



**Annual Meeting of Christchurch Parish Council
to be held on Monday 11 May 2026 at 7.30pm**

To Members of the Public and Press

6 May 2026

You are invited to attend the Annual Meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Dave Gibbs

Parish Clerk

AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest
and reason before an item discussed at this meeting, under the
Model Code of Conduct Order 2001 No 3576**

001/26-27 Election of Chairman for the Municipal Year 2026-27

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

002/26-27 Election of Vice Chairman for the Municipal Year 2026-27

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

003/26-27 Apologies for Absence

To receive and consider apologies from those not present.

004/26-27 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council.

005/26-27 Public Time

To receive representations from members of the public regarding issues pertinent to the Council.

006/26-27 Sarah Hall, Support Fenland

To discuss a proposal for a community consultation.

007/26-27 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) Confirmation of standing orders and financial regulations
- b) Confirmation of insurance arrangements
- c) Review of the Council's subscriptions to other bodies
- d) Confirmation of the Council's register of assets as at 31 March 2026
- e) Confirmation of meeting dates and times for the municipal year. The following are suggested - 8 June, 13 July, 10 August, 14 September, 12 October, 9 November, 14 December, 11 January 2027, 8 February, 8 March, 12 April, 10 May

008/26-27 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 13 April.

009/26-27 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan
- b) Public defibrillators
- c) Parking outside Townley School
- d) Overhanging vegetation
- e) Townley School heat pump
- f) Former Memorial Hall site
- g) Sewage treatment plant at The Croft

010/26-27 Police Report

To receive a report on policing matters in the area since the last meeting.

011/26-27 County & District Councillors Reports

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers.

012/26-27 Clerk's Report

To receive a report on meetings attended and correspondence received.

013/26-27 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents.

- a) Silt Road motorbike incident
- b) Pride in Fenland nominations
- c) Crown Drove signage
- d) Community Centre signage
- e) Tiger T7 to Manea Station
- f) Location for painted paving blocks

014/26-27 Recreation Ground

To receive a report on matters relating to the Recreation Ground and play equipment.

015/26-27 Nature Park Project

To receive a report on progress since the last meeting.

016/26-27 Village Centre Regeneration Project

To receive a report on progress since the last meeting.

017/26-27 Clarion Garden Project

To receive a report on progress since the last meeting.

018/26-27 Green Lane Project

To receive a report on progress since the last meeting.

019/26-27 Annual Parish Meeting

To review the recent Annual Parish Meeting and discuss the format of future meetings.

020/26-27 Planning

To consider the following application and to agree a response to the planning authority:

F/YR26/0294/F - Erect a single-storey extension to rear of existing dwelling - 11 Crown Avenue, Christchurch

021/26-27 Highways

To agree a final proposal for the public consultation on the 2025/26 Local Highway Improvements project for Wayside Estate.

022/26-27 Finance

To consider and resolve on the following matters:

- a) To approve the statement of reserves as at 31st March
- b) To review the mandates for the Council's bank accounts and resolve accordingly
- c) To review and approve the Governance and Management Risk Assessment
- d) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)
- e) To consider and approve the content of the Annual Governance Statement 2025/26
- f) To approve and sign the Accounting Statements 2025/26
- g) To confirm the dates of the period for the exercise of public rights
- h) To review the internal audit arrangements and confirm the appointment of an Internal Auditor for 2026/27
- i) To consider the payment of a Chairman's Allowance and/or a Parish Basic Allowance
- j) To receive an updated financial statement for the period to the end of April
- k) To note the following sums received:

Fenland District Council (precept instalment).....	£16,100.00
NatWest Bank (interest).....	£ 20.60

- l) To note the following direct debit payment:

HMRC (tax and national insurance).....	£ 334.84
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- m) To note the following debit card payments:

Andrew Deptford (defibrillator).....	£ 1,704.00
Andrew Deptford (defibrillator battery)	£ 318.00

- n) To approve the following payments:

Clerk salary and home office allowance.....	£ 397.95
Helen Symmons (audit fee)	£ 269.00

023/26-27 Three-Year Plan

To consider projects for the first year of the 3-year plan that are eligible for funding from the Whitemill Environment Fund and to approve the submission of an application.

024/26-27 Public Time

To receive comments and suggestions from members of the public.

025/26-27 Matters for Next Meeting

To discuss future agenda items from Councillors.

026/26-27 Date of Next Meeting

To confirm the date of the next Meeting of the Council as Monday 8 June.

Christchurch Parish Council Asset Register

March 2026

Asset	Value	Date Purchased	Notes
31 Street Lights	6,875.00	Various	
War Memorial	17,654.00		
War Memorial Renovation	354.00	July 2019	
Bus Shelter	2,767.00		
Village Sign	2,300.00	April 2011	
Community Centre	384,152.00	March 2016	Build cost
Community Centre Solar Panels	12,700.00	December 2019	
Community Centre Canopy	23,750.00	April 2021	
Recreation Ground	1.00		Nominal value
4 Acre Field, Upwell Road	11,000.00	1999	1.25 acres sold for development in 2014
5 Dog Bins	739.40	2 in March 2007 1 in June 2008 1 in December 2016 1 in October 2019	
Litter bin	304.74	April 2021	
Steel Container	1,015.00	July 2017	
HP Pavilion Laptop Computer	400.00	November 2016	
Lexmark CX310dn Laser Printer	108.32	September 2016	
Defibrillator and Cabinet	1,595.00	December 2017	
Play Equipment (see schedule)	35,433.00	Various	All Risks
Street Light FPC7 Church Road	574.76	April 2019	
Street Light PC2 Upwell Road	1,447.27	September 2022	
MVAS Sign	3,300.00	May 2019	
MVAS Sign	447.59	October 2020	LHI
2 Picnic Benches	1,172.00	September 2022	
Street Light PC2A Crown Road	235.86	April 2022	
Street Light PC8 Upwell Road	248.83	July 2023	
Soft Play Surface (Benches)	1,870.00	December 2023	

