



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 05 MAY 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, A Duckitt, C Head, M Jackson, L Monks, T Needham, E North, C Parry, and M Walton.

Clerk to the Council: S Youngman.

Seven members of the public.

Not in attendance: Councillor L Bradley

01 APPOINTMENT OF CHAIRPERSON

Council members were asked to appoint a Chairperson for the year ahead.

RESOLVED: To appoint Councillor C Brodhurst Brown.

02 APPOINTMENT OF VICE CHAIRPERSON

Council members were asked to appoint a Vice Chairperson for the year ahead.

RESOLVED: To appoint Councillor C Head.

03 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

RESOLVED: None

04 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor L Monks declared an interest in item 16(a).

Councillor C Brodhurst Brown declared an interest in item 11(b).

Councillor T Needham declared an interest in item 11(b).

Councillor M Jackson declared an interest in item 11 (a) (26/00204/FUL).

05 APOLOGIES

Apologies were received from Councillors S Rose and C Trewick.

RESOLVED: To approve the reasons for absence.

06 GENERAL POWER OF COMPETENCE

Council members were provided with a report from the Clerk which explained the purpose of the General Power of Competence along with the eligibility to declare the power.

RESOLVED: To resolve that the Council meets the criteria to make the declaration for the year ahead.

07 MINUTES OF THE FULL COUNCIL MEETING HELD ON 07 APRIL 2026

RESOLVED: That the minutes be approved and signed as a true record of the meeting.

08 MINUTES OF THE EVENTS MEETING HELD ON 17 MARCH 2026

RESOLVED: That the minutes of the meeting be noted as received.

09 MINUTES OF THE COMMUNITY CENTRE AND GENERAL-PURPOSE MEETING HELD ON 17 MARCH 2026

RESOLVED: That the minutes of the meeting to be noted as received.

10 MINUTES OF THE TRAFFIC MEETING HELD ON 10 MARCH 2026

RESOLVED: That the minutes of the meeting to be noted as received.

11 PLANNING

**a. Planning Applications**

26/00204/FUL: Armthorpe Miners Welfare Recreational Ground: Replacement of four current 24m high lighting towers with six new 15m high light towers equipped with modern LED floodlights.

No objections were raised by Council members.

**b. Request from Against Ladycroft Development Group**

Council members received a request for the land between 17 and 19 Ladycroft Road to be registered as an Asset of Community Value. It was further requested that, should the land be offered for sale in the future, the Parish Council consider placing a moratorium on the sale to safeguard the land for community use.

RESOLVED: To approve the request for the land to be registered as an Asset of Community Value.

12 FINANCE

**a. Internal Audit Report 2025-2026**

Council members were provided with the report from the Internal Auditor.

RESOLVED: To approve the report.

**b. Schedule of Payments**

Method	Payee	Item	Amount
DD	Onecom	Telephone Charges – Community Centre	£188.84
	Wages	Wages	£21,199.63
BACS	Flying Futures	Youth Club Support	£720.00
	Gloaming Tree Surgery Ltd	Emergency Tree Works – Cow House Lane	£240.00

