

Annual Governance and Accountability Return 2025/26 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2026** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** **must** be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** **must** be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** **must** be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2026**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **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
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2025/26 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review **must** do so at a meeting of the authority after 31 March 2026. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption **must** be returned to the external auditor no later than **30 June 2026** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority **must** publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026)
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights for a single period of 30 working days for inspection (this excludes weekends and public Holidays) which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		N/A

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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.

WEST HAGBOURNE 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: £19,505

Total annual gross expenditure for the authority 2025/26: £15,651

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:

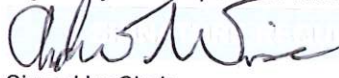
- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(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, and 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



Signed by Chair



Date

06/05/2026

Date

06/05/2026

I confirm that this Certificate of Exemption was approved by this authority on this date:

06/05/2026

as recorded in minute reference:

26/1080

Generic email address of Authority

westhagbournepc@gmail.com

Telephone number

07501033123

*Published web address

<https://westhagbourne.org/>

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 Internal Audit Report 2025/26

WEST HAGBOURNE PARISH COUNCIL

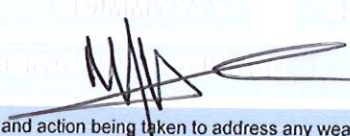
<https://westhagbourne.org/>

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. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	✓		
L. The authority published 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 <i>(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 dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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: 05/05/2026 Name of person who carried out the internal audit: MARK HOWE

Signature of person who carried out the internal audit: 

Date: 05/05/2026

*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).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WEST HAGBOURNE 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 published

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

06/05/2026

and recorded as minute reference:

26/1080

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



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

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<https://westhagbourne.org/>

Section 2 – Accounting Statements 2025/26 for

WEST HAGBOURNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	55,268	58,615	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	9,000	9,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,660	9,905	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	2,914	3,315	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	5,399	12,336	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	58,615	62,469	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	58,615	62,469	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	13,870	14,083	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 PWLB).

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.



Date 06/05/2026

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

06/05/2026

as recorded in minute reference:

26/10880

Signed by Chair of the meeting where the Accounting Statements were approved



**WEST HAGBOURNE PARISH COUNCIL
ASSETS AS AT 31ST MARCH 2026**

	VALUE £
STRUCTURES:	
War memorial bus shelter (Village Square 1954: £150)	150
STREET FURNITURE:	
Road traffic mirror (Adjacent to the bus shelter 1994: £450)	450
Plant Trough (By village pond 2008: £135)	135
Telephone kiosk (Village Square 2010: £1)	1
Defibrillator (incl. Steel Cabinet 2015: £1775)	1775
Benches:	
Around tree in The Square (1997: £2600 & 2019: £1637 upgrade)	4237
Adjacent to the Bus Shelter (1957: £250)	250
Rear of Manor Farm (2006: £800)	800
Notice boards:	
Map board adjacent to the bus shelter (2005: £956)	956
Notice board on bus shelter	1000
Notice board in York Road	75
Hagbourne Cemetery:	
Cemetery (25% share)	1446.45
Lynch gate (25% share)	2808.33
Flood Group Equipment	1317.81
TOTAL VALUE OF ASSETS	15401.59

Payments

Council may spend up to **£11.10** per head of the electorate for the benefit of parishioners on activities or projects not specifically authorised by other powers.

Number of electors in West Hagbourne Parish in March 2026 = 223

Total available to spend = £2475.30

Actual Payments 2025 - 2026 = £1090.00

Agency Work

The Council undertook no agency work on behalf of other councils.

PAYE

The Council employs one part time member of staff and all outstanding PAYE payments have been made.

