythm between Full Council, and committees/working groups; and to balance the normal business of the council without losing oversight of how budgets are being spent. The proposal is to keep Full Council meetings monthly, retain the Finance Committee, re-instate the Staffing Committee, and to replace the Amenities Committee with Working Groups as and when necessary, with Planning matters returning to the Full Council. To ensure the smooth running of the Council, there should be a scheme of delegation. There was some discussion as to whether the Amenities Committee should still exist with working groups coming under this, but this was open to further discussion. Whatever the outcome, working groups would need to report back to the Full Council, with any final decisions being approved at these meetings.

26/8845 To consider a proposal for a food van at East Park Farm

This was deferred.

26/8846 To note the outstanding action list and to hear any updates

This was noted.

26/8847 To note any agenda items for the next meeting

None were raised but defibrillators and the food truck are outstanding from the previous month.

There being no further business the meeting closed at 10.05pm

Chairman's Signature ....

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Minutes of an Extra-Ordinary Meeting of the Council held on 11th May 2026 in Charvil Village Hall at 7.30pm

Present Matt Walker, Pat Sutlieff, Katrin Harding, Mark A'Bear, Jane Hartley, Alan Simpson, and Lee Cripps.

Apologies for Absence

Absent Narinder Ryatt and Stephen Lucas

25/8848 Open Forum

No residents attended

25/8849 Declarations of Interest

There were no interests declared.

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder if the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

25/8850 To approve the job description, grading and hours for advertising the role of web editor, administration and social media assistant

The clerk was asked to remove the line on putting together the newsletter, and to include a personal specification, but the rest of the job description was approved, as were the hours and pay band.

It was agreed that because there would be a gap between the current post-holder leaving and a new person starting, Councillor Harding would plug the gap.

25/8851 To approve how and where to advertise the role

It was agreed that the role would be advertised on social media, website, and notice boards, and that it can also be shared on the school's parent group. The closing date would be Friday 5th June.

The meeting closed at 8.05 pm

There being no further business the meeting closed at 8pm

Chairman's Signature ....

Clerk’s Report May 2026

- Contacted the Fishing Club as requested but no response as yet.
- Contacted Property Services regarding Solar Panels but no response as yet.
- Completed the Year-end processes for the Annual Return, including having the second part of the internal audit process. Confirmed that the Parish is compliant with the Assertion10 in the Annual Return, Ensured Transparency documentation is now on the website, and finalised the ICO-approved publication scheme.
- Spent too much time dealing with what appears to be a vexatious claim regarding an alleged copyright infringement.
- Attended various Neighbourhood Plan Referendum events including the postal vote opening and the count – all interesting stuff.
- The month has been busy with many meetings in close succession, so workload has been heavy this month.
- Sent out letters on behalf of Councillor Sutlieff regarding places that could take defibrillators.
- Dealing with the issues around the resignation of the Admin and social media assistant including ensuring we are as up to date as possible, producing job descriptions etc, and arranging advertising for the post.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 30/04/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Instant Access Account 1 Unity	£42,405.64
Instant Access Account 2 Unity	£4,528.15
National Savings Account	£373.95
Nationwide 1 year saver/35 Day Saver	£33,603.26
Redwood Bank one year bond/35 day saver	£20,608.48
Unity Current Account	£12,697.32
Total	**£114,216.80**

RECEIPTS	**Net**	**Vat**	**Gross**
Council	£72,500.64	£0.00	£72,500.64
Village Hall	£4,103.28	£0.00	£4,103.28
East Park Farm	£6,317.91	£0.00	£6,317.91
Total Receipts	**£82,921.83**	**£0.00**	**£82,921.83**

PAYMENTS	**Net**	**Vat**	**Gross**
Council	£13,944.43	£295.59	£14,240.02
Village Hall	£2,545.93	£391.56	£2,937.49
East Park Farm	£2,224.59	£415.43	£2,640.02
Total Payments	**£18,714.95**	**£1,102.58**	**£19,817.53**

Closing Balances at 30/04/26

Ordinary Accounts

Instant Access Account 1 Unity	£114,206.64
Instant Access Account 2 Unity	£4,528.15
National Savings Account	£373.95
Nationwide 1 year saver/35 Day Saver	£33,669.55
Redwood Bank one year bond/35 day saver	£20,666.83
Unity Current Account	£3,875.98
Total	**£177,321.10**

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	Actual Net	Variance	Var %age Remaining
Council Income					
1200	Precept	£143,603.00	£71,801.00	-£71,802.00	-50.00%
1201	Grants Received	£0.00	£0.00	£0.00	0.00%
1202	Other Income	£0.00	£0.00	£0.00	0.00%
1203	CIL	£0.00	£0.00	£0.00	0.00%
1204	Neighbourhood Plan incl grant	£0.00	£0.00	£0.00	0.00%
1205	Community Orchard	£0.00	£0.00	£0.00	0.00%
1210	Income on Nationwide Account	£616.00	£66.29	-£549.71	-89.24%
1212	Income on National Savings Account	£3.70	£0.00	-£3.70	-100.00%
1215	Interest on Instant Access 1Unity	£500.00	£0.00	-£500.00	-100.00%
1216	Interest On Instant Access 2 Unity	£100.00	£0.00	-£100.00	-100.00%
1219	Redwood 35 day saver	£530.30	£58.35	-£471.95	-89.00%
1220	Insurance Claims	£0.00	£0.00	£0.00	0.00%
1240	Sale of Assets	£0.00	£0.00	£0.00	0.00%
1250	Allotment Income	£450.00	£0.00	-£450.00	-100.00%
1260	Damage/Key Deposits	£0.00	£0.00	£0.00	0.00%
3200	VS Newsletter & Printing	£800.00	£0.00	-£800.00	-100.00%
3201	VS Events	£0.00	£0.00	£0.00	0.00%
Total Income		**£146,603.00**	**£71,925.64**	**-£74,677.36**	**-50.94%**
Expenditure					
1310	S137	£0.00	£0.00	£0.00	0.00%
1311	Donations	£3,000.00	£0.00	£3,000.00	100.00%
1312	Sports Sponsorship	£300.00	£0.00	£300.00	100.00%
1314	Neighbourhood Plan	£1,500.00	£0.00	£1,500.00	100.00%
1315	Community Orchard	£100.00	£0.00	£100.00	100.00%
1316	CIL Expenditure	£2,000.00	£1,172.00	£828.00	41.40%
1321	Undistributed Reserves	£0.00	£0.00	£0.00	0.00%
1322	Earmarked Reserves	£0.00	£0.00	£0.00	0.00%
1323	MUGA Maintenance	£2,500.00	£0.00	£2,500.00	100.00%
1331	Home as Office - Clerk	£312.00	£26.00	£286.00	91.67%
1332	Home as Office - Assistant Clerk	£312.00	£26.00	£286.00	91.67%
1333	Member's Expenditure	£5,600.00	£0.00	£5,600.00	100.00%
1334	EXP Travel	£150.00	£9.00	£141.00	94.00%
1335	EXP Postage & Telephone	£450.00	£28.50	£421.50	93.67%
1337	Home as Office Media Assistant	£312.00	£26.00	£286.00	91.67%
1340	Training	£800.00	£303.50	£496.50	62.06%
1350	VAT Paid	£0.00	£0.00	£0.00	0.00%
2300	Pensions	£22,500.00	£1,648.43	£20,851.57	92.67%
2301	Salaries	£65,800.00	£5,131.63	£60,668.37	92.14%
2306	National Insurance & PAYE	£18,500.00	£4,254.59	£14,245.41	77.00%
2310	Subsriptions incl BALC	£1,800.00	£793.63	£1,006.37	55.91%
2311	Insurance	£1,600.00	£0.00	£1,600.00	100.00%
2314	Legal & Professional Fees inc. audit	£4,500.00	£77.59	£4,422.41	98.28%
2320	Office Equipment and Supplies	£800.00	£4.99	£795.01	99.38%

