GREAT WYRLEY PARISH COUNCIL

MINUTES OF THE QUARTER ONE MEETING OF THE ANNUAL GOVERNANCE AND AUDIT COMMITTEE held at Great Wyrley Community Centre, Landywood Lane, Great Wyrley which commenced at 6.00 p.m. on Wednesday 3rd September, 2025 along with recommendations to Council on Wednesday 3rd September, 2025.

PRESENT:

(Chairman)
Cllr. Mrs. K. M. Perry MBE

Cllr. J. C. Jones Cllr. A. J. Kelsey	Cllr. R. J. Perry

Also in attendance: Ms. D. May (Parish Administrator) and Mrs. S. McGlue (Clerk).

Mr. J. Matthews was present in the public gallery.

22/2025 APOLOGIES

Apologies had been received from Cllr. Mrs. S. M. Wood.

23/2025 ELECTION OF CHAIRMAN

In accordance with agreed procedure a Chairman was elected to chair the meeting. Cllr. Mrs. K. M. Perry MBE took the Chair.

24/2025 QUARTER ONE RECONCILIATION

The Parish Administrator advised the Committee that the interim figures for the first quarter of the financial year were now available for scrutiny and the documents along with the relevant working papers were circulated to all Members. Following scrutiny by all Members present it was proposed by Cllr. J. C. Jones and seconded by Cllr. Mrs. K. M. Perry MBE that the Committee **RESOLVED** that the interim figures for the first quarter of the 2025/26 Parish Council Accounts be recommended for approval by the Parish Council. It was carried.

25/2025 PROPOSED NEW GRANT AID APPLICATION FORM

The Audit and Governance Committee had been circulated a copy of the amended Grant Aid Application document for consideration. This document required amendment as it had not been updated for some time and now contained requests for documents which would assist the Parish Council in making a decision on each individual application. The Audit and Governance Committee **resolved** to recommend to Council that it adopt the new Grant Aid Application Form in its present form.

26/2025 AUTHORISATION FOR PUBLICATION OF THE AMENDED GRANT AID APPLICATION FORM

Following discussion the Audit and Governance Committee **resolved** to recommend to Council that should the Parish Council ratify its decision to adopt the new Grant Application Form that it give authorisation for its publication on the Parish Council's website.

27/2025 ADOPTION OF UPDATED PARISH COUNCIL IT POLICY

Following thorough consideration of the updated Parish Council IT policy along with various suggestions, including training for Councillors, Members **resolved** to recommend that the updated document be approved and adopted by the Parish Council.

28/2026 AUTHORISATION FOR PUBLICATION OF THE UPDATED PARISH COUNCIL IT POLICY DOCUMENT

Following discussion the Audit and Governance Committee **resolved** to recommend that if the Parish Council ratified the updated Parish Council IT Policy Document that it also gave authorisation for its publication on the Parish Council's website.

29/2025 CANCELLATION OF OUTDATED CHEQUES

The Parish Council Administrator explained to the Audit and Governance Committee that the Parish Council retained within its financial system a number of outdated, uncashed cheques. The Committee was requested to authorise the cancellation of the cheques in order to regularise the situation going forward. Some of the cheques had been issued as far back as 2022/2023. This was noted.

Following discussion the Audit and Governance Committee **resolved** to recommend authorisation of cancellation of the cheques in question to the Parish Council.

30/2025 ASSET REGISTER PROJECT

The Parish Council Administrator advised the meeting that, in line with the Audit Regulations for 2025/26 the Asset Register held by the Parish Council had now been reviewed and the new version of the document required approval and adoption.

Following discussion the Audit and Governance Committee **resolved** to recommend approval to the Parish Council of the revised document and understood that an edited version of the document only would be published on the Parish Council website.

The Audit and Governance Committee thanked the Parish Administrator for her commitment to this project and congratulated her on the results.

31/2025 AUTHORITY TO PUBLISH EDITED VERSION OF PARISH COUNCIL ASSET REGISTER

The Audit and Governance Committee **resolved** to recommend to the Parish Council that should the document receive approval that it authorise the publication of the edited version only of the Asset Register in order to observe security measures. This was noted.

32/2025 **NOTIFICATION OF COMPLETION OF EXTERNAL AUDIT**

The Parish Administrator advised the Audit and Governance Committee that she had expected to have received the notification of the completion of the Annual External Audit by today, as its deadline was 30th September. However, no such communication had yet been received. This was noted by Members.

The Chairman thanked the Members of the Annual Audit and Governance Committee for their attendance and closed the meeting at 6.21p.m.

CHAIRMAN...DATE..................................