West Hagbourne Parish Council - Annual Accounts for Year ending
31st March 2026

Significant Variances

Receipts increased by £7845.39 in 2025/2026 compared to the
previous year

NAME	Difference £	Notes
SODC Precept	600	Increase in Precept requested by PC
SODC CIL Payment	7840.55	No CIL payment received in 2024/25
OCC Grass Cutting Grant	0	Same Grant value received
Barclays Bank Reserve A/C Interest	-66.7	Less interest received due to a reduction in interest rates
Newsletter Advert Fees	-120	Less advertisers than in 2024/25
DVTG - Donation Refund	-97.92	One off refund
HMRC VAT Return	-122.87	Less VAT Refunded as less expenditure on Vatable items purchased compared to 2024/25
SODC Councillor Grant	-500	One of councillor grant
OALC Councillor Training Course Refund	264	Due to overpayment by Clerk
Clear Insurance Premium Renewal Refund	48.33	One off refund received from insurer
TOTAL	7845.39	

Payments increased by £7337.93 in 2025/26 compared to the
previous year

NAME	Difference £	Notes
Parish Clerk	137.91	Clerks Salary increase as of Jan 2026
OALC	-96.00	Less Councillor Training plus refund for overpayment by clerk
Community Heartbeat	-340.74	No new spare parts required in 2025/26
Clear Councils	213.29	Increase in insurance premium
Daniel Tozer	2.02	Slightly higher expenses claim submitted by chair for APM refreshments
Margaret Leshman	-12.01	No clr expenses claim received in 2025/26
Square Wave	0.00	Newsletter printing costs remained the same as of 2024/25
BGG Garden and Tree Care Ltd	-630.00	Less grass cutting done compared to 2024/25 due to weather
Hagbourne Village Hall	-36.00	Same village hall hire as previous year just slow at involving in year
The Sand Bag Co.	-216.23	No Sand Bags purchased in 2025/26
Royal British Legion	0.00	Donation remained the same
CAB	0.00	Donation remained the same
SOFEA	0.00	Donation remained the same
LMW Tree Services	-175.00	No tree pollarding required in 2025/26
Entertainment Accounting International	0.00	Internal Auditor Fee unchanged
Mythic Beasts Ltd	0.00	Annual cost of Email hosting and forwarding remained the same
Flood Group Tools	1417.57	First year of the formation of the village flood group
Village Website	4360.00	One off charge for new village website
Donation to Friends of Hagbourne Pool	1000.00	One of donation
WHPC 25% share of new cemetery bench and sign in East Hagbourne Cemetry	213.12	One off donation
Painting jobs in village	1500.00	One off painting jobs in the village
TOTAL	7337.93	

NAME	24/25	25/26	Difference
SODC Precept	9,000.00	9,600.00	600.00
SODC CIL Payment	0.00	7,840.55	7,840.55
OCC Grass Cutting Grant	546.80	546.80	0.00
Barclays Bank Reserve A/C Interest	848.43	781.73	-66.70
Newsletter Advert Fees	180.00	60.00	-120.00
DVTG - Donation Refund	97.92	0.00	-97.92
HMRC VAT Return	486.87	364.00	-122.87
SODC Councillor Grant	500.00	0.00	-500.00
OALC Councillor Training Course Refund	0.00	264.00	264.00
Clear Insurance Insurance Premium Renewal Refund	0.00	48.33	48.33
Receipts increased by			7,845.39
TOTAL	11,660.02	19,505.41	7,845.39

Payments SV25-26

NAME	24/25	25/26	Difference
Parish Clerk	3177.51	3315/42	137.91
OALC	576	480/	-96.00
Community Heartbeat	340.74	0	-340.74
Clear Councils	1125.68	1338/97	213.29
Daniel Tozer	46.05	48.07	2.02
Margaret Lesihman	12.01	0	-12.01
Square Wave	504	504/	0.00
BGG Garden and Tree Care Ltd	1710	1080/	-630.00
Hagbourne Village Hall	98	62/	-36.00
The Sand Bag Co.	216.23	0/	-216.23
Royal British Legion	50	50/	0.00
CAB	50	50/	0.00
SOFEA	100	100/	0.00
LMW Tree Services	175	0	-175.00
Entertainment Accounting International	120	120/	0.00
Mythic Beasts Ltd	12	12/	0.00
Flood Group Tools	0	1417/57	1417.57
Village Website	0	4360/00	4360.00
Donation to Friends of Hagbourne Pool	0	1000/00	1000.00
WHPC 25% share of new cemetery bench and sign in East Hagbourne Cemetry	0	213/12	213.12
Painting jobs in village	0	1500.00	1500.00
TOTAL	8313.22	15651.15	7337.93