	City of Doncaster Council	Grounds Maintenance – Briar Road	£37.22
		Rent – Briar Road	£2.00
		Business Rates – The Acorn Hub	£1,519.46
		Grounds Maintenance – Briar Road	£224.27
		Christmas Lighting Checks	£785.07
	Zurich Municipal	Insurance – 2025-2026	£2,937.70
	Abouncearound Doncaster	Inflatables – Easter Holiday Camp	£1,200.00
DD	Worldpay	Subscription	£1.20
		Fees	£77.60
	Quando Drinks Ltd	Bar Supplies	£306.76
		Bars Supplies	£459.66
	City of Doncaster Council	Business Rates – Community Centre	£13,230.00
	Sage	HR & Payroll Subscription	£112.80
	Tesco Mobile	Clerk Mobile Phone Charges	£33.32
	CF Corporate	Photocopier Lease	£301.50
	South Yorkshire Pensions Authority	Pension Contributions	£3,693.34
	Copy Print Scan	Photocopying Charges	£189.11
	BT	Broadband Charges – The Acorn Hub	£39.49
BACS	The Testing Lab	Legionella Risk Assessment	£420.00
	Building Link Design	RIBA Work Stag 3b fees and disbursements – Park Project	£11,900.88
	Yorkshire Local Councils Association	Membership	£1,903.00
	J P Glasby	Lighting upgrades and Youth Club lighting	£2,897.47
	LITE	Christmas Lighting Installation Fees	£20,827.68
	Dining Diva	Cleaning Supplies	£99.30
	Rialtas Business Solutions	Accounting, Bookings & Cemetery Software and Support Fees	£2,478.00
	M Dymniuk	Tea Dance Sessions – March	£300.00
DD	British Gas	Gas Supply – Community Centre	£673.52
BACS	City of Doncaster Council	Grounds Maintenance – Briar Road	£37.22
	Smart Door Solutions Ltd	Automatic Door Servicing Fees	£156.00
	UK Tents	Gazebo with Branding	£974.00
	E Sherburn	Deposit Refund	£100.00
	D Alcock	Deposit Refund	£100.00
	K Graves	Deposit Refund	£100.00
DD	EDF	Electricity – Community Centre	£1,447.94
CC	Amazon	Water Boiler Filter	£57.82
	Aldi	Tea Dance Supplies	£27.38
	Ebay	Refund	-£4.89
	APCS	DBS Check	£62.70
	Royal Mail	Stamps	£87.00
	Viking	Kitchen Supplies	£158.93
	Aldi	Milk	£4.80
	ACPS	DBS Check	£62.70

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

		DBS Check	£62.70
	Amazon	Ribbon – Youth Club Opening	£6.64
		Youth Club Opening Supplies	£10.98
	Aldi	Bar Supplies	£2.97
		Youth Club Opening Supplies	£42.76
	City of Doncaster Council	Planning Application Fee – Solar Panels	£232.00
	Amazon	Cleaning Supplies	£8.52
		Stationery	£6.99
	B&M	Cleaning Supplies	£29.99
	M&S	Quiz Night Prizes	£18.50
	Aldi	Milk	£7.20
	Amazon	Stationery	£6.99
	Aldi	Bar Supplies	£4.36
	B&M	Storage Containers – Clean up Champion	£22.00
		Easter Holiday Camp Supplies	£34.75
	Power Music	Subscription	£14.95
	Bestway Wholesale	Vending Machine Supplies	£319.78

RESOLVED: To approve the payments.

**c. Bank Reconciliation**

Council members were provided with a copy of the report dated 31<sup>st</sup> March 2026.

RESOLVED: To approve the report.

**d. Appointment of members to check accounts.**

Council members were asked to consider volunteering to check the accounts on a monthly basis for internal audit purposes.

RESOLVED: For Councillors A Duckitt and C Head to check the accounts.

13 **TERMS OF REFERENCE**

Council members were provided with a report including the details of all the committees of the Council.

RESOLVED: To approve the report.

14 **APPOINTMENT OF COMMITTEE MEMBERS**

Members were invited to volunteer to serve on the Parish Council's committees.

RESOLVED: For the following appointments to committees to be made:

**Events:** Councillors A Barrington, C Brodhurst Brown, C Head, M Jackson, L Monks, E North and C Parry.

**Community Centre & General Purpose:** Councillors A Bradley, C Brodhurst Brown, C Head, L Monks, T Needham, E North and C Parry.