3300	Newsletter/Printing	£3,500.00	£0.00	£3,500.00	100.00%
3311	Election & Contingency	£7,667.00	£0.00	£7,667.00	100.00%
3313	Youth Support	£1,500.00	£0.00	£1,500.00	100.00%
3330	Event Costs	£1,000.00	£1.25	£998.75	99.88%
3340	Youth Fund	£0.00	£0.00	£0.00	0.00%
4300	GrassCutting VH and St Patrick's	£3,900.00	£269.95	£3,630.05	93.08%
4310	Play Equipment	£1,000.00	£0.00	£1,000.00	100.00%
4311	Play Maintenance & Repair	£1,000.00	£0.00	£1,000.00	100.00%
4312	ROSPA Inspection	£280.00	£166.00	£114.00	40.71%
5300	AM Lights Energy	£1,300.00	£83.38	£1,216.62	93.59%
5301	AM Lights Maintenance & Repair	£500.00	£0.00	£500.00	100.00%
5310	AM Village Improvements	£12,200.00	£22.16	£12,177.84	99.82%
5311	EPF Amenity Maintenance	£9,000.00	£67.60	£8,932.40	99.25%
5312	Bins at St Pats	£900.00	£67.60	£832.40	92.49%
5320	Allotment Expenditure	£200.00	£5.84	£194.16	97.08%
Total Expenditure		**£176,783.00**	**£14,185.64**	**£162,597.36**	**91.98%**

Financial Budget Comparison

Comparison between 01/04/26 and 30/04/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	Actual Net	Variance	Var %age Remaining
Village Hall					
Income					
6200	VH Casual - Standard	£500.00	£0.00	-£500.00	-100.00%
6201	VH Casual - Community	£12,000.00	£1,701.20	-£10,298.80	-85.82%
6202	VH Regular - Standard	£2,500.00	£0.00	-£2,500.00	-100.00%
6203	VH Regular - Community	£35,000.00	£49.13	-£34,950.87	-99.86%
Total Income		**£50,000.00**	**£1,750.33**	**-£48,249.67**	**-96.50%**
Expenditure					
6300	VH Cleaning Materials	£30.00	£0.00	£30.00	100.00%
6301	VH Cleaners	£7,400.00	£603.20	£6,796.80	91.85%
6302	VH Electricity	£2,200.00	£114.70	£2,085.30	94.79%
6303	VH Gas	£1,600.00	£134.86	£1,465.14	91.57%
6304	VH Insurance	£1,800.00	£0.00	£1,800.00	100.00%
6305	VH Maintenance and Repairs	£5,000.00	£1,273.36	£3,726.64	74.53%
6306	VH Other	£0.00	£0.00	£0.00	0.00%
6307	VH Rates	£2,200.00	£0.00	£2,200.00	100.00%
6308	VH Security System	£160.00	£0.00	£160.00	100.00%
6309	VH Staff Telephone and Broadband	£300.00	£10.00	£290.00	96.67%
6310	VH Travel Costs	£50.00	£0.00	£50.00	100.00%
6311	VH Waste Service	£700.00	£0.00	£700.00	100.00%
6312	VH Water	£1,300.00	£381.27	£918.73	70.67%
Total Expenditure		**£22,740.00**	**£2,517.39**	**£20,222.61**	**88.93%**
East Park Farm					
Income					
7200	Pavilion - Casual Standard	£0.00	£0.00	£0.00	0.00%
7201	Pavilion - Casual Community	£1,200.00	£308.70	-£891.30	-74.28%
7202	Pavilion - Regular Standard	£0.00	£0.00	£0.00	0.00%
7203	Pavilion - Regular Community	£10,000.00	£60.00	-£9,940.00	-99.40%
7210	Cricket - Playing Field & Toilets	£3,500.00	£0.00	-£3,500.00	-100.00%
7211	Football - Playing Fields * Changing	£6,500.00	£0.00	-£6,500.00	-100.00%
7220	Tennis - Coach	£2,000.00	£0.00	-£2,000.00	-100.00%
7221	Tennis - Annual Resident Membership	£2,500.00	£1,398.60	-£1,101.40	-44.06%
7222	Annual Non-Resident Membership	£1,000.00	£654.75	-£345.25	-34.53%
7223	Tennis - Casual	£0.00	£0.00	£0.00	0.00%
Total Income		**£26,700.00**	**£2,422.05**	**-£24,277.95**	**-90.93%**
Expenditure					
7300	EPF Cleaning Materials	£30.00	£0.00	£30.00	100.00%
7301	EPF Cleaners	£6,000.00	£482.56	£5,517.44	91.96%
7302	EPF Electricity	£2,000.00	£75.24	£1,924.76	96.24%
7303	EPF Gas	£750.00	£58.62	£691.38	92.18%
7305	EPF Maintenance and Repair	£10,000.00	£1,604.19	£8,395.81	83.96%
7308	EPF Waste Services	£500.00	£0.00	£500.00	100.00%
7309	EPF Water	£1,000.00	£47.02	£952.98	95.30%
7310	EPF Sports Maintenance	£8,500.00	£2,213.12	£6,286.88	73.96%
7320	EPF Marketing	£1,000.00	£0.00	£1,000.00	100.00%