Air Walker	845.00	February 2024	
Cross Trainer	1,000.00	February 2024	
Soft Play Surface (Gym)	1,120.00	February 2024	
Fencing (Dog run)	5,800.00	May 2024	
Noticeboard (Indoor)	41.99	June 2024	
Street Light PC9 Church Road	742.19	July 2024	
Street Light PC4 Crown Road	338.18	October 2024	
	520,332.13		

Christchurch Parish Council Play Equipment Schedule for Insurance

Toddler Play Area

All Risks

Roundabout	Wicksteed Rotaplay	2002	£	2,750.00	*
See Saw	Wicksteed Rockerplay	2002	£	2,500.00	*
Slide	Wicksteed Multiplay	2017	£	2,009.00	
Swings	Ledon 1180	2017	£	1,300.00	
Suspension Bridge	Fenland Leisure Products	2017	£	450.00	
Balance Pole	Playdale	2014	£	350.00	
Wobble Board	unknown	?	£	350.00	†
Matting	Safagrass	2017	£	1,450.00	
Swing seats	OLP	2025	£	216.00	
Roundabout seats	OLP	2025	£	336.00	
			£	11,711.00	

* Original cost unknown. Value shown is 2018 replacement cost.

† Original cost unknown. Value shown is estimate.

Public Liability Only

Litter Bin	Half-round timber	?			
Fencing	55m x 1.2m	2002			
Gates	2x Pedestrian gates	2002			

Older Children's Equipment

All Risks

Wobble Boards	Playdale	2014	£	671.00	
Spring Disc	Playdale	2014	£	182.00	
Spinner	Playdale	2014	£	885.00	
City Trapeze Walk	Playdale	2014	£	699.00	
Pyrenees	Playdale	2014	£	1,283.00	
City Rope Walk	Playdale	2014	£	376.00	
City Tyre Traverse	Playdale	2014	£	929.00	
City Tram Tracks	Playdale	2014	£	386.00	
Aerotilt	Playdale	2014	£	715.00	
New Big City - Newcastle	Playdale	2014	£	5,244.00	
Cone Climber 2400	Tayplay	2014	£	3,979.00	
City 2-bay Team Swing	Playdale	2014	£	2,416.00	
Rubber Steps	Playdale	2014	£	544.00	
Surfacing	Grasslok	2014	£	5,413.00	
			£	23,722.00	

Public Liability Only

Goalmouth & Basketball	Wicksteed	2010			
Skateboard Park (4 ramps)	unknown	2009			
Teen Shelter	Steelway	2010			
Fencing	30m x 2.4m	2009			
Litter Bin	Wybone	2017			

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 13 April 2026 at 7.30pm

Present: Cllrs A Sparrow (Chairman), J Bliss, B Burfield, R Feeney, J Hayes, J Hughes, S Potter, Cllr S Fisher (CCC), D Gibbs (Clerk), three parishioners

213/25-26 Apologies for Absence

Cllr C Galbraith (CCC), Cllr D Roy (FDC), Cllr M Summers (FDC)

214/25-26 Chairman's Announcements

The Chairman welcomed everyone to the meeting.

215/25-26 Public Time

A number of items were reported. The two street lights reported previously as not working have still not been repaired. The light outside the Community Centre is also in need of attention. Tyres have been fly-tipped adjacent to Bedlam Bridge. Cllr Hayes reported a hole in the pavement in Fen View. These matters will be investigated and report to the relevant authorities.

216/25-26 Confirmation of Minutes

The minutes of the meeting held on 9 March were correctly recorded and signed as being a true record.

217/25-26 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan - Cllr Roy is trying to contact Norfolk County Council regarding their phone signal mapping project.
- b) Public defibrillators - Members resolved to purchase a new iPad SPR semi-automatic defibrillator to replace the Community Centre defibrillator, which is out of warranty, but still in working order. The older defibrillator will be placed in a new cabinet outside Online Playgrounds in Padgetts Road.
- c) Parking outside Townley School - Awaiting the forthcoming consultation on the Wayside Estate Local Highway Improvement scheme.
- d) Overhanging vegetation - A second letter will be delivered to two properties where no action was taken in response to the first letter.
- e) Townley School heat pump - Cllr Burfield reported that the heat pump has been turned off and temporary heating installed in the school whilst options to minimise the noise impact are considered.
- f) Former Memorial Hall site - The Clerk reported that the site was sold at auction on 25 February for £465,000. The identity of the new owner is not known at the present time.
- g) Sewage treatment plant at The Croft - Cllr Hughes will confirm the identity of the Chairman of the Residents of the Croft Management Committee.

218/25-26 Police Report

Nothing to report.