**Finance:** Councillors A Bradley, C Brodhurst Brown, C Head, T Needham, C Parry and M Walton.

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

**Staffing:** Councillors A Bradley, C Brodhurst Brown, A Duckitt, C Head and E North.

**Disciplinary and Grievance:** Councillors A Barrington, T Needham, E North, and M Walton.

**Freeman:** Councillors A Barrington, C Brodhurst Brown, C Head, T Needham and M Walton.

**Strategic Planning:** Councillors A Barrington, C Brodhurst Brown, A Duckitt, T Needham, C Parry, S Rose and M Walton.

**Sports and Recreation:** Councillors C Head, M Jackson, L Monks, T Needham, E North and M Walton.

**Traffic:** Councillors A Barrington, C Brodhurst Brown, C Head, T Needham, and C Parry.

15 CITY COUNCILLOR UPDATES

Councillor T Needham advised that he had been continuing with Mayoral duties.

16 POLICIES

**a. Standing Orders**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**b. Financial Regulations**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**c. Biodiversity**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

17 CORRESPONDENCE

**a. Request for funding for Firefly Summer Celebration**

Council members were provided with a copy of letter requesting funding towards the provision of catering for the event.

RESOLVED: To approve a donation of £500.00.

**b. Letter of Resignation**

Council members were provided with a copy of the letter received from Councillor N Berry.

RESOLVED: To write to N Berry to thank him for his contribution as a Parish Councillor.

**c. Letter regarding fly tipping**

Council members were provided with copy of the letter to advise of numerous incidents of fly tipping on land to the rear of Wickett Hern Road and Holme Lane, all matters have been reported to City of Doncaster Council.

RESOLVED: To thank the resident for the letter.

**d. Beating of the Bounds**

Council members were provided with a copy of the letter from a resident to enquire about resurrecting the Beating of the Bounds.

RESOLVED: For Councillors A Barrington, A Bradley and C Head to work on the project.

18 DATE AND TIME OF NEXT MEETINGS

RESOLVED: To hold the meeting on Tuesday 2<sup>nd</sup> June 2026 at 7pm.

19 MEMBERS ITEMS

Councillor M Walton asked for the Clerk to contact Royal Mail to enquire when the post box located on Palm Avenue will be available to use.

Councillor E North reported issues with fly tipping on Barton Lane. Councillor T Needham agreed to investigate the matter.

Councillor E North reported an issue with rubbish being stored and burnt on private land adjacent to Brampton Lane. Councillor T Needham agreed to report the issue to Environmental Health.

PUBLIC SESSION

A member of the public raised concerns with the proposal to install an additional tap at the allotment site as there are issues with water pressure, the additional tap would add to this.

Council members agreed to discuss the matter at the next Community Centre and General-Purpose meeting and to encourage allotment tenants to use water butts.

A member of the public provided members with an access problem in relation to the Beating of the Bounds, historically there have been issues with accessing Seven Yard Road.

A member of the public advised that the issue of burning rubbish reported by Councillor E North has happened on numerous occasions.

A member of the public advised that there is a vast shortage of green spaces in Armthorpe.

A member of the public questioned the upkeep of the burial ground. The Clerk advised that the Parish Council has appointed a new member of staff to manage the grounds. Although progress has been delayed while awaiting the delivery of machinery, improvements to the grounds will be made shortly.

A member of the public raised concerns with the DCLT booking system.

A member of the public raised the matter of increased traffic in the village and the local roads being used to 99% of the capacity with an expected increase to 111% over the next 10 years. A request was made for the Parish Council to put pressure on the City of Doncaster Council to resolve the traffic issues.

A member of the public asked whether the Parish Council had been consulted on the current request for sites being undertaken by City of Doncaster Council. The Clerk confirmed that the Parish Council had not been consulted with on the matter.

A member of the public remarked on the initiative to install LED lighting at the football grounds.

A member of the public advised that the grounds maintenance team working locally are cutting grass that hasn't been litter picked, therefore, litter is being shredded which worsens the matter. Councillor T Needham agreed to report the matter to Doncaster Council.

A member of the public questioned whether the new barber shop on Mill Street requires a change of use. The Clerk agreed to check with the planning department at Doncaster Council.

DRAFT



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE  
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 21 APRIL 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Bradley, L Monks, T Needham, and C Parry.

Clerk to the Council: S Youngman.

C Hughes, Sports and Recreation Officer and L Pedley, Community Clean up Champion.