Total Expenditure	**£29,780.00**	**£4,480.75**	**£25,299.25**	**84.95%**

Expenditure between 01/04/26 and 30/04/26

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
3418	£269.95	£53.99	£323.94	01/04/26	Sunshine Commercial	Grounds Maintenance - March 2026
3419	£831.59	£166.32	£997.91	01/04/26	Sunshine Commercial	Grounds Maintenance - EPF - March
3420	£673.04	£134.61	£807.65	01/04/26	PPL PRS Ltd	VH Music Licence - April 2026
3421	£58.50	£11.70	£70.20	01/04/26	SLCC Enterprises Ltd	Canva Training - Amenities Manager - April 2026
3413	£114.70	£5.74	£120.44	02/04/26	Smartest Energy (was dual	VH Electricity - March 2026
3414	£75.24	£3.76	£79.00	02/04/26	Smartest Energy (was dual	EPF Electricity - March 2026 Invoice was for £138.34
3415	£134.86	£6.74	£141.60	02/04/26	Smartest Energy (was dual	VH Gas - March 2026
3411	£4,254.59	£0.00	£4,254.59	07/04/26	HMRC Cumbernauld	PAYE and National Insurance Jan-Mar 2026
3416	£35.00	£7.00	£42.00	07/04/26	National Association of	Event booking: Finance and Function: Powering up parish and town councils - April 2026
3417	£35.00	£7.00	£42.00	07/04/26	National Association of	Event booking: Planning Reform Unpacked: The planning shake-up and what it really means - April 2026
3437	£83.38	£4.17	£87.55	07/04/26	SSE Contracting Limited	Streetlight Energy March 2026
3425	£434.13	£0.00	£434.13	11/04/26	Everflow	Water April 2026
3427	£671.46	£134.29	£805.75	15/04/26	Church Buying Group	EPF 40 chairs and trolley bundle
3447	£793.63	£0.00	£793.63	16/04/26	Hampshire Association of	BALC Subscription 2026-7
3422	£36.00	£0.00	£36.00	20/04/26	Neil Durrant	Expenses
3423	£75.72	£0.00	£75.72	20/04/26	Amanda Burton	Expenses April 2026
3424	£58.62	£2.93	£61.55	20/04/26	Yu Energy	EPF Gas March 2026
3426	£487.17	£97.43	£584.60	20/04/26	Church Buying Group	Three GoPak Tables
3434	£1,648.43	£0.00	£1,648.43	20/04/26	Berkshire Pension Fund	Pension Contribution April 2026
3435	£109.89	£5.60	£115.49	20/04/26	Miranda Parker	Expenses April 2026
3436	£25.53	£5.11	£30.64	20/04/26	EE Ltd	VH - Broadband April 2026
3445	£166.00	£33.20	£199.20	24/04/26	Playsafety Limited	RoSPA Checks for MUGA and St
3451	£1,085.76	£217.15	£1,302.91	26/04/26	Tactical Cleaning &	Cleaning April 2026
3440	£35.00	£7.00	£42.00	27/04/26	National Association of	Training Finance and Function for Alan Simpson
3441	£35.00	£7.00	£42.00	27/04/26	National Association of	Planning Reform Unpacked - Alan Simpson
3442	£35.00	£7.00	£42.00	27/04/26	National Association of	Stronger Together - Alan Simpson
3443	£35.00	£7.00	£42.00	27/04/26	National Association of	Managing the Message - Alan Simpson
3444	£35.00	£7.00	£42.00	27/04/26	National Association of	Next Generation Leadership - Alan Simpson
3452	£135.20	£27.04	£162.24	27/04/26	Tactical Facilities	Bin emptying April 2026
3453	£1,860.54	£372.11	£2,232.65	27/04/26	Sunshine Commercial	EPF - Spring Fertiliser and Overseeding April 2026
3438	£28.40	£5.68	£34.08	28/04/26	British Gas Services Ltd	VH - Boiler Maintenance April 2026
3446	£99.41	£19.88	£119.29	28/04/26	Numatic International Ltd	EPF - Scrubber Drier Repair April 2026
3412	£19.60	£0.00	£19.60	30/04/26	Unity Bank	Account Charges for March 2026
3428	£5131.63	£0.00	£5131.63	30/04/26	Salaries	Payroll April 2026
3448	£49.50	£9.90	£59.40	30/04/26	Taurus Elite Security	Lock-ups April 2026
3449	£354.31	£70.86	£425.17	30/04/26	Prime Water Solutions	EPF - Quarterly Visit April 2026
3450	£1,172.00	£234.40	£1,406.40	30/04/26	Earth Anchors	One Picnic Bench and one ordinary Bench for St Pats April 2026

	£21,183.78	£1,671.61	£22,855.39	Total for April 2026
Total	£21,183.78	£1,671.61	£22,855.39	

Charvil Parish Council
Chairman: Matt Walker

Clerk to the Council
Miranda Parker
Charvil Village Hall
Charvil
Reading
Berks
RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of a Meeting of the Finance Committee on Monday 27th April 2026 in Charvil Village Hall at 8pm

Present Katrin Harding, (Chair), Matt Walker, Jane Hartley, and Lee Cripps
Apologies for Absence
Absent

26/126 OPEN FORUM - an opportunity for residents to raise urgent matters of concern **–** no residents were present.

26/127 To Approve the Minutes from the meeting on 12th January 2026
It was resolved to approve these, which was passed unanimously.

26/128 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE CLERK – there were no declarations of interest.

26/129 Resolution to exclude members of the press and public due to the confidential nature of the following agenda items – This was unanimously approved.

26/130 To review the Risk Management Policy
It was resolved to approve this policy which was passed unanimously.

26/131 To review the financial regulations
It was resolved to approve the changes outlined in the draft document, which was passed unanimously.

26/132 To review the draft scheme of delegation
It was resolved to approve the scheme of delegation, which was passed unanimously.

To Review the Asset Register
It was resolved to approve this as an accurate record of what the Council holds, which was passed unanimously.

To review the figures for the Annual Return and the final year-end figures
It was resolved to approve these as an accurate record of the parish's financial position at the end of March, which was passed unanimously.

To note and approve the list of Direct Debits, regular payments and trusted suppliers for the coming financial year
These were noted and it was resolved to approve them which was passed unanimously.

To note that the Bank Statements will be checked for the year end
These will be checked once Councillor A'Bear returns from holiday.

The meeting ended at 8.55pm

* Copies attached and/or forwarded

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road
Earley
Reading RG6 7LT
Tel: 0118 966 9706
Email: accounts@claireconnell.co.uk

The Councillors
C/o Mrs M Parker
Clerk to Charvil Parish Council
30 Park View Drive South
Charvil
Reading RG10 9QX

12th May 2026

Dear Ladies and Gentlemen

Internal audit for the year ended 31st March 2026

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. My audit work was based on the guidelines included in the SAPPP A Practitioners' Guide. A series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the internal controls.

Overall conclusion

I have now completed my internal audit for 2025-26 and have signed the internal audit report on the AGAR. As in previous years, assertions F and K have been marked as "not covered" in accordance with the guidance given in the Practitioners' Guide. Unfortunately the incorrect form was used for the exercise of public rights in the summer of 2025 and thus I have stated that the Council has not met the control objective M.

I attach a summary of my findings in appendix 1.

There are no additional matters which I need to draw to your attention.

