

# Chalvington with Ripe



Parish Clerk – Stephanie Dubas Email: [chalvingtonwithripeclerk@gmail.com](mailto:chalvingtonwithripeclerk@gmail.com) Phone: 07353990253

Dear Councillors

You are duly summoned to the Council Meeting of the Chalvington with Ripe Parish Council that will take place on **Monday 29<sup>th</sup> June 2026, commencing at 7:00pm**. The meeting will be held at Hayton Baker Hall, Church Lane, Ripe, near Lewes, East Sussex BN8 6AU.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair (Standing Orders 2f).

Stephanie Dubas

June 2026

S Dubas

Clerk to the Council


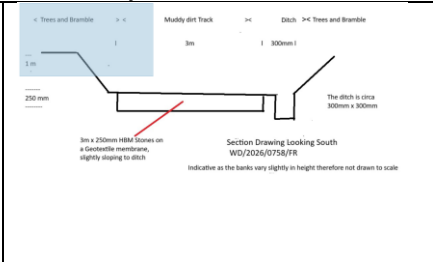
## AGENDA

### ORDINARY COUNCIL MEETING

<b>52. Attendance &amp; Apologies for Absence</b>	
<b>53. To receive any declarations from Members concerning items on the agenda</b>	To receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation
<b>54. Approval of the OCM Minutes</b>	Ordinary Council Meeting 01/06/2026
<b>55. Public Session</b>	The Public may speak on any item on the agenda for up to 3 minutes at the Chair's discretion.
<b>56. Report of the Member of Parliament:</b>	To resolve to note a report from the MP for June 2026
<b>57. Report of the County Councillor:</b>	To resolve to note a report from the ESCC Councillor if submitted
<b>58. Report of the District Councillor:</b>	To resolve to note a report from the WDC Councillor if submitted
<b>59. Planning Applications</b>	<p>a. <b>WD/2026/0758/FR TRACK TO PITTSFIELD BETWEEN RIPE OLD RECTORY AND CHURCH LANE HOUSE, CHURCH LANE, RIPE PART RETROSPECTIVE CONSTRUCTION OF ALL WEATHER TRACK TO FIELD</b> <a href="https://planning.wealden.gov.uk/Planning/Display/WD/2026/0758/FR">https://planning.wealden.gov.uk/Planning/Display/WD/2026/0758/FR</a></p> <p>Notes: Historic Officer: does not believe that any significant archaeological remains are likely to be affected by these proposals. 24/03/2026 received notification that full planning permission was required. Owners note: There is no building or construction work of any</p>