NOT IN ATTENDANCE:

Councillors N Berry, L Bradley, and M Jackson.

85 APOLOGIES

Apologies for absence were received from Councillors C Head, E North, and M Walton.

RESOLVED: To approve the reasons for absence.

86 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

87 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

88 MINUTES OF THE MEETING HELD ON 17 MARCH 2026

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

89 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report, which included updates on the ongoing school sports competition, the success of the Easter Holiday Camp, and the launch of the youth club. Members also noted the forthcoming challenge game between Armthorpe Academy and Tranmoor Primary School.

The Sports and Recreation Officer further advised that he had been invited to attend a meeting with Doncaster Council and other local providers to discuss the wider provision of youth clubs across the area.

90 COMMUNITY CLEAN UP CHAMPION

Council members were provided with the latest newsletter, which included an overview of the month's activities, including the Great British Spring Clean event held over a 16-day period. The Clean-Up Champion expressed disappointment at the low level of community participation, despite local businesses and schools being given the opportunity to take part and being offered a choice of days and times.

Councillor C Parry reported ongoing issues with broken glass on the park at Wickett Hern Road and offered to assist with future litter-picking sessions.

The Clean-Up Champion further advised that a litter-picking session had been arranged with Armthorpe Brownies on 22<sup>nd</sup> April for Earth Day.

91 ESTATES MAINTENANCE OFFICER ROLE

Council members were asked to consider providing the Clerk with the authorisation to purchase a van and grounds maintenance equipment for the new member of staff. Council members were provided with a list of equipment with estimated costs for each item.

RESOLVED: For the Clerk to be provided with delegated authority to purchase the equipment in accordance with the agreed budget of £25,000.00.

92 EVENTS COMMITTEE RECOMMENDATIONS

Council members were provided with a list of payments to approve on behalf of the Events committee.

RESOLVED: To approve the following payments:

1. £5,995.00: RBF Displays: Provision of firework display on 4<sup>th</sup> November 2026.
2. £1,137.00: Vocon Traffic Management: Road closure management for the Remembrance event.

93 ALLOTMENT PONDS

Council members were provided with a report outlining the liabilities and legal considerations associated with the presence of ponds on allotment plots. The Clerk advised that the Council's insurance provider had confirmed that, as third parties maintain the individual plots, the policy does not extend to cover any accidents or injuries occurring on those plots, irrespective of whether ponds are present. Insurance cover applies only to the public areas of the allotment site for which the Council is solely responsible.

The Clerk further reported that allotment tenants had been asked to provide details of any ponds on their plots, including size and depth. To date, four tenants have confirmed that they have ponds in place.

RESOLVED: That tenants be advised that, while the Council recognises the ecological value of wildlife ponds, the Parish Council is not insured for any liabilities arising from ponds located on individual allotment plots, and that tenants be invited to discuss alternative habitat-enhancing options, such as damp areas or small wetland features, to support local wildlife without creating additional risk.

94 POLICIES

**a. Cemetery Management**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**b. Terms and Conditions for Hiring Armthorpe Community Centre**

Council members were provided with a copy of the amended policy.

RESOLVED: To approve the amendments.

95 CORRESPONDENCE

**a. Request from Armthorpe Rovers Junior Football Club.**

Council members were provided with a copy of the email requesting permission to use Briar Road Field should the current user no longer require the site.

RESOLVED: To approve the request.

96 ARMTHORPE COMMUNITY CENTRE MATTERS

**a. Accessibility Questionnaire Feedback**

Council members received a report summarising feedback from community centre users on accessibility.

RESOLVED: To add the feedback to the accessibility action plan.

**b. Installation of Hot Water System**

The Clerk reported that the new hot water system had been installed; however, a complication had arisen regarding the installation of the control equipment required to boost the system. A further engineer had inspected the installation and provided a quotation of £48.00 per hour to undertake the necessary remedial work.

RESOLVED: To approve the further costs.