Yours faithfully

Claire Connell

Claire Connell

Appendix 1: Summary of internal audit work covered in 2025-26

Annual Return Section	Objective met?	Comments
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	Edge is used for both the accounting and bookings, There is a suitable level of reporting to Council.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for. The procurement of high value items and services is correctly carried out.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations, insurance cover and the Risk Management Policy indicate that there are proper risk assessment and management procedures.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner, with monthly reports provided to Council. Consideration has been given to the use of earmarked reserves as part of the budgeting process.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No significant issues were found during testing and review of hall income, pitch/tennis income and allotment income.
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	Not covered	There is no petty cash.
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.	Yes	Payroll is operated correctly in-house and deductions are correctly made.
H. Asset and investments registers were complete and accurate and properly maintained.	Yes	The fixed assets register is maintained using the Edge system and changes in assets have been reflected in the year end listing.
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed and are checked by Councillors.
J. Accounting statements prepared during the year were prepared on the correct	Yes	These assertions have been met.

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.		The year end accounts are produced on an income and expenditure basis with an adequate audit trail from underlying records. Debtors and creditors are correctly included.
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.	Not covered	The Council had a limited assurance review of its 2024/25 AGAR
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	Yes	Yes, the AGARs for the past 5 years are available on the website.
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 *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	**No**	The exercise was advertised on the website in advance of the period commencing. Unfortunately the incorrect template was used for the advertisement and therefore the public were not given the full information for the exercise as required by legislation. The exercise was carried out for the correct number of days and included the first 10 working days of July as required.
N The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	Yes	The correct documents were published and deadlines were met.
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes	The Council has completed a review of digital and data compliance following the addition of Assertion 10 to the Annual Governance Statement. An IT policy is in place and website accessibility has been checked. The Council is aware of its responsibilities under GDPR and has the necessarily policies in place.
P. (For local councils only) Trust funds (including charitable) **–** The council met its responsibilities as a trustee.	Not covered	The Council is not a trustee of any trust or charity.

Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Charvil Parish Council

County area (local Councils and

Financial year ending 31/03/26

Prepared by (Name and role): Miranda Parker

Date: 16/04/26

Balance per bank statements as at 31/03/26	£	£
Instant Access Account 1 Unity	£42,405.64	
Instant Access Account 2 Unity	£4,528.15	
National Savings Account	£373.95	
Nationwide 1 year saver/35 Day Saver	£33,603.26	
Redwood Bank one year bond/35 day	£20,608.48	
Unity Current Account	£12,697.32	
		£114,216.80
Petty cash (no balance)		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/26 (Box 8)		£114,216.80

Signed

Date

Fixed assets list

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
93										
					Total Values					
Community Assets										
77		Notice Board in Village Hall	Charvil Village Hall	Gilcriss	01/05/2001	£0.00	£500.00	£500.00	£500.00	01/06/26
88		Closed Noticeboard	East Park Farm Car Park	Greenbarnes	01/02/2014	£1,946.00	£1,946.00	£1,946.00	£1,946.00	01/06/26
99		2 x Bus Shelters				£0.00	£10,500.00	£10,500.00	£10,500.00	01/06/26
12	12	Open Notice Boards x 2	Around the Village			£0.00	£1,100.00	£1,100.00	£1,100.00	01/06/26
13	13	Locked Notice Boards x 3 (simulated wood)	Around the Village	Greenbarnes Ltd	24/06/1995	£3,000.00	£3,000.00	£3,000.00	£3,000.00	01/06/26
17	17	Benches	Around the Village			£0.00	£5,000.00	£5,000.00	£5,000.00	01/06/26
20	20	Litter Bins x 2	St Patrick's Recreation Ground	Good Directions Ltd	17/11/2014	£900.00	£900.00	£900.00	£900.00	01/06/26
21	21	Litter Bins x 4	East Park Farm			£0.00	£1.00	£1.00	£1,200.00	01/06/26
26	26	Speed Indicator Device	Around the Village	Morelock Ltd	20/11/2017	£2,900.00	£2,900.00	£2,900.00	£2,900.00	01/06/26
52	52	Goalposts x 2	St Patrick's Recreation Ground			£0.00	£1,000.00	£1,000.00	£0.00	
53	53	Goalposts x 2 sets	East Park Farm			£0.00	£1.00	£1.00	£4,000.00	01/06/26
54	54	Multi-Play Climber	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£7,000.00	£7,000.00	£7,000.00	£0.00	

Agenda Item 6.5 Fixed Asset List

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
55	55	Roundabout	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£8,000.00	£8,000.00	£8,000.00	£0.00		
56	56	Team Swing	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£6,964.00	£6,964.00	£6,964.00	£0.00		
57	57	Toddler Swings	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£5,000.00	£5,000.00	£5,000.00	£0.00		
58	58	Safety Surfaces	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£4,000.00	£4,000.00	£4,000.00	£0.00		
59	59	Multi-Use Games Area	East Park Farm	SMP Playgrounds	13/02/2012	£53,000.00	£53,000.00	£53,000.00	£53,000.00	01/06/26	
60	60	playground Fence and Gates	St Patrick's Recreation Ground	Playground Facilities	25/08/2010	£7,000.00	£7,000.00	£7,000.00	£0.00		
61	61	Seat	St Patrick's Recreation Ground	Neptune	25/10/2005	£500.00	£500.00	£500.00	£500.00	01/06/26	
62	62	Benches x 2	St Patrick's Recreation Ground	Neptune	25/08/2009	£1,000.00	£1,000.00	£1,000.00	£1,000.00	01/06/26	
63	63	Picnic Bench	East Park Farm	Neptune	19/02/2012	£900.00	£900.00	£900.00	£900.00	01/06/26	
65	65	Cricket Strips	East Park Farm	S & C Slatter	25/05/2016	£18,701.00	£18,701.00	£18,701.00	£18,701.00	01/06/26	
72	72	Playground Fence and gates	East Park Farm			£0.00	£1.00	£1.00	£0.00		
73	73	Benches x 2	East Park Farm Playground			£0.00	£1.00	£1.00	£0.00		
76	76	Defibrilllator - Heartsafe	Village Hall	AED Locator (EU) Ltd	22/04/2016	£1,994.00	£1,994.00	£1,994.00	£1,994.00	01/06/26	
77	77	Defibrillator for Pavilion	EPF Paviion	WEL Medical	15/04/2019	£1,250.00	£1,250.00	£1,250.00	£1,250.00	01/06/26	
80	80	Bike Racks	Hall and Pavilion	Street Furniture Direct	29/05/2019	£192.00	£192.00	£192.00	£192.00	01/06/26	
84	84	Phone Box	Park View Drive South	BT	14/04/2020	£1.00	£1.00	£1.00	£500.00	01/06/26	£1.00