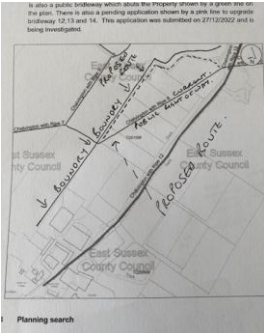

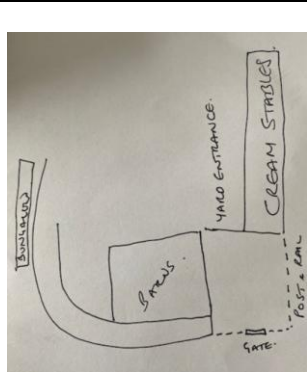
# Chalvington with Ripe



	<p>sort, apart from the laying of the HBM to provide a safe, convenient access to our field in all weathers. Comments by 07/07/26.</p> <div style="display: flex; justify-content: space-around;">   </div>
<p><b>60. Planning Approvals</b></p>	<p>WD/2025/2802/FR RETROSPECTIVE APPLICATION FOR RELOCATION OF SEWAGE TREATMENT PLANT. FARMHOUSE, SHEEPCOTE LANE, CHALVINGTON, BN27 3SY</p>
<p><b>61. Planning Refusals</b></p>	<p>None</p>
<p><b>62. Planning Withdrawn</b></p>	<p>None</p>
<p><b>63. Other planning matters</b></p>	<p>To discuss or note any other planning matters brought to the attention of the Parish Council:</p>
<p><b>64. To receive outside body reports</b></p>	<p>a) Wealden District Association of Local Councils: Vacant  b) Tree Warden: Cllr N Hamblin  c) ESALC AGM: Cllr Simon Flint:  d) Hayton Baker Hall Trustees: Cllr Charlie Hallworth  e) Highways, footpaths and rights of way: Cllr Joe Ruddock-West:</p>
<p><b>65. To discuss and agree policies and standards</b></p>	<p><b>To approve:</b>  a) New IT Policy  b) Financial Regulations no change  c) Standing Orders no change</p>
<p><b>66. Financial matters</b></p>	<p>To approve the following:  a) <b>Appendix A</b> To approve the AGAR 2025/26 (Auditor signed copy to be uploaded after this approved and signed)  i) Form 2 Exemption with Internal Audit action  ii) Section 1  iii) Section 2  b) <b>Appendix B</b> To approve the payment schedule  c) <b>Appendix C</b> To approve the Bank Reconciliation  d) <b>Appendix D</b> To approve the dates on the NOTICE OF PUBLIC RIGHTS AND PUBLICATION 01/07/26-11/08/26  e) <b>Appendix E</b> To accept the audit report and this summary (Auditor issued PDF to be uploaded after this approved)</p>
<p><b>67. Grants</b></p>	<p>To consider the grant budget for 26/27 for RACCA.</p>
<p><b>68. Footpaths</b></p>	<p>Parish Clerk to update the Parish Council on footpaths:  a. CHV/22/1 and CHV/23/1 &amp; ROW336: A request has been submitted for a creation agreement to reroute the public footpath and we await a definitive map confirmation from the land owners prior to agreeing ESCC can process the change.</p>

# Chalvington with Ripe



	<p>b. Consideration is requested to alter the footpath to the edge of the field from the diagonal current route. Reasoning: This route is not maintained and often difficult to walk when overgrown. The owner is proposing to maintain a mowed path around the field boundary of the proposed new path. The horses in the field wander freely and a path diversion will mean a fence can be installed along the path to protect walkers and keep dogs contained. There is currently an issue reported by the owner with some unleashed dogs worrying the horses and their mess not being collected.</p> 
<p><b>69. Speed Application</b></p>	<p>To provide a further update on the community Match Application approved by ESCC. The full cost of design and delivery will fall entirely to the Parish, rather than being supported through the Community Match scheme. The total estimated fee for the design and pre-construction work is £5,855.95 which includes professional time, a standard risk allowance, and minimal expenses. This covers all stages needed to take the scheme to a construction-ready position, including project management, design development, safety audit coordination, and preparation of contract information. CWR PC has questioned this and awaits a reply as it is a third of our budget before any work begins.</p>
<p><b>70. Litter Update:</b></p>	<p>The Parish Council had requested signs for four sites as per the map supplied by the litter picking group. An update from Street Scene reports one sign is approved. The litter group will suggest other sites to be identified on the route.</p>
<p><b>71. Correspondence</b></p>	<p>To discuss any written correspondence received and to consider further action; however, no decisions can be made.</p> <p>a. Courtesy consideration of the erection of fencing and gate to the private land owned entrance of Church Farm Bungalow and stables. It is proposed that traditional post and rail fencing that exists all around the farm be used and the gate will open inwards.</p> <div style="display: flex; justify-content: space-around;">   </div>
<p><b>72. Urgent Items</b></p>	<p>None received</p>
<p><b>73. Date of next meeting</b></p>	<p>The Ordinary Council Meeting will be held on 7<sup>th</sup> September 2026 2026 commencing at 7pm at the Hayton Baker Hall.</p>

All documents can be found on the website, on the agenda and in any links proved. Alternatively, you may request any information directly from the Parish Clerk: [chalvingtonwithripeclerk@gmail.com](mailto:chalvingtonwithripeclerk@gmail.com)



## Appendix A Draft AGAR 2025/26

### Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than 30 June 2026 notifying the external auditor.

