

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 6.30 p.m. on Wednesday 2nd September, 2026 along with recommendations to Council on Wednesday 2nd September, 2026.

PRESENT:

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

Cllr. J. C. Jones Cllr. A. J. Kelsey	Cllr. R. J. Perry Cllr. Mrs. S. M. Wood
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Also in attendance: Ms. D. May (Parish Administrator) and Mrs. S. McGlue (Clerk).

1/2026 APOLOGIES

No apologies had been received on this occasion.

2/2026 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.

3/2026 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. A. J. Kelsey that the Committee **RESOLVE** that the interim figures for the first quarter of the 2026/27 Parish Council Accounts be **recommended** for approval by the Parish Council. It was carried.

4/2026 CANCELLATION OF OUTDATED CHEQUE

The Parish Council Administrator explained to the Audit and Governance Committee that the Parish Council retained within its financial system an outdated, uncashed cheque. The Committee was requested to authorise the cancellation of the cheque in order to regularise the situation going forward.

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

5/2026 REVIEW OF EARMARKED RESERVES COMPLETED COMMEMORATIVE PROJECTS

The meeting was advised that the Parish Council had previously allocated funds towards commemorative events and activities which included:

- King's Coronation celebrations;

- The commemoration of Her Late Majesty Queen Elizabeth II's service to the Country following her passing; and
- Olympic Torch Commemoration.

Following completion of these projects, a remaining balance of £2,850.00 remained within the earmarked reserves. These projects had now concluded and consideration was given to return of the unused balance to general reserves.

Following discussion the Members of the Audit and Governance Committee **resolved** to recommend approval of the transfer of £2,850.00 from the Commemorative Project reserves back into General Reserves for future consideration and allocation towards Council priorities.

6/2026 ANNUAL REVIEW OF EXISTING COUNCIL POLICIES 2026/27

The meeting was advised that in order to allow sufficient time for consideration of the following documents copies had been made available to all Members during August prior to the Audit and Governance Committee Meeting.

The policies presented for review were as follows:

- Financial Regulations;
- Financial Risk Assessment;
- Standing Orders;
- Information Technology Policy;
- Co-option Policy; and
- Staffing and Transparency Report.

The Parish Council was advised that all policies remained available for public viewing via the Parish Council website. This was noted.

Following discussion on all policies the Members of the Audit and Governance Committee **resolved** to approve the above policies for the 2026/2027 municipal year.

7/2026 Adoption of New Council Policies

The meeting was advised that following the review of the Council's existing Governance documents and consideration of the Good Governance Guide, it had been identified that the following policies should be formally introduced:

- Complaints Procedure; and
- Privacy Policy.

The meeting was advised that copies of both documents had been circulated to Members in August in order to allow sufficient time for review prior to consideration.

The meeting was also advised that the adoption of these policies would strengthen the Council's Governance framework by providing clear procedures for handling complaints and managing personal information in a transparent and accountable manner. This was noted.

Following discussion on the policies referred to above the Members of the Audit and Governance Committee **resolved** to recommend approval and adoption of the new policies for the 2026/2027 municipal year. It was carried.

8/2026

**AUTHORISATION FOR PUBLICATION OF THE UPDATED PARISH
COUNCIL DOCUMENTS AND PUBLICATION OF NEW POLICIES**

Following discussion, the Audit and Governance Committee **resolved** to recommend that if the Parish Council ratified the decisions made by the Audit and Governance Committee relating to the amendment of the existing policies (listed above) and the adoption of the two new policies (also listed above) that it also gave authorisation for their publication on the Parish Council's website.

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

Cllr. J. C. Jones also advised the meeting that year on year the efficiency and professionalism applied to these tasks by the staff ensured that this process could be carried out with the minimum of rigmarole. The Chairman reiterated the sentiments of Cllr. Jones and thanked the Parish Council Administrator and the Parish Clerk for the work they had carried out on the Council's behalf.

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.....