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Financial Statement

	Bank
Opening Balance 1/4/2025	58615.27 ✓
Receipts	19505.41 ●
Payments	15651.15 ●
Closing Balance	62469.53 ^

Bank Reconciliation

Current Account as of 01.04.2026	469.53 ✓
Reserve Account as of 01.04.2026	62000.00 ✓
Total	62469.53 ^

OB No	Date	Payee	VAT Number	Invoice Date	Net	Vat	Total	Minute	Signed	Comment
OB184	08.05.2025	Andrew Wise			401.53	0.00	✓ 401.53	25/955	DT/RW	Clerks Salary
OB185	08.05.2025	Andrew Wise			27.30	0.00	✓ 27.30	25/955	DT/RW	Clerks Expenses
OB186	09.05.2025	HMRC			100.20	0.00	✓ 100.20	25/955	DT/RW	PAYE
OB187	08.05.2025	OALC	685644393	13.01.2025	220.00	44.00	✓ 264.00	25/955	DT/RW	Councillor Training x 2
OB188	08.05.2025	Square Wave	614676039	08.04.2025	420.00	84.00	✓ 504.00	25/955	DT/RW	Newsletter Printing
OB189	08.05.2025	EAI	872929576	02.05.2025	100.00	20.00	✓ 120.00	25/955	DT/RW	2024/25 Internal Audit Fee
OB190	08.05.2025	Clear Councils			1338.97	0.00	✓ 1338.97	25/955	DT/RW	Insurance Premium Renewal
OB191	08.05.2025	OALC	685644393	01.04.2025	180.00	36.00	✓ 216.00	25/955	DT/RW	2025-26 Membership Subscription Renewal
OB192	03.07.2025	Andrew Wise			401.53	0.00	✓ 401.53	25/976	DT/ML	Clerks Salary
OB193	03.07.2025	Andrew Wise			106.50	0.00	✓ 106.50	25/976	DT/ML	Clerks Expenses
OB194	09.07.2025	HMRC			100.20	0.00	✓ 100.20	25/976	DT/ML	PAYE
OB195	03.07.2025	Les the painter			1100.00	0.00	✓ 1100.00	25/976	DT/ML	Telephone Box paint job
OB196	03.07.2025	Dan Tozer			48.07	0.00	✓ 48.07	25/976	DT/ML	Chair's APM Expenses
OB197	10.09.2025	Andrew Wise			401.53	0.00	✓ 401.53	25/997	DT/ML	Clerks Salary
OB198	10.09.2025	Andrew Wise			3.25	0.00	✓ 3.25	25/997	DT/ML	Clerks Expenses
OB199	10.09.2025	HMRC			100.20	0.00	✓ 100.20	25/997	DT/ML	PAYE
OB200	10.09.2025	BGG Garden and Tree Care	131860040	30.06.2025	300.00	60.00	✓ 360.00	25/997	DT/ML	Grass Cutting
OB201	10.09.2025	BGG Garden and Tree Care	131860040	31.08.2025	300.00	60.00	✓ 360.00	25/997	DT/ML	Grass Cutting
OB202	10.09.2025	Hagbourne Village Hall			25.00	0.00	✓ 25.00	25/997	DT/ML	Hall Hire
OB203	10.09.2025	Flood Group Tools	Vas?		456.55	0.00	✓ 456.55	25/997	DT/ML	Reimbursed to Clir Wilkes
OB204	12.09.2025	Friends of Hagbourne Pool			1000.00	0.00	✓ 1000.00	25/997	DT/ML	Donation
OB205	19.11.2025	Andrew Wise			401.53	0.00	✓ 401.53	25/1016	DT/ML	Clerks Salary