219/25-26 County & District Councillors Reports

Cllr Fisher reported that Wimblington & Stonea Parish Council has submitted a Local Highways Improvement application to reduce the speed limit at the Stonea rail crossing to 30mph and is seeking the support of neighbouring councils.

The Clerk presented a report from Cllr Roy, noting that the caravan has finally been removed from behind Syringa House, although Members believed that it had been dismantled but remains in situ. He also noted that the Whitemill Environment Fund is open for applications until 31 May.

220/25-26 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a traffic order for the closure of Sixteen Foot Bank from 4 to 7 May, the County Council's Local Assistance Scheme oil grants and Close Pass Campaign to highlight Highway Code rule 163 regarding leaving space for cyclists, equestrians and pedestrians, the District Council's Local Plan timetable, funding for play equipment from the Government's Pride in Place Impact Fund, a consultation on the Wimblington & Stonea Parish Council Neighbourhood Plan, and Anglian Water's closure of Laddus Drove from 20 April to late June.

221/25-26 Members and Residents Issues

- a) Music Festival funding - Cllrs Burfield and Hughes declared non-pecuniary interests in this item as they are involved in organising the event. The Recreation Ground charity asked the Council for financial support for a Music Festival later this year. Members questioned whether such support was necessary and deferred a decision pending more detailed information.
- b) Cllr Feeney reported that his car had suffered significant and costly damage due to an incident on Sixteen Foot Bank when he was forced to swerve off the road to avoid an oncoming lorry that was avoiding potholes. The details of the lorry are unknown.

222/25-26 Recreation Ground

The RSPCA clothing bank has been delivered to the car park.

It appears that funding has been allocated for Christchurch from the Pride in Place Impact Fund for children's play equipment. The main element will be the replacement of the skate park ramps, but additional funding will be available. Members discussed options for the uncommitted funds. There was strong support for a zip wire. The soft surfacing in the toddler play enclosure also needs to be replaced as it has reached the end of its life.

223/25-26 Nature Park Project

Cllr Sparrow reported that the contractor expects to start work within the next two weeks.

224/25-26 Village Centre Regeneration Project

The Clerk advised Members that he had forwarded the images of the proposed improvements to highways officers to seek initial feedback.

225/25-26 Clarion Garden Project

The Clerk reported that the site is becoming overgrown again, so action will be required soon. He noted that the rear corner of the plot has been opened up and the garden fence has been removed, presumably by Clarion.

226/25-26 Green Lane Project

Cllr Sparrow reported that he had emailed the residents who attended the February meeting and had received some positive feedback.

227/25-26 Highways

Local Highway Improvements 2025/26 - Wayside Estate - The Clerk advised Members that a new officer had been assigned to the project. Maps of the proposed scheme are not yet available. A resident of Primrose Gardens has expressed concern about access for larger vehicles and this will be considered during the consultation process.

228/25-26 Finance

a) The management accounts as at 31.3.26 showed income of £39,180.46 and expenditure of £25,235.26, resulting in a surplus of £13,945.20 and total funds held of £51,970.74.

b) Members noted the following sums received since the last meeting:

NatWest Bank (interest).....	£	18.24
Barclays Bank (interest).....	£	68.39

c) Members approved the following accounts for payment:

Clerk salary and home office allowance	£	398.15
Fenland Leisure Products Ltd (play equipment repairs)	£	1,830.36
CAPALC (subscription)	£	455.99

d) The Clerk presented a draft framework for the 3-year plan. Members discussed the next steps in the development of the plan. They resolved to establish a Projects Working Group to develop detailed costed plans for each of the current projects to help identify potential funding sources and allow timely applications to be prepared. It was agreed that the plan will be a public document to be included as an agenda item at every meeting.

e) Members considered the availability of funding from the Whitemill Environment Fund for elements of the ongoing projects. They resolved to appoint a contractor to plant a hedgerow along the rear boundary of the Nature Park and asked the Clerk to seek quotes, prepare and submit an application.

229/25-26 Annual Parish Meeting

The Clerk distributed posters advertising the meeting. Email invitations will be sent to all groups using the Community Centre to invite them to speak about their work and to encourage their members to attend.

230/25-26 Public Time


None.

231/25-26 Matters for Next Meeting

None.

232/25-26 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 11 May.

Agenda Item No.	012/26-27	 Christchurch Parish Council
Meeting Date	11 May 2026	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Report

Meetings Attended

Internal Auditor - 23 April

Correspondence Received

Cambridgeshire County Council

Roadworks and events bulletins

Traffic Order for closure of March Riverside - 20 to 25 June

Cambridgeshire Matters newsletter

Flood and Water newsletter

Fenland District Council

Pride in Fenland nominations open

Fly-tipping prosecution and £800 fine for Wisbech man

Chairman donates £1,700 charity funds to Damsons dementia support group

Wisbech Public Spaces Protection Order consultation

Wimblington & Stonea Parish Council Neighbourhood Plan consultation

NALC - Events update, Chief Executive's bulletin

CAPALC - Bulletin

Cambridgeshire ACRE - Staying in Touch newsletter, Water Care newsletter, affordable housing proposal update

Queen Elizabeth Hospital - Modernising our hospital newsletter

ACRE - Spring News

3. Recommendations

Members note the report.