**c. Male Toilet Repairs**

The Clerk advised that the plumber who installed the hot water system had completed the repairs to the toilets reported at the last meeting, and that the associated costs would be presented at the next meeting.

**d. Accessibility Report**

The Clerk advised that work is ongoing to obtain costs for the priority 1 and M issues.

97 NEXT MEETING DATE

RESOLVED: To meet on Tuesday 18<sup>th</sup> May 2026 at 7pm.

## Print Version

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## Summary

Reference	26/00787/FUL
Alternative Reference	PP-14647453
Application Received	Fri 24 Apr 2026
Application Validated	Wed 20 May 2026
Address	Community Centre Church Street Armthorpe Doncaster DN3 3AG
Proposal	Proposed play park on existing dilapidated recreational ground to the rear of Armthorpe Community Centre
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Nicola Howarth
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Bev Walton - Armthorpe Parish Council
Agent Name	Building Link Design
Agent Company Name	Building Link Design
Agent Address	15 Thorne Road Doncaster DN1 2HG
Environmental Assessment Requested	No

31st March 2025

31st March 2026

<b>Current Assets</b>		
12,230	Debtors	6,608
8,990	VAT Control A/c	10,985
3,653	Stock	3,473
97,280	Co-Operative Bank Plc Current	692,957
0	Co-Operative Bank Instant Acce	0
9	Co-Operative Bank 14 Day A/c	9
50	Tea Dance Float	100
500	Bar Float	450
0	Vending Machine	50
<b>122,712</b>		<b>714,631</b>
<b>122,712</b>	<b>Total Assets</b>	<b>714,631</b>
<b>Current Liabilities</b>		
11,326	Creditors	146,187
1,698	Credit Card (Year End)	1,297
4,926	Accruals	2,029
6,763	Receipts In Advance	6,282
3,507	Pension Control	0
3,387	HMRC /PAYE & NI Control	0
<b>31,607</b>		<b>155,794</b>
<b>91,105</b>	<b>Total Assets Less Current Liabilities</b>	<b>558,837</b>
<b>Represented By</b>		
86,105	General Reserves	163,783
5,000	EMR - Elections	0
0	EMR - Park Project	395,054
<b>91,105</b>		<b>558,837</b>

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

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**Armthorpe Parish Council 2025-2026****Income and Expenditure Account for Year Ended 31st March 2026**

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31st March 2025		31st March 2026
	<b>Operating Income</b>	
367,029	General / Administration	1,072,489
14,754	Events	14,518
1,026	Allotments	1,059
14,282	Burial	15,796
105,684	Community Centre	106,277
3,700	Sports & Recreation	11,940
<u>506,474</u>	<b>Total Income</b>	<u>1,222,079</u>
	<b>Running Costs</b>	
39,367	General / Administration	40,035
242,382	Salaries & Wages	257,249
77,793	Events	72,500
7,339	Allotments	1,842
9,520	Burial	10,545
131,234	Community Centre	136,626
12,107	Sports & Recreation	15,519
0	Play Park	219,933
0	Community Clean Up Champion	97
<u>519,742</u>	<b>Total Expenditure</b>	<u>754,347</u>
	<b>General Fund Analysis</b>	
94,372	Opening Balance	86,105
506,474	Plus : Income for Year	1,222,079
<u>600,846</u>		<u>1,308,184</u>
519,742	Less : Expenditure for Year	754,347
<u>81,105</u>		<u>553,837</u>
(5,000)	Transfers TO / FROM Reserves	390,054
<u>86,105</u>	<b>Closing Balance</b>	<u>163,783</u>

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- 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.
- **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that 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 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.
- 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 have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
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', has an explanation been published?		
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 <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

## ARMTHORPE PARISH COUNCIL

WWW.ARMTHORPEPARISHCOUNCIL.CO.UK WEBSITE/WEBPAGE ADDRESS

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 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 (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).	✓		
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.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

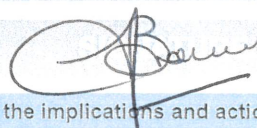
Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/04/2026