Chalvington With Ripe Parish Council

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2025/26: £18,729

Total annual gross expenditure for the authority 2025/26: £14,851

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable. By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2022
  - In relation to the preceding financial year (2024/25), the external auditor has not:
    - issued a public interest report in respect of the authority or any entity connected with it
    - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
    - issued an advisory notice under paragraph (1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
    - commenced judicial review proceedings under section 31(1) of the Act
    - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, if the application has not been withdrawn nor has the court refused to make the declaration
    - The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act
  - If the above statements apply and the authority neither received gross income, nor incurred gross expenditure exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).
- The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2026. Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date: 01/06/2026 I confirm that this Certificate of Exemption was approved by this authority on this date as recorded in minute reference: 01/06/2026

Signed by Chair Date: 01/06/2026 43a

Generic email address of Authority: chalvingtonwithripeclerk@gmail.com Telephone number: 07353990253

\*Published web address: ENTER PUBLICLY AVAILABLE WEBSITE/WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Governance and Accountability Return 2025/26 Form 2, Local Councils, Internal Drainage Boards and other Smaller Authorities Page 3

### Annual Internal Audit Report 2025/26

Chalvington With Ripe Parish Council

https://www.chalvingtonwithripe-pc.gov.uk/

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR, tick 'not covered').	✓		
L. The authority publishes the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the date set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: Name of person who carried out the internal audit:

Signature of person who carried out the internal audit: SIGNATURE REQUIRED Date:

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). \*\*Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2025/26 Form 2 Page 4 of 6

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Chalvington With Ripe Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes/means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*For any statement to which the response is 'no', an explanation must be provided.

This Annual Governance Statement was approved at a meeting of the authority on: Chair: SIGNATURE REQUIRED

and recorded as minute reference: Clerk: SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website is up to date and the information required by the Transparency Code has been published. ✓

https://www.chalvingtonwithripe-pc.gov.uk/

### Section 2 – Accounting Statements 2025/26 for

Chalvington With Ripe Parish Council

	Year ending		Notes and guidance
	31 March 2025	31 March 2026	
1. Balances brought forward	13,731	18,089	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	16,215	17,367	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,810	1,362	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	7,608	8,087	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,060	6,764	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	18,089		Total balances and reserves at the end of the year. must equal (+2+3) - (4+5+6).
8. Total value of cash and short term investments	18,089	21,967	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	11,657	11,657	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including FWLB).

For Local Councils Only Yes No

11. Do the figures in the accounting statements above exclude any Trust transactions? ✓

For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval. SIGNATURE REQUIRED

Date: SIGNATURE REQUIRED

I confirm that these Accounting Statements were approved by this authority on this date: SIGNATURE REQUIRED

as recorded in minute reference: SIGNATURE REQUIRED

# Chalvington with Ripe



## Appendix B Payment Schedule June 2026

### FINANCE SUMMARY SHEET (Approval Council Meeting 01/06/26)

#### BALANCES ON ACCOUNT FROM BANK STATEMENTS

Bank Date	Account Name	£
28/05/2026	Current Account (Community)	£ 12,903.29
28/05/2026	Deposit Account (Business Premium)	£ 15,223.87
<b>TOTAL BALANCES</b>		<b>£ 28,127.16</b>

#### COMMUNITY ACCOUNT INCOME FOR THE PERIOD

Bank Date	Income since last meeting	Amount
<b>Total</b>		<b>£0.00</b>

#### COMMUNITY ACCOUNT EXPENDITURE FOR THE PERIOD

Scribe Voucher	Scribe DATE	£	vat £	Amount £	Service	SUPPLIER
16	16/06/26	£ 1.50	£ 0.30	£ 1.80	Website Name	IONOS CLOUD LTD.
17	12/06/26	£ 9.99	£ 2.00	£ 11.99	HUGO FOX LTD website	GOCARDLESS Aug
19	28/06/26	£ 167.16	-	£ 167.16	Tax & NI	HMRC
18	29/06/26	£ 525.52	-	£ 525.52	Clerks Salary	S Dubois
20	28/06/26	£ 15.00	-	£ 15.00	Payroll costs	Chichester Payroll Services
<b>SUB TOTAL</b>				<b>£ 721.47</b>		