OB206	19.11.2025	Andrew Wise			3.25	0.00	✓ 3.25	25/1016	DT/ML	Clerks Expenses
OB207	19.11.2025	HMRC			100.20	0.00	✓ 100.20	25/1016	DT/ML	PAYE
OB208	19.11.2025	BGG Garden and Tree Care	131860040	31.10.2025	300.00	60.00	✓ 360.00	25/1016	DT/ML	Grass Cutting
OB209	19.11.2025	Hagbourne Village Hall			12.00	0.00	✓ 12.00	25/1016	DT/ML	Hall Hire
OB210	19.11.2025	Dark White Digital			4240.00	0.00	✓ 4240.00	25/1016	DT/ML	New Website Development
OB211	19.11.2025	Flood Group Tools	Vas?		243.79	0.00	✓ 243.79	25/1016	DT/ML	Reimbursed to Clir Wilkes
OB212	19.11.2025	SOFA			100.00	0.00	✓ 100.00	25/1016	DT/ML	Donation
OB213	19.11.2025	Citizens Advice West Oxfordshire			50.00	0.00	✓ 50.00	25/1016	DT/ML	Donation
OB214	19.11.2025	Royal British Legion			50.00	0.00	✓ 50.00	25/1016	DT/ML	Donation for Poppy Appeal Wreath
OB215	28.11.2025	Flood Group Tools	Vas?		388.78	0.00	✓ 388.78	26/1035	DT/ML	Reimbursed to Clir Wilkes
OB216	08.01.2026	Andrew Wise			422.20	0.00	✓ 422.20	26/1035	DT/ML	Clerks Salary
OB217	08.01.2026	Andrew Wise			103.25	0.00	✓ 103.25	26/1035	DT/ML	Clerks Expenses
OB218	08.01.2026	HMRC			105.40	0.00	✓ 105.40	26/1035	DT/ML	PAYE
OB219	08.01.2026	Flood Group Tools	Vas?		262.56	0.00	✓ 262.56	26/1035	DT/ML	Reimbursed to Clir Wilkes
OB220	08.01.2026	Hagbourne Village Hall			12.00	0.00	✓ 12.00	26/1035	DT/ML	Hall Hire
OB221	08.01.2026	East Hagbourne Parish Council			213.12	0.00	✓ 213.12	26/1035	DT/ML	WHPC 25% share of new cemetery bench and sign
OB222	08.01.2026	Dark White Digital			120.00	0.00	✓ 120.00	26/1035	DT/ML	West Hagbourne Village Website Hosting Annual Charge
OB223	05.03.2026	Mythic Beasts	Vas?		12.00	0.00	✓ 12.00	26/1055	DT/ML	Email hosting and forwarding
OB224	12.03.2026	Andrew Wise			422.20	0.00	✓ 422.20	26/1055	DT/ML	Clerks Salary
OB225	12.03.2026	Andrew Wise			9.75	0.00	✓ 9.75	26/1055	DT/ML	Clerks Expenses
OB226	12.03.2026	HMRC			105.40	0.00	✓ 105.40	26/1055	DT/ML	PAYE
OB227	12.03.2026	Les the painter			400.00	0.00	✓ 400.00	26/1055	DT/ML	Notice Boards Painting
OB228	12.03.2026	Hagbourne Village Hall			12.00	0.00	✓ 12.00	26/1055	DT/ML	Hall Hire
OB229	12.03.2026	Flood Group Tools	Vas?		65.89	0.00	✓ 65.89	26/1055	DT/ML	Reimbursed to Clir Wilkes
		TOTAL			15287.15	364.00	15651.15			
										£364.00 Claimed 22.01.26 and received 27.01.26
										£8,371 Charged to CIL finance