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
85	85	Book of Condolences	Clerk's Office	Barnard and Westwood	15/06/2020	£345.40	£345.40	£345.40	£345.40	01/06/26	
88	88	Defibrillator	Park View Drive South	Defib Store	26/10/2020	£1,668.00	£1,668.00	£1,668.00	£1,668.00	01/06/26	
92		Closed Notice Boards x 2	Various locations in the Village	The Parish Noticeboard Company	31/03/2022	£850.00	£850.00	£850.00	£850.00	01/06/26	
101		Metal Bin Liners	East Park Farm	David Ogilvie Ltd	31/08/2023	£401.00	£401.00	£401.00	£410.00	01/06/26	
106		Speed Indicator Device	Around the village	Morelock Ltd	08/10/2024	£2,818.00	£2,818.00	£2,818.00	£2,818.00	01/06/26	
107		Plastic picnic bench	EPF	Earth Anchors	04/10/2024	£575.00	£575.00	£575.00	£575.00	01/06/26	
110		Junior Climbing Frame	East Park Farm	Infinity Playgrounds	30/01/2026	£8,200.00	£8,200.00	£0.00	£8,200.00		
111		Infant Climbing Frame	East Park Farm	Infinity Playgrounds	30/01/2026	£8,100.00	£8,100.00	£0.00	£8,100.00		
112		SeeSaw	East Park Farm	Infinity Playgrounds	30/01/2026	£1,200.00	£1,200.00	£0.00	£1,200.00		
113		Springer	East Park Farm	Infinity Playgrounds	30/01/2026	£660.00	£660.00	£0.00	£660.00		
114		Play House	East Park Farm	Infinity Playgrounds	30/01/2026	£2,300.00	£2,300.00	£0.00	£2,300.00		
115		Junior Swing	East Park Farm	Infinity Playgrounds	30/01/2026	£1,200.00	£1,200.00	£0.00	£1,200.00		
116		Infant/Accessible Swing	East Park Farm	Infinity Playgrounds	30/01/2026	£1,200.00	£1,200.00	£0.00	£1,200.00		
117		Roundabout	East Park Farm	Infinity Playgrounds	30/01/2026	£3,600.00	£3,600.00	£0.00	£3,600.00		
118		Withches Hat roundabout	East Park Farm	Infinity Playgrounds	30/01/2026	£3,500.00	£3,500.00	£0.00	£3,500.00		
					Total Values	£160,865.40	£178,969.40	£149,009.40	£145,709.40		£1.00

Hall Contents

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
27	27	Large Tables x 22, 1 med Table, 150 Chairs,10 small tables	Village Hall		01/05/1988	£0.00	£2,260.00	£2,260.00	£2,260.00	01/06/26	
28	28	Kitchen Equipment	VH Kitchen		01/05/1988	£0.00	£2,060.00	£2,060.00	£2,060.00	01/06/26	
29	29	Stage	Council Cupboard		01/05/1988	£0.00	£3,188.00	£3,188.00	£3,188.00	01/06/26	

Agenda Item 6.5 Fixed Asset List

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
32	32	Piano	Hall	Paul Corby		£1,400.00	£1,400.00	£1,400.00	£1,400.00	01/06/26	
33	33	Boiler	Hall	Turners	21/06/2005	£1,850.00	£1,850.00	£1,850.00	£1,850.00	01/06/26	
34	34	Kitchen Fittings	Hall Kitchen	G Dudman	16/08/2005	£0.00	£2,410.00	£2,410.00	£3,000.00	01/06/26	
35	35	Kitchen Fittings	Hall Kitchen	G Dudman	27/06/1995	£0.00	£990.00	£990.00	£1,500.00	01/06/26	
36	36	Kitchen Flooring	Hall Kitchen	Carpatex	27/09/2005	£0.00	£765.00	£765.00	£1,000.00	01/06/26	
37	37	Scrubber Drier	Council Cupboard	Rosemor	15/03/2007	£1,440.00	£1,440.00	£1,440.00	£1,440.00	01/06/26	
38	38	2 Chair Trolleys	Chair Cupboard	Gopak	15/02/2013	£375.00	£75.00	£75.00	£75.00	01/06/26	
42	42	Projector and Stand	VH - Committee Room	Dell	04/07/2018	£429.76	£429.76	£429.76	£429.76	01/06/26	
43	43	Racking	Customer Cupboard	Rapid Racking	08/08/2018	£739.20	£739.20	£739.20	£739.20	01/06/26	
78	78	Cups and saucers	Village Hall Kitchen	Amazon	21/10/2019	£155.92	£155.92	£155.92	£155.92	01/06/26	
81	81	Flooring for Committee Room, Lobby and Toilets	Village Hall	Floor Store	13/08/2019	£5,695.00	£5,695.00	£5,695.00	£5,695.00	01/06/26	
82	82	19 Chairs for Committee Room		Committee Room Village Hall	Free from Another	10/08/2019	£0.00	£1.00	£1.00	£400.00	01/06/26
83	83	Hoover	Village Hall	Bowak Ltd	21/08/2018	£161.99	£161.99	£161.99	£161.99	01/06/26	
93		Water Heater	Hall Kitchen	Nisbets	23/09/2022	£699.97	£699.97	£699.97	£699.97	01/06/26	
94		Fridge	Hall Kitchen		12/12/2022	£311.67	£311.67	£311.67	£311.67	01/06/26	
97		Grit Bin	Village Hall	Glasdon	30/01/2023	£111.11	£111.11	£111.11	£111.11	01/06/26	
102		Security Alarm Panel	Village Hall Lobby	Omega Security	07/12/2023	£480.83	£480.83	£480.83	£480.83	01/06/26	
105		Cupboard for Parish Council Belongings	Village Hall	The Workplace Depot	25/03/2025	£237.99	£237.99	£237.99	£237.99	01/06/26	
					Total Values	£14,088.44	£25,462.44	£25,462.44	£27,196.44		