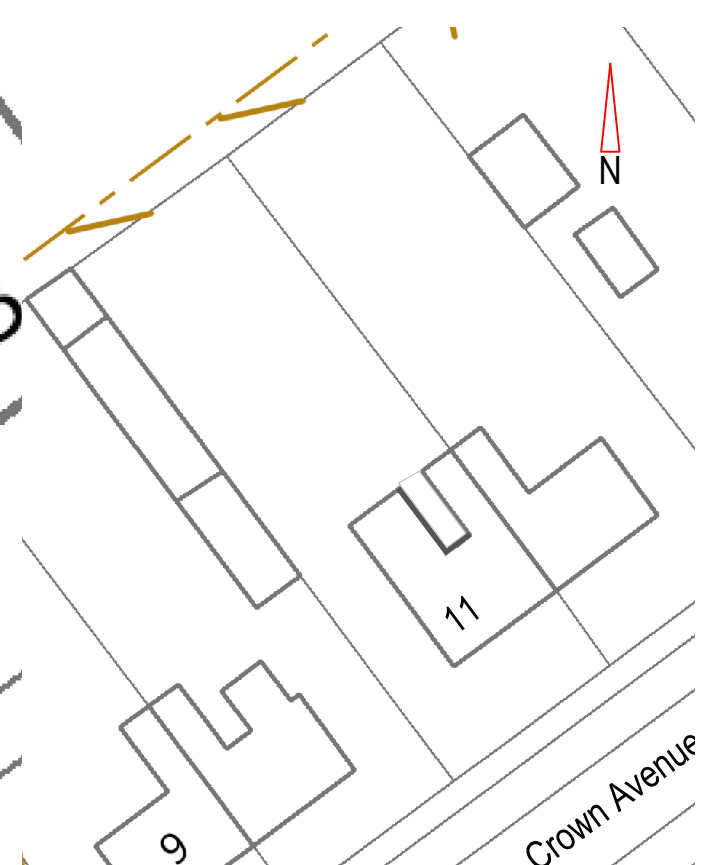
Report Author	Dave Gibbs
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Notes

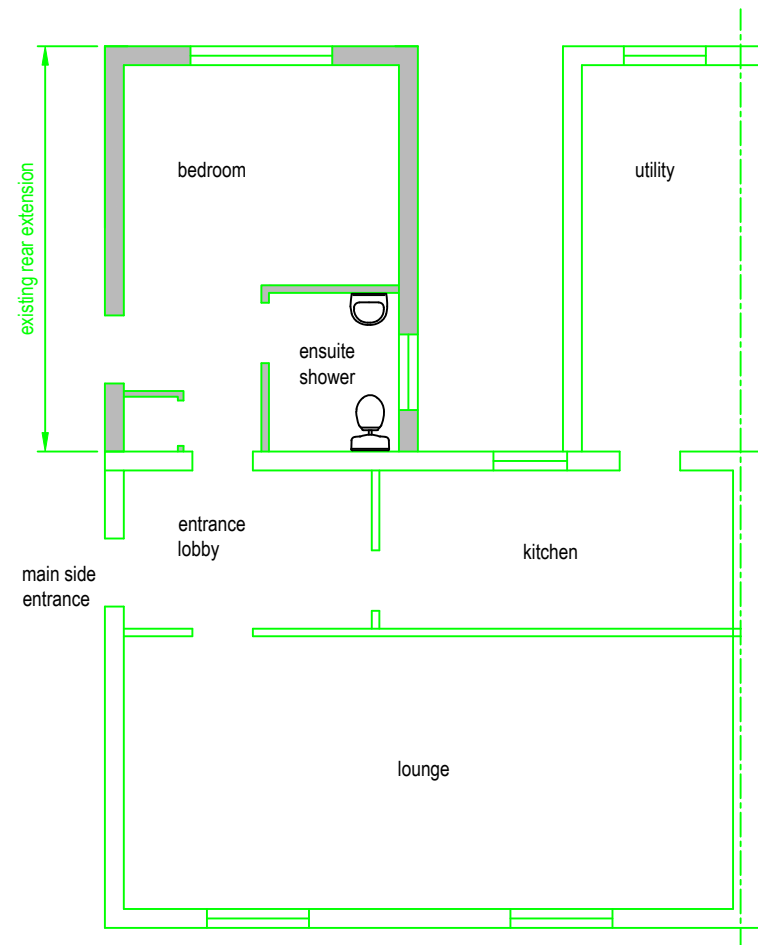
All dimensions are in millimetres unless noted

This drawing is to be read in conjunction with the Specification and Schedule of Works, and all other supporting documents. All dimensions and setting out is to be verified by the contractor on site prior to construction.