MR. ANDREW BOSMANS BA (HONS)

Signature of person who carried out the internal audit



Date

21/04/2026

\*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:

### ARMTHORPE 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

DD/MM/YYYY

and recorded as minute reference:

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

Chair

SIGNATURE REQUIRED

Clerk

WWW.ARMTHORPEPARISHCOUNCIL.CO.UK

## Section 2 – Accounting Statements 2025/26 for

### ARMTHORPE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	104,372	91,105	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	325,494	318,708	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	180,980	903,371	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	242,382	257,249	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	277,359	497,098	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	91,105	558,837	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	97,838	693,566	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	1,285,583	695,187	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

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

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

\_\_\_\_\_

as recorded in minute reference:

\_\_\_\_\_

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

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ARMTHORPE PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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**Armthorpe Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 30 April 2026**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/04/2026	Co-Operative Bank Plc Current	811,740.80
30/04/2026	Co-Operative Bank Credit Card	-1,622.61

**810,118.19**

Other Cash & Bank Balances

**608.86**

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**810,727.05**

Unpresented Payments

**0.00**

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**810,727.05**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**810,727.05**

All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	811,740.80
2	Co-Operative Bank Credit Card	-1,622.61
	Other Cash & Bank Balances	608.86
	<b>Total Cash &amp; Bank Balances</b>	<b>810,727.05</b>

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 General / Administration</u>						
1076 Precept	190,000	380,000	190,000			50.0%
1200 The Acorn Hub Rent	0	5,000	5,000			0.0%
4100 Stationery	(128)	(1,000)	872		872	12.8%
4101 Training Cosrs	(330)	0	(330)		(330)	0.0%
4105 Postage	0	(200)	200		200	0.0%
4107 Website and Email Costs	0	(750)	750		750	0.0%
4110 Subscriptions	(4,344)	(8,500)	4,156		4,156	51.1%
4114 Shredding	0	(200)	200		200	0.0%
4115 Photocopying & Printing	(158)	(2,500)	2,342		2,342	6.3%
4116 Commission	(2)	(50)	48		48	4.0%
4120 Audit & Accountancy Fees	1,759	(4,000)	5,759		5,759	(44.0%)
4122 Consultancy Fees	(10,766)	(20,000)	9,234		9,234	53.8%
4130 Office Equipment	0	(1,000)	1,000		1,000	0.0%
4135 Defibrillator Costs	0	(200)	200		200	0.0%
4140 Chairman's Allowance	0	(100)	100		100	0.0%
4150 Elections	0	(500)	500		500	0.0%
4170 Grants to Voluntary Bodies	0	(10,000)	10,000		10,000	0.0%
4180 The Acorn Hub	(1,666)	(10,000)	8,334		8,334	16.7%
4185 Card Machine Fees	0	(1,000)	1,000		1,000	0.0%
4640 Telephone & Broadband	(28)	(500)	472		472	5.6%
4728 Grounds Maintenance Equipment	0	(10,000)	10,000		10,000	0.0%
4729 Vehicle Costs	0	(15,000)	15,000		15,000	0.0%
<u>200 Salaries &amp; Wages</u>						
4000 Administration Salaries	(5,620)	(75,000)	69,380		69,380	7.5%
4005 Burials Salaries	(200)	(2,400)	2,200		2,200	8.3%
4010 Parks Salaries	(328)	(3,840)	3,512		3,512	8.6%
4015 Community Clean Up Salary	(794)	(9,914)	9,120		9,120	8.0%
4020 Community Centre Salaries	(7,939)	(64,000)	56,061		56,061	12.4%
4025 Bar Salaries	(879)	(20,000)	19,121		19,121	4.4%
4026 Asset Maintenance Operative	0	(23,063)	23,063		23,063	0.0%
4030 Sports & Recreations Salaries	(3,840)	(37,000)	33,160		33,160	10.4%
4035 The Acorn Hub Cleaner Salaries	(183)	(1,983)	1,800		1,800	9.2%
4039 PAYE & NI Contributions	(1,652)	(15,000)	13,348		13,348	11.0%
4040 Pension Contributions	0	(34,450)	34,450		34,450	0.0%
<u>300 Events</u>						
1300 Christmas Market Income	0	800	800			0.0%
1305 Table Top Sale Income	0	1,500	1,500			0.0%
1315 Tea Dance Income	440	8,200	7,760			5.4%
1320 Fireworks Display Income	0	700	700			0.0%