#### COMMUNITY BANK ACCOUNT BANK BALANCE

Jun-26	Balance b/f + Income	£ 13,624.76
Jun-26	Less Paid Expenditure	£ 721.47
<b>Balance At Bank</b>		<b>£ 12,903.29</b>

#### BUSINESS PREMIUM ACCOUNT BANK BALANCE

Bank Date	Scribe	Description	Scribe	Amount
17/06/26	Balance B/F	Account		£ 15,180.81
08/06/26	5	Interest		£ 43.26
<b>TOTAL</b>				<b>£ 15,223.87</b>

#### Forecast Committed Expenditure and Reserves for Approval

Date	Approval Sought	Invoice d Services	Amount
<b>SUB TOTAL TO BE APPROVED</b>			<b>£ -</b>
<b>TOTAL Spend (Paid + Committed)</b>			<b>£ 721.47</b>

#### EXPECTED INCOME TO NOTE

Date	Approval Sought	Invoice d Services	Amount
<b>TOTAL INCOME DUE PLUS IN BANK</b>			<b>£28,127.16</b>



## Appendix C Bank Reconciliation June 2026

### Chalvington Parish Council - LITE

17 June 2026 (2026-2027)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 17/06/2026</b>		
	Cash in Hand 01/04/2026		21,966.85
	<b>ADD</b>		
	Receipts 01/04/2026 - 17/06/2026		9,208.39
			31,175.24
	<b>SUBTRACT</b>		
	Payments 01/04/2026 - 17/06/2026		3,048.08
<b>A</b>	<b>Cash in Hand 17/06/2026</b> (per Cash Book)		<b>28,127.16</b>
	Cash in hand per Bank Statements		
	Petty Cash 26/05/2026	0.00	
	Business Premium 17/06/2026	15,223.87	
	Community account - payments 17/06/2026	12,903.29	
			<b>28,127.16</b>
	Less unrepresented payments		
			28,127.16
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>28,127.16</b>
	<b>A = B Checks out OK</b>		

# Chalvington with Ripe



Appendix D

**Chalvington with Ripe Parish Council**  
**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

## NOTICE

1. Date of announcement: 16/06/2026

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Stephanie Dubas  
[chalvingtonwithripeclerk@gmail.com](mailto:chalvingtonwithripeclerk@gmail.com)  
07353990253

commencing on (c) Wednesday 01 July 2026

and ending on (d) Tuesday 11 August 2026

3. Local government electors and their representatives also have:

- → The opportunity to question the appointed auditor about the accounting records; and
- → The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
[sba@pkf-l.com](mailto:sba@pkf-l.com)

5. This announcement is made by (e) Councillor Simon Flint (Chair)



# Chalvington with Ripe

## Appendix E Audit Report

17<sup>th</sup> June 2026

### END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Chalvington with Ripe Parish Council. The annual internal audit for 2025/26 financial year was completed on 17<sup>th</sup> June 2026.

#### INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

#### AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

The Council has met this control objective.

#### AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

The Council has met this control objective.

#### AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

The Council has met this control objective.

#### AGS Assertion 4 — Exercise of public rights

The Council has met this control objective.

#### AGS Assertion 5 — Risk management

The Council has met this control objective.

#### AGS Assertion 6 — Internal audit

The Council has met this control objective.

#### AGS Assertion 7 — Reports from auditors

The Council has met this control objective.

#### AGS Assertion 8 — Significant events

The Council has met this control objective.

#### AGS Assertion 9 — Trust funds (local councils only)

The Council is not a sole trustee.

#### AGS Assertion 10 — Digital and data compliance

The Council has not met this control objective due to the Clerk's email still being a gmail account.

Recommend that Council contacts its web provider to help improve accessibility, contrasting, links and small text. It is further recommended, to improve data protection practices and potential FOI requests, that all Councillors be provided with an official email contact.