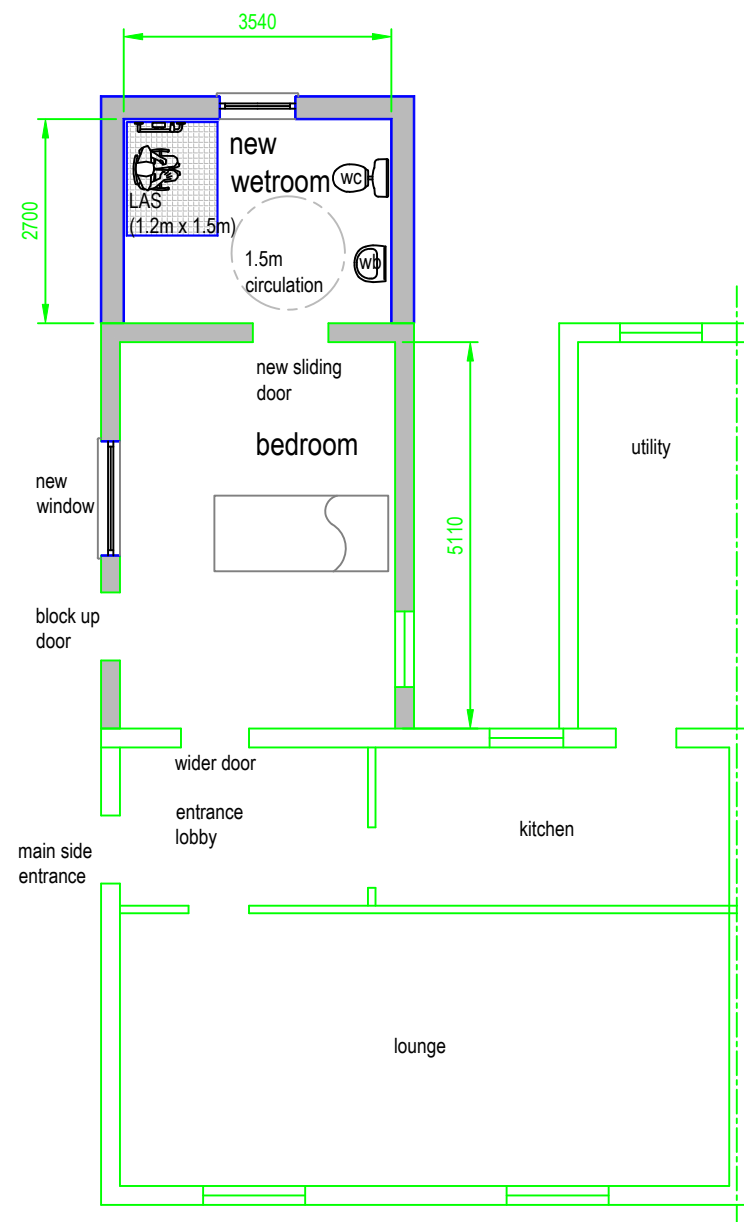


Existing Block Plan
Scale 1:500

NOT FOR CONSTRUCTION			
A	21/01/26	SP	issued for discussion
Rev	Date	By	Description
 East Cambridgeshire District Council			
 East Cambridgeshire District Council HIA The Grange, Nutholt Lane Ely, Cambridgeshire CB7 4EE Telephone: Ely (01353) 616950 Fax: (01353) 616377 www.eastcambs.gov.uk/care-and-repair			
 Creating healthy homes			
Client Millie Boughen 11 Crown Avenue, Christchurch, Wisbech PE14 9NE			
Job Title Proposed ground floor rear extension for new bedroom ensuite wetroom - Proposed Site Plan			
Scale	Designed	Drawn	Checked
1:200 (A3)	SP	SP	MB
Date	Date		
Jan 2026	Jan 2026		
Drawing No.	Revision		
1589F-01	A		



Existing Part Ground Floor Plan



Proposed Part Ground Floor Plan




Notes

All dimensions are in millimetres unless noted

This drawing is to be read in conjunction with the Specification and Schedule of Works, and all other supporting documents. All dimensions and setting out is to be verified by the contractor on site prior to construction.



Existing Block Plan
Scale 1:500

NOT FOR CONSTRUCTION			
A	21/01/26	SP	issued for discussion
Rev	Date	By	Description
 East Cambridgeshire District Council			
 East Cambridgeshire District Council HIA The Grange, Nutholt Lane Ely, Cambridgeshire CB7 4EE Telephone: Ely (01353) 616950 Fax: (01353) 616377 www.eastcambs.gov.uk/care-and-repair			
 <i>Creating healthy homes</i>			
Client Millie Boughen 11 Crown Avenue, Christchurch, Wisbech PE14 9NE			
Job Title Proposed ground floor rear extension for new bedroom ensuite wetroom - Floor Plans			
Scale 1:100 (A3)uno	Designed SP	Drawn SP	Checked MB
Date Jan 2026			Revision A
Drawing No. 1589F-03			

Christchurch Parish Council

Statement of Reserves as at 31.3.26

Bank balances as at 31.3.26 £ 51,971

Earmarked Reserves

Street lighting	£	5,000	£	5,000
Highways	LHI 2023/24	£	2,000	
	LHI 2024/25	£	1,000	
	LHI 2025/26	£	1,000	£ 4,000
Village Centre	£	4,856		
	£	185		
	£	140	£	5,181
Youth Club	£	1,300	£	1,300
Legal Fees	£	2,000	£	2,000
Nature Park	£	8,845	£	8,845
			<hr/>	
			£ 26,326	£ 26,326

General Reserve

Balance remaining

£ 25,645

CHRISTCHURCH PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk	L
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk	L
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council	L
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk	L
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk	L
6	Ensure Council complies with law in particular Health and Safety, Equal Opportunities, Data Protection, Human Rights, Disability and Discrimination, Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk	L

CHRISTCHURCH PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk	L
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman	L
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council	L
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors	L
11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors	L

CHRISTCHURCH PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/ facilities are maintained to appropriate levels.	As required	As reported. Review of Insurance Cover. Review of adequacy of insurance cover provided	Council	L
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss. Review Insurance Cover (fidelity guarantee).	Clerk	L
14	Inadequacy of Precept. Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council. Inability to carry out functions. Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk	L

Adopted May 2026

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

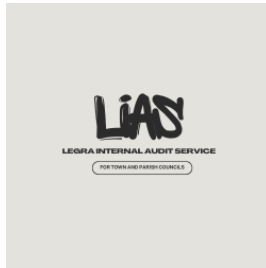
SIGNATURE REQUIRED

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).



