

BOLTON BY BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL

MINUTES OF THE MEETING OF 04 JUNE 2026

HELD AT BOLTON BY BOWLAND VILLAGE HALL AT 7.30 PM

Present: Cllrs A Yates (Chair), M Brennan, L Marsden, S Mitchell, P Wilson
Clerk

1. To receive and approve apologies for absence

Apologies for absence had been received from Cllrs R Veitch and S Whittaker

2. To receive declarations of pecuniary or personal interest

None

3. Adjournment for public session

None

4. Matters Arising not covered elsewhere on the Agenda – For Information Only

An update on the Community Emergency Plan (“CEP”) was provided. It was reported that a draft document had been put together and it was likely that the author of the document would be invited to one of the next Parish Council meetings to present it. The use of village halls in the event of any emergency was considered to be critical and it was suggested that representatives of the village hall committees should be invited to the meeting when the document was to be presented. It was emphasised that communication would be of key importance in the success or otherwise of the CEP.

It was noted that it had been suggested that a meeting be held with the parish lengthsman and it was agreed that this would be arranged in the coming weeks.

1. Audit 2025/26

- a. To receive the internal audit report for the year ended 31 March 2026**
- b. To consider the Annual Governance report for the year ended 31 March 2026**
- c. To consider the Annual Accounting Statements for the year ended 31 March 2026**

The Internal Audit Report for 2025/26 was received and noted. The Chair drew the attention of the meeting to the fact that the internal auditors had stated that the Parish Council had, on the whole, performed its tasks well and that improvements needed were small and easily rectified.

The meeting considered the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

1. the statement of accounts was prepared in accordance with appropriate regulations
2. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs

3. there was proper opportunity during the year for the exercise of electors' rights under appropriate regulations
4. an adequate system of internal audit of the council's records was maintained
5. appropriate action has been taken on matters raised in internal and external audit reports
6. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Council agreed that the following summarised matters could not be answered in the affirmative for the year under review, namely

1. a risk assessment had been undertaken

Reasons for the negative response to this statement were provided as were plans for dealing with the situation going forward.

The Annual Governance Statement was accordingly approved by the meeting and Andrew Yates and Cathy Holmes proceeded to sign the Statement as Chair and Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2026. The accounts were duly approved and signed by Andrew Yates and Cathy Holmes as Chairman and Clerk respectively.

As neither income nor expenditure totals for the year had exceeded the threshold of £25K the parish council was eligible for an exemption from external audit so the certificate of exemption was accordingly signed by Andrew Yates and Cathy Holmes as Chair and Clerk.

5. Date and venue of next meeting

Monday 29 June 2026 at 7.30 pm June 2026 Parish Council meeting Sawley VH