

# UPTON SCUDAMORE PARISH COUNCIL

Clerk: Rebecca Hathaway-White

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**Meeting of Upton Scudamore Parish Council  
to be held at St Mary's Church on Tuesday 9<sup>th</sup> May 2026 at 7.30pm**

**All Parish Council Meetings are open to the Public and Press.**

**2<sup>nd</sup> June 2026**

**To All Members of Upton Scudamore Parish Council**

Dear Councillor

You are summoned to the Annual Meeting of Upton Scudamore Parish Council to be held at St Mary's Church, Upton Scudamore Tuesday 9<sup>th</sup> May 2026 at 7.30pm to transact the business set out below.



Rebecca Hathaway-White  
Parish Clerk

## MEETING SCHEDULE

**7.00pm**

### **Public Participation**

**To enable** members of the public to address the Council regarding matters relating to the village.

## COUNCIL MEETING AGENDA

- 1. Acceptance of apologies for absence.**
- 2. To approve** as a correct record, the minutes of the Council meeting held on 9<sup>th</sup> May 2026, copies of these minutes have been circulated.
- 3. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 4. Exclusion of the press and public.** [Standing Order #3d No](#)
- 5. Consultations on planning applications.**  
(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

## 6. Accounts for Payment LGA 1972 s150 (5)

Council is asked to ratify the payments made, approve the current payments listed and to authorise the Clerk to make the payments via Online Banking.

### Payments for ratification

Employment costs (May)	£233.44
ICO	£52.00
PATAS (Internal Audit)	£165.00

## 7. Approval and signing-off of parish accounts for the month ending 31<sup>st</sup> May 2026

Council is requested to approve the accounts for the month ending 31<sup>st</sup> May 2026 as previously circulated.

## 8. Council Insurance and its renewal.

The Council is currently insured with Zurich, which expires 31 May 2026. The long-term agreement expires on the 31 May 2027. The renewal quote for 2026/27 is £264.60

**Council to consider** the Insurance policy renewal and confirm if the cover is adequate for the Council and its assets.

## 9. Internal Audit Report 2025/26. Council to consider, adopt and approve the Internal Audit report from PATAS. Recommendations are as follows;

- Clearly state the Parish Clerk is also the RFO on the website for transparency
- Upload minutes previous to February 2025 onto the website
- Recommend that Council increases General Reserves over the next few years to reflect the annual precept set
- Upload the Asset Register onto the website for transparency
- Exemption for 2024/25 approved April 15<sup>th</sup> 2025 however there are no minutes to support this. Recommend this be addressed and that a formal resolution is passed and properly recorded (Items 10-12 on this agenda)
- Council approves and adopts an IT Policy
- Data Protection Requirements, complete a data audit, training for staff and Cllrs, Data Protection Policy, Secure Data to protect it from Data Breaches, FOI Publication Scheme, Data Breach and Subject Access Request Policies.

## 10. The Annual Governance and Accountability Return (AGAR) 2024/25. Certificate of Exemption.

**Council to approve** that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves as exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.

**Council to note** the commencement for the exercise of public rights will commence on Tuesday 3 June 2025 and will continue for a 30-day working period until Monday 14 July 2025.

**Publication Requirements** - The Clerk will publish the following documents on the Council's Website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4

- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- List of payments over £100
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Internal Audit Report 2024/25 completed by Auditing Solutions Ltd

**11. The Annual Governance and Accountability Return 2024/25 Part 2. Section 1 – Annual Governance Statement 2024/25.**

**Council is requested to consider**, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2024-2025, as per attached.

**12. The Annual Governance and Accountability Return 2024/25 Part 2. Section 2 – Accounting Statements 2024/25.**

**Council is requested to consider**, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2024-2025, as per attached.

**13. The Annual Governance and Accountability Return (AGAR) 2025/26. Certificate of Exemption.**

**Council to approve** that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves as exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.

**Council to note** the commencement for the exercise of public rights will commence on Wednesday 3 June 2026 and will continue for a 30-day working period until Tuesday 14 July 2026.

**Publication Requirements** - The Clerk will publish the following documents on the Council's Website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, page 6
- Analysis of variances
- Bank reconciliation
- List of payments over £100
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Internal Audit Report 2025/26 completed by Auditing Solutions Ltd

**14. The Annual Governance and Accountability Return 2025/26 Part 2. Section 1 – Annual Governance Statement 2025/26.**

**Council is requested to consider**, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2025-2026, as per attached.

**15. The Annual Governance and Accountability Return 2025/26 Part 2. Section 2 – Accounting Statements 2025/26.**

**Council is requested to consider**, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2025-2026, as per attached.

**16. Update on Items from previous meetings, to include: -**

- i) Finger post directional sign and village name signs, as well chevron on corner by Millard's
- ii) Parish Steward
- iii) LHFIG
- iv) Resilience Initiative
- v) Condition of the road at Upton Scudamore

**17. Update from meetings attended**

**18. Partnership Meetings to consider attending: -**

- i) Warminster Area Board – 2<sup>nd</sup> July 2026, 19<sup>th</sup> November 2026
- ii) Warminster LHFIG – 18<sup>th</sup> June 2026, 11<sup>th</sup> November 2026, 4<sup>th</sup> March 2027

**19. Date of next meeting.**

The next meeting will be held on the 4<sup>th</sup> August 2026 at St Marys Church, Upton Scudamore. The minutes of this meeting will be available to all members of the public from the village website [www.uptonscudamoreparishcouncil.gov.uk](http://www.uptonscudamoreparishcouncil.gov.uk) or by contacting the Parish Clerk [clerk@uptonscudamoreparishcouncil.gov.uk](mailto:clerk@uptonscudamoreparishcouncil.gov.uk)