26th April 2026

Helen Symmons,
Legra Internal Audit

LegraIAS@outlook.com

2025/26 Interim Internal Audit Report for Christchurch Parish Council

BASIS OF REPORT

This Internal Audit Report is based on the Practitioners' Guide 2025: Governance and Accountability for Smaller Authorities in England.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls, as outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit aims to support improvement in those processes.

This report should be made available to all Members to support and inform their consideration of the Council's approval of the Annual Governance Statement.

By applying the principles of internal auditing, as set out in the Accounts and Audit Regulations, and following the approach to internal audit testing outlined above, every effort has been made to ensure that the audit has been conducted with due professional care, integrity, and independence. All conclusions are based on objective and traceable evidence.

It is important to note that internal audit should not be viewed as a detailed inspection of all records and transactions to detect error or fraud. Smaller authorities are required under the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of risk management, control, and governance processes.

Internal audit is therefore a periodic, independent review of a Council's internal controls, resulting in an assurance report designed to improve effectiveness and efficiency. Responsibility for day-to-day internal controls rests with the Council's staff and Members, not the internal auditor.

As Internal Auditor, I confirm that I am independent of the Council's financial management and internal control processes and have no conflicts of interest.

AUDIT REPORT

I reviewed the documents provided and met with the Parish Clerk on 23rd April 2026.

The Precept for the year 25/26 was set at £22,200.

AUDIT POINT	AUDIT FINDINGS	RECOMMENDATIONS & ACTIONS
A. Appropriate accounting records properly kept throughout the financial year		
Bookkeeping Arrangements	<ul style="list-style-type: none"> • <i>Appropriate accounting records are maintained and kept up to date. The Council operates on a Receipts & Payments basis.</i> • <i>The Council uses a spreadsheet for their accounting system and this is being utilised appropriately.</i> • <i>Council minutes are up to date and are signed and dated.</i> 	In accordance with legislation, agendas issued to Councillors formally summon them to attend meetings. The version published on the website is appropriately adapted to invite members of the press and public
B. Financial Regulations complied with, payments supported by invoices, expenditure approved, VAT appropriately accounted for		
Document reviews, review of internal controls and decision making.	<ul style="list-style-type: none"> • <i>Standing Orders and Financial Regulations were reviewed during the year and are based on the relevant model documents applicable at the time. These are appropriately published on the Council's website.</i> • <i>No contracts during the year required formal advertisement under procurement legislation.</i> • <i>The Council adheres to its Standing Orders and Financial Regulations in relation to procurement.</i> • <i>A sample of payments was tested and confirmed to be supported by appropriate invoices, with all expenditure properly approved.</i> • <i>Invoices are verified and certified in accordance with Financial Regulations.</i> • <i>Payment authorisation and banking arrangements are appropriate and in line with Financial Regulations.</i> • <i>VAT is correctly accounted for and reclaimed annually.</i> • <i>Effective controls are in place for processing payments.</i> • <i>The limit on the debit card is reasonable and security acceptable.</i> 	

C. Risk management & Insurance assessed and reviewed and adequate		
Review of internal controls	<ul style="list-style-type: none"> • <i>The Council undertook a review of risk during the year, with the risk assessment published alongside the agenda.</i> • <i>Insurance arrangements were reviewed in advance of renewal. Fidelity cover is currently £50,000.</i> • <i>Appropriate arrangements are in place for managing operational risk.</i> 	<p>It is recommended that a residual risk column (post-control risk score) is included within the risk register to enhance transparency and ongoing monitoring.</p> <p>Whilst Fidelity Cover was increased during the year, it is recommended that in view of the precept increase in 2026/27 it is further reviewed to ensure it aligns with best practice guidance.</p>
D. Budget, Precept and Reserves have adequate processes, progress monitored and appropriate		
Review of internal controls, monitoring and decision making	<ul style="list-style-type: none"> • <i>An annual budget was prepared and approved prior to setting the precept.</i> • <i>Budget monitoring during 2024/25 was evidenced in the minutes.</i> • <i>The Council reviewed its reserves during the year and plans to do so again in May 2026.</i> 	<p>It is recommended that the approved budget and precept demand are published on the Council's website to improve transparency for residents.</p> <p>The precept for 2026/27 is £32,200</p> <p>It is recommended that Council formally adopts a Reserves Policy.</p>
E. Income fully received, properly recorded, banked and VAT accounted for		
Review of internal controls, banking and VAT accounting	<ul style="list-style-type: none"> • <i>The precept received in 2025/26 agreed to the precept demand.</i> • <i>VAT is properly accounted for and claims submitted.</i> • <i>All fees are reviewed annually.</i> • <i>Income was received as expected.</i> • <i>Appropriate tenancy agreements are in place.</i> 	
F. Petty Cash supported by receipts, approved and VAT accounted for		
Review of internal controls, decision making and VAT accounting	<i>A Petty cash system is not operated by the Council.</i>	