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
Infrastructure										
14	14	Street Lights incl Posts x 8	Around the Village			£0.00	£9,000.00	£9,000.00	£9,000.00	01/06/26
15	15	Street Lights incl Brackets x 7	Milestone Avenue			£0.00	£6,300.00	£6,300.00	£6,300.00	01/06/26
16	16	Streetlights incl Posts x 11	East Park Farm	Volker	15/02/2017	£0.00	£1.00	£1.00	£8,000.00	01/06/26
18	18	Car Park Barriers x 3	East Park Farm			£0.00	£1.00	£1.00	£3,000.00	01/06/26
19	19	Youth Shetlter	East Park Farm	SMP	27/05/2014	£0.00	£1.00	£1.00	£5,500.00	01/06/26
90	90	Telescopic Bollards	East Park Farm	SCS Landscapes	29/01/2021	£765.82	£765.82	£765.82	£800.00	01/06/26
108		Drop Down Bollard	EPF	SCS	31/01/2025	£194.00	£194.00	£194.00	£194.00	01/06/26
					Total Values	£959.82	£16,262.82	£16,262.82	£32,794.00	
Land & Buildings										
11	Village Hall	Park Lane,	01/05/1988 Charvil		£0.00	£480,997.00	£480,997.00	£1,681,920.00	01/06/24	
22	East Park Farm Pavilion		East Park Farm, Charvil	Leased from WBC		£0.00	£1.00	£1.00	£180,438.25	
22	22	Concrete Bollards x 15	East Park Farm	IPS Fencing	25/07/2017	£1,950.00	£1,950.00	£1,950.00	£2,500.00	01/06/26
23	23	Telescopic Bollards x 2	East Park Farm	IPS Fencing	25/07/2017	£384.67	£384.67	£384.67	£500.00	01/06/26
24	24	Concrete Bollards x 11	East Park Farm	IPS Fencing	13/09/2017	£1,320.00	£1,320.00	£1,320.00	£1,320.00	01/06/26
25	25	Wooden Fence	East Park Farm	AES Estates Ltd	05/10/2017	£10,739.00	£10,739.00	£10,739.00	£12,000.00	01/06/26
40	40	Bollard Lights x 3	Outside Hall			£0.00	£720.00	£720.00	£720.00	01/06/26
41	41	Bollard Lights x 2	Outside Hall	Gemma Lighting	28/07/2017	£480.00	£480.00	£480.00	£480.00	01/06/26
64	64	Tennis Courts x 2	East Park Farm			£0.00	£1.00	£1.00	£50,000.00	01/06/26
86	86	Bollards Near East Park Farm Driveway	East Pasrk Farm Car Park	Mick Bicknell	16/09/2020	£300.00	£300.00	£300.00	£300.00	01/06/26

Agenda Item 6.5 Fixed Asset List

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
87	87	Gates atEast Park Farm	East Park Farm Car Park	CD Wall and Co	21/09/2020	£2,160.00	£2,160.00	£2,160.00	£3,000.00	01/06/26	
91		Shipping Container	East Park Farm Car Park	Cleveland Containers	15/12/2021	£3,590.00	£3,590.00	£3,590.00	£4,653.00	01/06/26	
					Total Values	£20,923.67	£502,642.67	£502,642.67	£1,937,831.25		

Office Equipment

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
55	Huawei Tablet	Clerk's house	Amazon	03/07/2018	£66.98	£66.98	£66.98	£80.98	01/06/26		
66	Epson ET-4750 Printer		Clerk's Office	Office Outlet	21/09/2018	£399.00	£399.00	£399.00	£399.00	01/06/26	
10	10	Filing Cabinets x3	Village Hall			£0.00	£400.00	£400.00	£400.00	01/06/26	
11	11	Wooden Filing Cabinet	Parish Clerk's Home			£0.00	£115.00	£115.00	£115.00	01/06/26	
79	79	Laptop from Dell	Asst Clerk's Home	Dell	24/08/2019	£860.66	£860.66	£860.66	£860.66	01/06/26	
89	89	Office Chair	Assistant Clerks Office	Viking	15/12/2020	£74.32	£74.32	£74.32	£74.32	01/06/26	
98		Toshiba Laptop	Media Assisstant's Home	Back Market	02/02/2023	£219.98	£219.98	£219.98	£219.98	01/06/26	
99		Samsung Mobile Phone	Media Assistant's Home	Back Market	02/02/2023	£150.73	£150.73	£150.73	£150.73	01/06/26	
100		Lenovo Laptop	Clerk's House	John Lewis	10/01/2023	£999.99	£999.99	£999.99	£999.99	01/06/26	
					Total Values	£2,771.66	£3,286.66	£3,286.66	£3,300.66		

Pavilion Contents

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
31	31	Barbecue	Pavilion			£0.00	£400.00	£400.00	£400.00	01/06/26	
44	44	Large Tables x 10	Pavilion Tables and Chairs Cupboard			£0.00	£201.00	£201.00	£5,700.00	01/06/26	
47	47	Non-Folding Chairs x 24	Pavilion Hall			£0.00	£370.00	£370.00	£370.00	01/06/26	

Agenda Item 6.5 Fixed Asset List

Asset	Ref.	Description	Location	Purchased date	Purchase Value	Cost	Current Value	Yr Start Value	Insurance Renewal		Previous
48	48	Kitchen Fittings	Pavilion Kitchen			£0.00	£1.00	£1.00	£2,000.00	01/06/26	
49	49	Football Nets	Pavilion Store			£0.00	£1.00	£1.00	£200.00	01/06/26	
50	50	Racking	Pavilion Store Cupboard	Rapid Racking	10/11/2016	£300.00	£300.00	£300.00	£300.00	01/06/26	
51	51	Boilers x 2	Pavilion Store	Aquacare	11/06/2018	£15,216.88	£15,216.88	£15,216.88	£15,216.88	01/06/26	
95		Step Ladder	Pavilion	Viking	03/11/2022	£95.49	£95.49	£95.49	£95.49	01/06/26	
96		Scrubber Drier	Pavilion	One stop Cleaning Shop	13/01/2023	£1,522.22	£1,522.22	£1,522.22	£1,522.22	01/06/26	
103		Fire Control Panel	Pavilion Corridor	RES Ltd	26/10/2023	£656.28	£656.28	£656.28	£656.28	01/06/26	
104		EPF - Cooker		McEvoy and Rowley	05/04/2024	£584.99	£584.99	£584.99	£584.99	01/06/26	
109		Locked Noticeboard	Pavilion Hall	Viking	17/05/2024	£169.00	£169.00	£169.00	£169.00	01/06/26	
119		Gazebo	Pavilion	TFG	15/12/2025	£460.00	£460.00	£0.00	£460.00	01/06/26	
					Total Values	£19,004.86	£19,977.86	£19,517.86	£27,674.86		
					Grand Total	£218,613.85	£746,601.85	£716,181.85	£2,174,506.61		£1.00
					+ assets disposed during year			£81.00			
								£716,262.85			

Charvil
Parish Council
Chairman: Matthew Walker

Clerk to the Council
Miranda Parker
Charvil Village Hall
The Hawthorns, Charvil
Reading Berks
RG10 9TT

www.charvilparishcouncil.gov.uk

Item 6.6 and 6.7

Annual Governance and Annual Return and associated paperwork (AGAR)

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

Charvil Parish Council

www.charvilparishcouncil.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:

Charvil Parish 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*	N/A	*'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:

18/05/2026

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

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Section 2 – Accounting Statements 2025/26 for

Charvil Parish Council

	Year ending 31 March 2025 £	Year ending 31 March 2026 £	Notes and guidance: *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	230,907	236,368	*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	117,600	130,445	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	99,551	118,335	*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	95,345	99,919	*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	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	116,345	211,786	*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	236,368	173,443	*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	187,160	114,217	*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	716,263	746,602	*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	0	0	*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:

18/05/2026

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 Charvil Parish 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

Annual Internal Audit Report 2025/26

CHARVIL PARISH COUNCIL

https://charvilparishcouncil.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. No cash held			✓
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: 04/03/2026 29/04/2026

Name of person who carried out the internal audit: Claire Connell

Signature of person who carried out the internal audit: Claire Connell

Date: 12/05/2026

***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).

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road
Earley
Reading RG6 7LT
Tel: 0118 966 9706
Email: accounts@claireconnell.co.uk

Charvil Parish Council

Supporting information for assertion M on the Internal Audit Report for the year ended 31st March 2026

I have stated that internal control objective M has not been met on the internal audit report for the following reasons:

M. In the year covered by this AGAR, the authority correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

The Council did not correctly provide for the period for the exercise of public rights as the incorrect template was used for publication on the website and thus the Council did not provide:

- Details of the manner in which notice should be given of an intention to inspect the accounting records/documents
- The name and address of the local auditor
- The provisions contained in section 26 and 27 of the Act as they have effect in relation to the authority in question.

The notice was published prior to commencement of the period and the period was for the correct length of time.

Claire Connell.

Claire Connell
12th May 2026

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

Charvil Parish Council

www.charvilparishcouncil.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:

Charvil Parish 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*	N/A	*'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:

18/05/2026

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.charvilparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Charvil Parish 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	230,907	236,368	*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	117,600	130,445	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	99,551	118,335	*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	95,345	99,919	*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	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	116,345	211,786	*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	236,368	173,443	*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	187,160	114,217	*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	716,263	746,602	*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	0	0	*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:

18/05/2026

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 | Charvil Parish 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: **Charvil Parish Council**

County area (local councils and parish meetings only):

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	230,902	236,368				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	117,600	130,445	12,845	10.92%	NO		
3 Total Other Receipts	99,551	118,335	18,784	18.87%	YES		The biggest single reason for increased income was the award of two grants to help with the costs of installing a new playground, totalling £25,500. Additionally, there was also £6372 worth of Community Infrastructure Levy received in the period, whereas there was none received in the previous year. Other minor income lines including interest received, community orchard sponsorship, vegetable plot income, advertising and such like increased by a total of £268. Hall income increased by £1967. So, income increased across these areas by a total of £34,107. Against this, as the Neighbourhood Plan draws torward its conclusion, and with funding for these no longer being available, there was a decrease of £6924 in Neighbourhood Grant income, and a decrease of £8399 in pavilion income due to a couple of significant users leaving the building, leaving a net increase in income over the year of £18,784.
4 Staff Costs	95,345	99,919	4,574	4.80%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	116,345	211,786	95,441	82.03%	YES		There were three main projects this year that drove up expenditure significantly: the playground redevelopment and the resurfacing of the car park. This meant that there was £67,659 of Community Infrastructure spent on the playground, and £50,300 of earmarked reserves spent on the playground and car park, including the grant income specifically raised for the playground project. More routine council expenditure rose by £5274, and sports expenditure by £5901, mainly due to the tennis courts being resurfaced. In these areas, expenditure grew by a total of £129,134. Areas where expenditure decreased significantly were undistributed reserves where £14990 had been spent in the previous year on repairing a sink hole, Neighbourhood Plan expenditure by £8143 as most of the expensive work had been done by this point, and Village Hall expenditure by £10, 561, due to major projects like redecorating and floor resealing being done in the previous year. This leaves a figure of £211,85, due to rounding.
7 Balances Carried Forward	236,363	173,443				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	187,160	114,217				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments a	716,263	746,602	30,339	4.24%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Council policy pack

Your policy schedule

Insured
Charvil Parish Council

Your Policy Number
LCO02563

Business Description
Local Council

Date of Issue
28/04/2026

Period of Insurance
From 01/06/2026 to 31/05/2027

Reason for Issue
Renewal

Broker
Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
  - want to make any changes or anything is incorrect
  - need a copy of the policy wording

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£2,825.07	£339.01	£3,164.08

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Location 1 - cover applying to	Charvil Village Hall, The Hawthorns Charvil Reading Wokingham RG10 9TT
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 2 - cover applying to	Shipping Container, Park Lane Charvil Reading Wokingham RG10 9TY
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✓
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✗

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£1,792,759	£1,493,966
CONTENTS	£98,025	£81,688
Street Furniture	£72,000	£60,000
Walls, Gates and Fences	£41,312	£34,427
Playground Equipment	£129,123	£107,603
War Memorials	£48,000	£40,000
CCTV Equipment	£0	£0
Ground Surfaces	£478,756	£398,964
Mowers and Machinery	£6,000	£5,000
Sports Equipment	£31,118	£25,932

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Location 1 - cover applying to	Charvil Village Hall, The Hawthorns Charvil Reading Wokingham RG10 9TT

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£1,787,812	£1,489,844

Location 2 - cover applying to	Shipping Container, Park Lane Charvil Reading Wokingham RG10 9TY

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£4,946	£4,122

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the **GEOGRAPHICAL LIMITS**	£250

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£20,000	12 Months
RENT RECEIVABLE	£0	Not Included
Additional Cost of Working	£0	Not Included
Additional Increased Cost of Working	£10,000	12 Months

Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£2,500
In transit	£2,500
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B – Assault extension

Number of units	10

Section 6 – Personal accident

Cover 1 – Clerk absence	Not Insured
Cover 2 – Personal accident	Insured

Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week

Cover 3 – Key person	Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers' liability

Limit of indemnity
£10,000,000

Cover 2 – Public & products liability

Limit of indemnity	Excess
£10,000,000	£250 Third party property damage only

Public liability extensions

Extension	RETROACTIVE DATE
Legionellosis	Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers' liability

The table below shows the cover provided by the Hirer's liability section, and the amounts you would be insured for.