Ref	Date	Received From	Amount	Comment
1	03.04.2025	SODC	✓ 4800/00	1st half precept
2	25.04.2025	SODC	✓ 7840/55	CIL Payment
3	15.05.2025	OALC	✓ 264/00	Refund for Bill Overpayment
4	02.06.2025	Barclays Bank	✓ 201/70	Reserve A/C Interest
5	19.06.2025	Clear Insurance	✓ 48/33	Insurance Premium Renewal Refund
6	03.07.2025	OCC	✓ 546/80	Grass Cutting Grant
7	05.09.2025	SODC	✓ 4800/00	2nd half precept
8	08.09.2025	Barclays Bank	✓ 220/95	Reserve A/C Interest
9	08.12.2025	Barclays Bank	✓ 199/89	Reserve A/C Interest
10	14.01.2026	Taps and Toilets	✓ 30/00	Newsletter Advert Fee
11	15.01.2026	Peter Welch	✓ 30/00	Newsletter Advert Fee
12	27.01.2026	HMRC	✓ 364/00	VAT Return
13	02.03.2026	Barclays Bank	✓ 159/19	Reserve A/C Interest
		Total	✓ 19505.41	

	INCOMING	OUTGOINGS	AMOUNT	NOTES
31.03.2024			£18,154.36	TOTAL RETAINED
25.09.2024		£216.23	£17,938.13	Sand Bags
09.01.2025		£175.00	£17,763.13	Tree Pollarding in village garden
06.03.2025		£210.00	£17,553.13	Defib training for villagers
06.03.2025		£264.00	£17,289.13	Councillor Training
31.03.2025			£17,289.13	TOTAL RETAINED
25.04.2025	£7,840.55		£25,129.68	
03.07.2025		£1,100.00	£24,029.68	Telephone Box Paint Job
10.09.2025		£456.55	£23,573.13	Flood Prevention Tools
12.09.2025		£1,000.00	£22,573.13	Donation to Friends of Hagbourne Pool
19.11.2025		£4,240.00	£18,333.13	New Village Website Development
19.11.2025		£243.79	£18,089.34	Flood Prevention Tools
28.11.2025		£388.78	£17,700.56	Flood Prevention Tools
08.01.2026		£213.12	£17,488.00	WHPC 25% share of new cemetery bench and sign
08.01.2026		£262.56	£17,038.00	Flood Prevention Tools
12.03.2026		£400.00	£16,638.00	Notice Boards Painting
12.03.2026		£65.89	£16,572.11	Flood Prevention Tools

	2025-2026	To date	Notes
General Administration			
Hire of hall	£100.00	£62.00	
Insurance	£1,125.00	£1,338.97	
Clerk's Salary	£3,011.00	£3,062.12	
Clerk's expenses	£230.00	£253.30	
Local elections	£500.00		
OALC Membership	£170.00	£216.00	
Internal Auditor	£120.00	£120.00	
Councillor Training	£200.00	£264.00	
Councillor Expenses		£48.07	Chairs APM Expenses
	£5,456.00	£5,364.46	
Maintenance			
Grasscutting	£2,750.00	£1,080.00	
Flood Prevention Tools		£1,417.57	Reimbursed to Cllr Wilkes
	£2,750.00	£2,497.57	
S137 payments and other regular grants			
C.A.B	£50.00	£50.00	
British Legion	£50.00	£50.00	
SOFEA Donation	£100.00	£100.00	
Village Website	£110.00	£4,372.00	New website design, Domain Name, Hosting and Email hosting and forwarding
Newsletter Printing	£505.00	£504.00	
Defibrillator Running Costs	£275.00		
Telephone Box Painting		£1,100.00	
Notice Boards Painting		£400.00	
Friends of Hagbourne Pool		£1,000.00	Donation
Hagbourne Cemetry		£213.12	Donation
	£1,090.00	£7,789.12	
Contingency	£285.00	£0.00	
Total	£9,581.00	£15,651.15	
Precept = £9600			

West Hagbourne Parish Council

PRECEPT FORM 2025/26

To: South Oxfordshire District Council
(being the Council of the district in which the above named Town/Parish is situated)

You are hereby directed to pay West Hagbourne Parish Council,

to meet the expenses payable by the Town/Parish Council, the sum of £ 9,600.00
(amount in words: NINE THOUSAND AND SIX
HUNDRED..... pounds)

Or tick this box if no precept is required

Please note all amounts requested will be rounded to the nearest whole pound

Payment to be made to:

Bank Name: Barclays Bank

Sort Code: 20-01-09

Account Number: 10947253

AUTHORISED at the Town/Parish Council meeting held on 8.1.25 (date)

Signed

Andrew Wise

Designation

Parish Clerk & RFO

Contact details (Please add or amend as required)

Parish Name West Hagbourne Parish Council
Clerk Contact Details Andrew Wise
42 Balmoral Road
Didcot
OX11 8TY

Telephone no. 07501 033123
E-mail westhagbournepc@gmail.com

Please return the completed form by email to parish.precepts@southandvale.gov.uk
or by post to: Finance Team, South Oxfordshire District Council, Abbey House,
Abbey Close, Abingdon, OX14 3JE no later than **15 January 2025**.