G. Payroll paid in accordance with approvals and PAYE and NI properly applied		
Review of process, internal controls and decision making	<ul style="list-style-type: none"> • <i>An appropriate contract of employment is in place.</i> • <i>The Council is registered with HMRC as an employer.</i> • <i>The Council is registered with the Pension Regulator and staff automatically enrolled for a pension when applicable.</i> • <i>Salaries were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.</i> • <i>An informal staff appraisal system is in place.</i> • <i>Councillors do not receive allowances.</i> 	
H. Assets, Investments and Loans complete, accurate and properly maintained		
Review of registers, policies and records	<i>The Council holds an asset register which is up to date and assets were inspected internally during the past year for risk.</i>	
I. Bank Reconciliations carried out properly during the year		
Review of internal controls	<i>The Clerk completes regular bank reconciliations which in accordance with Financial Regulations are presented to and approved by Council.</i>	
J. Accounting Statements prepared on correct basis, agreed to cash book, supported by audit trail		
Review of process	<ul style="list-style-type: none"> • <i>Appropriate accounting procedures are used and can be followed through from working papers to final documents.</i> • <i>End of year accounts were prepared on a Receipts & Payments basis.</i> • <i>Figures were checked to Council's records.</i> 	
K. Limited Assurance Review in 2024/25 - criteria met and correctly declared exempt		
Criteria review	<i>The Council did not meet the criteria for exemption from a Limited Assurance Review.</i>	

L. Website publishes required information, is up to date and in accordance with relevant legislation		
Review of published information on website	<ul style="list-style-type: none"> • Neither the Local Government Transparency Code 2015 nor the Transparency Code for Smaller Authorities applied to the Council in 2025/26. • Three years of minutes & agendas are published to the Council website with agenda reports when applicable. • Five years of AGAR information is available on the website. • There are contact details for all Councillors on the website. • An ICO publication scheme is published to the website. 	
M. Exercise of Public Rights correctly provided for		
Review of 2024/25	<i>In 2024/25, the Council correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</i>	
N. AGAR publication complied with		
Review of 2024/25	<i>The Parish Council complied with the publication requirements for the 2024/25 AGAR.</i>	
O. Digital and Data Compliancy to the laws, regulations & proper practices		
	<p><i>The Council has complied with relevant legal and best practice requirements relating to digital and data compliance:</i></p> <ul style="list-style-type: none"> • <i>The Council has a generic email address on the Council owned domain.</i> • <i>The Accessibility Statement on the Council's website indicates that it is WCAG 2.2AA compliant</i> • <i>A Data Protection Policy has been adopted and is reviewed annually.</i> • <i>There is an up to date IT policy.</i> 	It is recommended that a data audit be completed annually and presented at future internal audits.
P. Trust Funds – The Council met its responsibilities as a trustee		
Review if applicable	<i>Not applicable</i>	

Transparency Compliant		
PROCESS	FINDINGS	RECOMMENDATIONS & ACTIONS
1. Review of Internal Audit 2024/25 considered and actioned		
Good Practice	<i>The Internal Audit was reviewed by Council. There were matters requiring attention and these were undertaken.</i>	
2. External Audit recommendations 2024/25 considered and actioned		
Good Practice	<i>The Conclusion of Audit report was received for 24/25, reviewed by Council and published on the website. There were no matters requiring attention.</i>	
3. Compliance with Transparency Code		
Good Practice / Legal conformity	<i>The Council does not have to strictly adhere to the Transparency Code and publish all elements.</i>	

Technical, Governance Observations and Further Recommendations:

The Council has an adequate storage system for both digital and hard copy documentation. The Council does need to adopt a Document Retention Policy though.

Conclusion

The Council continues to maintain a good standard of internal control. The recommendations included within this report are intended to further strengthen and enhance existing arrangements and do not detract from the positive work already undertaken.

I would like to thank the Parish Clerk for the timely provision of documentation and for his assistance which has ensured the smooth delivery of the audit.

This report should be formally noted at the next meeting of the Council and recorded in the minutes.

Should you require any further assistance or clarification, please do contact me.

Helen Simmons

Legra Internal Audit Service
Internal Auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>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.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Christchurch Parish Council**

County Area (local councils and parish meetings only): **Cambridgeshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

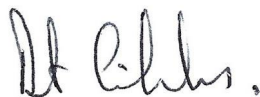
Commencing on **Wednesday 3 June 2026**

and ending on **Tuesday 14 July 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)


We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed:



Role:

Clerk & RFO

Agenda Item No.	022/26-27(j)	 Christchurch Parish Council
Meeting Date	11 May 2026	
Report Title	Councillor Allowances	

1. Purpose of Report

To consider the payment of an annual allowance to the Chairman and Members of the Council.

2. Background

Parish Councils are permitted to pay an annual allowance to the Chairman and/or each qualifying Member of the Council. This payment is known as the Parish Basic Allowance and is separate from and additional to any approved expenses Councillors may incur in the performance of their duties, for which reimbursement is available.