Risk address	Charvil Village Hall, The Hawthorns Charvil Reading Wokingham RG10 9TT

Limit of indemnity	Estimated hiring charges	Third party property damage excess
£1,000,000	£40,000	£250

Section 10 – Trustees' and management liability

The table below shows the cover provided by the Trustees' and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees' and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 1,001 - 5,000	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£500,000	£250
Aggregate limit of indemnity:	£500,000	

Section 13 - Terrorism

Section does not apply

Details of your cover – general covers

Clauses applying to the whole of your policy

CC183A - Fixed Rate Agreement

Period of Agreement 01/06/2025 to 31/05/2028

Applicable to the following numbered policy sections 1 - Property damage, 3 - Business Interruption and 5 - Money with assault extension

Definitions applicable to this agreement

EARNED PREMIUM

means the premium paid or payable for all sections of the policy applicable to this agreement including all premium adjustments excluding

1. Insurance Premium Tax and any other taxes or levies and
2. any premiums in respect of Terrorism insurance

for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

INCURRED CLAIMS

means the sum of

1. all claims paid (including costs and expenses) which occurred or were notified to US during the Period of Agreement and
2. all claims estimated by US in accordance with OUR standard reserving procedures which occurred or were notified to US during the Period of Agreement

for all sections of this policy applicable to this agreement for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

LOSS RATIO

means the sum of INCURRED CLAIMS divided by EARNED PREMIUM multiplied by 100

The Agreement

YOU undertake to maintain all applicable sections of this policy for the Period of Agreement

WE agree to renew the policy at each renewal date during the Period of Agreement at the rates of premium existing at the inception date of The Agreement subject to the LOSS RATIO not being higher than 26 percent

Loss Ratio

If the LOSS RATIO is higher than the percentage stated above WE may amend the rates of premium and terms and if WE do YOU are under no obligation to renew the policy under this agreement

Provided that

1. YOU will notify US immediately of all known claims or incidents that may lead to a claim which occur during the Period of Agreement
2. all values and sums insured upon which the premium is based will be reviewed by YOU prior to each renewal date and updated as appropriate which may include but not be limited to the appropriate level of index linking
3. WE may terminate this agreement or amend the premium rates of tax and terms and conditions of this agreement where

1. there is a change in YOUR business activities which materially increases the risk
2. there are acquisitions or disposals of property or businesses by YOU
3. changes in legislation or material legal precedents are established by any court of law
4. material changes in reinsurance protection are imposed upon US by reinsurers or the availability or cost of reinsurance to US changes

4. YOU will pay all Insurance Premium Tax including any increases in tax as may be applied
5. this agreement does not apply in respect of any Terrorism insurance provided by this policy
6. YOU undertake to complete within the time limits specified any survey risk improvements or other risk management exposures required by US

All other terms conditions and exceptions of the policy continue to apply

Clauses applying to Section 1 – Property damage

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
   a. documents manuscripts and business books
   b. patterns models moulds plans and designs
   c. computer systems records

   but not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
   a. directors trustees officials partners employees
   b. visitors
   c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

i. STOCK
ii. landlords fixtures or fittings
iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

C1008 - Buildings definition - Construction amendment

Applies to premises - Shipping Container, Park Lane, RG10 9TY

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

Clauses applying to Section 7 – Liabilities

CCLC090426 - Maintenance of Playgrounds Condition

Applicable to Section 7 Liabilities – Cover 2 Public & products liability

It is a CONDITION PRECEDENT TO LIABILITY that in respect of any playground equipment devices and facilities including sand pits and paddling pools that

1. all playgrounds are manufactured and installed to the appropriate standard and maintained in good condition
2. all playgrounds are inspected by a competent person at least weekly and all defects or risks to health or safety immediately rectified
   or
   the defective equipment device or facility taken out of use
3. all playgrounds are inspected at least annually by a Royal Society for the Prevention of Accidents (ROSPA) or a Register of Play Inspectors International (RPII) approved inspector
4. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
5. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
    a. are manufactured and installed to the appropriate standard and maintained in good condition
    b. are inspected by a competent person at least weekly and
        i. all defects or risks to health or safety immediately rectified
        or
        ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Clerk to the Council
Miranda Parker
Charvil Village Hall
Charvil
Reading
Berks
RG10 9TT

Charvil Parish Council
Chairman: Matthew Walker

Minutes of the Meeting of the Planning, Environment and Highways Committee held on 11th May 2026 in Charvil Village Hall at 8.05pm

Present Lee Cripps (Chair), Mark A'Bear, Pat Sutlieff, Katrin Harding, and Alan Simpson.
Apologies
Absent Narinder Ryatt and Stephen Lucas

26/362 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE CLERK
None

26/363 OPEN FORUM
There were no residents

26/364 To Approve the Minutes of the Meeting held on 30th March 2026
These were approved and signed

26/365 Highways
To note the Speed Indicator Device data
This was noted. There was no data from Old Bath Road because the batteries were flat. Councillor A'Bear reported that he will be collecting the equipment for Speed Watch this week and can showcase it at the Community Connect event.

26/366 Environment
To consider the recent hedge cutting in The Hawthorns, and to decide whether the Parish Council needs to contact the Borough formally to ensure proper communication happens before this type of work is carried out
The issue regarding the "slurry" resurfacing at The Hawthorns, Thornbers Way and Old Bath Road without any communications to residents, either about the need to cut vegetation back from the paths or the process itself was discussed at some length. There seems to be some confusion about what is happening when, and there are grave concerns that residents will not know it is happening, even though the paths cannot be driven across for three hours after the slurry surface has been laid. Councillor Simpson is waiting to hear back from Volker Highways regarding the final details of what is happening when, but it may fall to the Parish Council to try to convey vital information regarding the timings and implications on residents.
To consider pursuing a date for the resurfacing of the Old Bath Road that was promised last year
After many complaints at the quality of the surface dressing of the Old Bath Road last summer, it had been agreed that it would be done again properly this summer, with holes being filled in first as should have been done last year. Unfortunately, no date has yet been provided, nor has a commitment to ensuring the work is done to the required standard been forthcoming. It was agreed that the clerk would write to Highways to push for a date and the required commitment to the work being carried out to the correct standard this time.
To note the two applications for a takeaway licence on Milestone Avenue and to decide whether the Parish would like to comment on these
These were noted, and there was no Parish Council comment

26/367 Planning
a) The following Planning Application approvals were noted
260358 APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO-0266-1984 T1, Beech Tree - in the back garden boundary neighbouring 2 Foxes Walk. The Crown is

trespassing into 2 Foxes walk. To Reduce trespassing crown only, by approximately 15%, equivalent to removing from lower crown (previously reduced branches) approximately 1m from branch length, removing from upper crown approximately 2.5m branch length. Thin leafing volume area of remaining crown evenly by approximately 15%. Raise crown by removing secondary growth only. T2, multi stemmed Catalpa Indian Bean Tree – in the Front garden RH side of driveway. One Decay in unions at ground level. Reduce crown by approximately 20%, equivalent to removing approximately 2-2.5m from height and side growth. T3, Back Garden Purple Plumb Tree, with large dead stem. Fell leaving a low stump at 1, Foxes Walk

260645 APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 122/1977, T17 and T19 T1, Maple (T19 on TPO) – Section fell to just above ground level. T2, Oak (T17 on TPO) – Crown lift to approx. 5.5m by removing 1 no. primary stem and secondary growth only; reduce 1 no. branch growing over the garden by 1.5-2m at 2, Gingells Farm Road

260466 Application for a certificate of lawfulness for the proposed erection of a single storey rear extension at 38, Charvil House Road

b) To note the result of the Referendum

The resounding yes vote in the Referendum was noted.

26/368 Items for the next Full Council Meeting – The Bellway application.

The meeting ended at 8.58pm