



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Responsible Financial Officer & Chair of Finance: Dawn Clegg

Clerk to the Council: Jolene Towne

DRAFT Minutes of the Winterton-on-Sea Parish Council Extraordinary Meeting

Held at the Village Hall at 6.30 pm on Wednesday 24th June 2026

to agree the 2025-26 Year End Return and AGAR submission

Councillors present: Liam McMahon, Dawn Clegg, Roy Burrows, John Smithson, Nigel Coe, Rachel Tooke, Mark Shepperd

Public present: 0 members of the public

Minutes taken by: J Towne

Clerk: J. Towne

Due to the Chair's absence, a Chair was proposed with *Cllr. D. Clegg* nominating *Cllr. L. McMahon*. Seconded by *Cllr. R. Tooke*

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *Cllr. M. Bobby*
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. AGAR

- 3.1 It was CONFIRMED that the meeting's agenda was distributed to councillors and published for members of the public more than 3 working days before the meeting.
- 3.2 It was CONFIRMED that the minutes of the AGAR Meeting held on Wednesday, 11th June 2025, were APPROVED at the Full Council Meeting held on 25th June 2025
- 3.3 It was CONFIRMED that the Internal Audit had successfully taken place.
- 3.4 To complete, agree, and sign the Annual Governance and Accountability Return 2025/25 for submission to external auditors
 - 3.4.1 2025-26 External Audit Report to inform;
Councillors considered the report, its relevance to 2024-25, and whether the same could be said to apply for the year 2025-26.
Recommendations made by Internal Auditor were discussed with an action plan put in place. Some actions resolved prior to meeting where viable, i.e. Updating links and adding the asset register on the Parish Council Website.
 - 3.4.2 Internal Audit Report for 2024/25, previously circulated was formally NOTED for submission;
 - 3.4.3 Annual Governance Statement Section 1 statements 1-8 with affirmative meaning were considered and discussed by Councillors. Signed by Chair *Cllr. L. McMahon* and Clerk J. Towne.
 - 3.4.4 RFO provided certified Accounting Statements 2025/26 (AGAR Section 2);

The Statements were examined with differences from previous years discussed and APPROVED

- 3.4.5 The Accounting Statements 2025/26 (AGAR Section 2) were considered, APPROVED and signed by Chair, *Cllr. L. McMahon*
- 3.4.6 2025-26 Bank reconciliation was agreed by the Council and signed by appropriate officers for submission
- 3.4.7 The Exercise of Public Rights was agreed upon and signed, with Dates being selected based upon the availability of the Responsible Financial Officer, as all electronic and paper records for 2025-26 will be in their possession (within the parish). As required, dates reflect the first 10 working days of July and recommendation by Internal Auditor actioned.
- 3.4.8 The Statement of Variance was considered by the Council. The RFO provided the meeting with an Explanation of Variances spreadsheet. Increase in “Total other Payments” due to increase of awarded grants and use of earmarked reserves in comparison of previous year. APPROVED

It was agreed that the Responsible Financial Officer/Parish Clerk should submit the documents approved and signed as above to the external auditor as soon as is practical, and ensure the same documents are published on the parish council’s website with the exercise of public rights notification.

ACTION: RFO/Clerk J. Towne

4. Date of Next Meeting

The next meeting of the Full Council Meeting will be held on 24th June 2026 in the Village Hall (Following the AGAR Meeting) was AGREED

Meeting closed at 6.51pm