The legislation regarding Councillor allowances is contained in Section 25 of The Local Authorities (Members' Allowances) (England) Regulations 2003, as follows:-

“Parish Basic Allowance

An authority may pay an allowance for each year (“parish basic allowance”) to its chairman only; or to each of its members, and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information:

- (a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;*
- (b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and*
- (c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.”*

The allowance is payable only to elected Councillors, whether elected by public vote or unopposed at an uncontested election. Co-opted Councillors are not entitled to receive the allowance.

Fenland District Council last appointed an independent remuneration panel in 2021 to consider the levels of allowances to be paid to District, Town and Parish Councillors. The report and recommendations of the Panel are attached.

Report Author	Dave Gibbs
----------------------	------------

The Panel recommended a basic allowance of £50 per annum and a Chairman's allowance of £100 per annum. Both allowances are index linked in line with the indexation of members' allowances at the District Council.

HMRC treats basic allowances as taxable income, so Councillors in receipt of these allowances must be added to the Council's PAYE scheme and tax and national insurance will be deducted at the appropriate rates.

3. Recommendations

- a) Members consider whether to adopt a Parish Basic Allowance for the 2026/27 financial year for the Chairman and/or the elected Members.
- b) If approved, Members determine the level of the allowance payable to the Chairman and to the elected Members, having regard to the recommendations of the Independent Remuneration Panel.



REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
FENLAND PARISH AND TOWN COUNCILS

MAY 2021

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Report from the Parish and Town Councils Independent Remuneration Panel May 2021

1. Introduction

The Parish Remuneration Panel was convened by Fenland District as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on 08th and 13th April 2021 to review the allowances for Fenland District Council and the members of the panel are set out below:

The Panel comprised the following members:

- Amanda Orchard – Marketing Consultant, Magistrate - Chairperson of the IRP Panel.
- Gerard Dempsey - Business Consultant, Magistrate and former CEO of national business chains
- Nicky Blanning – Senior Manager, Cambridge University with extensive previous experience of IRP's.

The Panel met virtually via Microsoft Team's. The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Fourteen Parish and Town Councils responded to the questionnaire, no Parish or Town Council met the Panel as part of the review. Currently no Parish Council's pay a basic allowance to their ordinary members however six confirmed they pay the Chairpersons under the Civic Dignitaries allowance within The Local Government Act 1972. No allowances are currently paid by any of the parish councils under a previous Parish Council Independent Remuneration Panel review.

The Panel thanks the fourteen Councils who responded to the questionnaire. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Fenland District Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 1% of the Basic Allowance for Fenland District Council.

The recommended and subsequently agreed Basic Allowance for Fenland District Council for 2021/22 is £4,957; 1% of this is **£50**. This should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish Independent Remuneration Panel and can be for any amount up to 100 percent of the Basic Allowance paid by Fenland District Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance should be up to 2% of Fenland District Council's recommended Basic Allowance. The recommended Basic Allowance is £4,957; 2% of this is £100. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommended that travel and subsistence for Parish and Town Councils should be at the same rates paid to Fenland District Council Members. **The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations. Subsistence rates should be paid in line with Fenland District Councillors.**

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in line with the indexation applied to Members Allowances at Fenland District Council, namely linked to staff salary increases of Fenland District Council employees.

Withdrawal of Allowances

The Panel recommends that where a member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Forgoing Allowances

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish Councillors and the public.

Implementation

The Panel recommends the changes to the Basic Allowance and Chair’s Allowance should be implemented from May 2021.

**Amanda Orchard
Chair of the Independent Remuneration Panel
May 2021**

Christchurch Parish Council - Receipts & Payments Summary as at 30.4.26

Income	Year to Date	Budget	%
FDC Precept	£ 16,100.00	£ 32,200.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,567.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 20.60	£ 400.00	5.15
VAT Refunds	£ -	£ 2,236.34	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 16,120.60	£ 37,403.34	43.10

Expenditure

Clerk's Salary	£ 732.99	£ 6,300.00	11.63
Fees	£ -	£ 530.00	0.00
Subscriptions	£ 455.99	£ 590.00	77.29
Admin Expenses	£ 1,690.10	£ 1,400.00	120.72
Insurance	£ -	£ 2,450.00	0.00
Drainage Rates	£ -	£ 110.00	0.00
Recreation Ground	£ 1,525.30	£ 2,690.00	56.70
Nature Park	£ -	£ 9,945.00	0.00
Village Centre	£ -	£ 5,000.00	0.00
Churchyard	£ -	£ 1,245.00	0.00
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ -	£ 5,000.00	0.00
Section 137 Payments	£ -	£ -	0.00
Highways	£ -	£ 6,000.00	0.00
Recoverable VAT	£ 642.06	£ 1,750.00	36.69
Tree Works	£ -	£ -	0.00
Miscellaneous	£ -	£ -	0.00
Total Expenditure	£ 5,046.44	£ 45,010.00	11.21

Summary

Total Income	£ 16,120.60
LESS Total Expenditure	£ 5,046.44
Net Surplus or Deficit	£ 11,074.16

Balance Sheet

Balance B/fwd	£ 51,970.74
Surplus or Deficit	£ 11,074.16
Balance C/fwd	£ 63,044.90

Represented by

Barclays Community Account	£ 658.23
Barclays Business Premium Account	£ 27,084.56
NatWest Current Account	£ 658.14
NatWest Deposit Account	£ 34,643.97
Cash / Cheques	£ -
Total	£ 63,044.90