10:40

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4300 Christmas Market Costs	0	(1,000)	1,000		1,000	0.0%
4305 Christmas Lighting / Tree	(17,356)	(45,000)	27,644		27,644	38.6%
4306 Civic Carol Service	0	(100)	100		100	0.0%
4308 Miners Memorial Event	0	(200)	200		200	0.0%
4311 Children's Christmas Party	0	(500)	500		500	0.0%
4312 Halloween Party	0	(500)	500		500	0.0%
4313 Easter Party	0	(500)	500		500	0.0%
4316 Remembrance Day	0	(2,000)	2,000		2,000	0.0%
4318 Tea Dances	(313)	(3,000)	2,687		2,687	10.4%
4319 Christmas Tea Event	0	(6,500)	6,500		6,500	0.0%
4320 Fireworks Display Costs	0	(8,000)	8,000		8,000	0.0%
4321 Coach Trips	0	(3,000)	3,000		3,000	0.0%
<u>400 Allotments</u>						
1400 Rents	0	2,250	2,250			0.0%
4400 Allotment Expenditure	0	(1,000)	1,000		1,000	0.0%
<u>500 Burial</u>						
1500 Burial Fees	460	15,000	14,540			3.1%
4500 Burial Expenditure	(304)	(1,500)	1,196		1,196	20.3%
<u>600 Community Centre</u>						
1600 Lettings	12,468	75,000	62,532			16.6%
1610 Entertainment Income	40	0	(40)			0.0%
1620 Bar Income	2,475	30,000	27,525			8.3%
1650 Vending Machine Income	83	0	(83)			0.0%
4340 Miscellaneous Expenditure	(434)	0	(434)		(434)	0.0%
4600 Business Rates	(13,230)	(16,000)	2,770		2,770	82.7%
4605 Rent	0	(1,300)	1,300		1,300	0.0%
4610 Gas	(561)	(3,000)	2,439		2,439	18.7%
4620 Electricity	(1,310)	(20,000)	18,690		18,690	6.5%
4630 Water	0	(4,000)	4,000		4,000	0.0%
4640 Telephone & Broadband	(211)	(2,000)	1,789		1,789	10.5%
4650 Insurance	(2,938)	(3,500)	562		562	83.9%
4654 Waste Removal Fees	(608)	(3,000)	2,392		2,392	20.3%
4655 Waste Recycling Fees	0	(1,000)	1,000		1,000	0.0%
4660 Cleaning Materials	(126)	(3,500)	3,374		3,374	3.6%
4670 Maintenance	(3,460)	(25,000)	21,540		21,540	13.8%
4676 Solar Panel	0	(30,000)	30,000		30,000	0.0%
4680 Equipment / Furniture	(1,184)	(2,500)	1,316		1,316	47.4%
4685 Uniform	(139)	(100)	(39)		(39)	138.8%
4690 Entertainment Costs	(66)	0	(66)		(66)	0.0%
4729 Vehicle Costs	(6,000)	0	(6,000)		(6,000)	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4730 Bar Supplies	(18)	(15,000)	14,982		14,982	0.1%
<u>700 Sports &amp; Recreation</u>						
1700 Sports & Recreation Income	400	0	(400)			0.0%
4640 Telephone & Broadband	0	(300)	300		300	0.0%
4700 Sports & Receptions	(1,964)	(6,000)	4,036		4,036	32.7%
4720 Parks Expenditure	(233)	(5,000)	4,767		4,767	4.7%
<u>900 Community Clean Up Champion</u>						
4710 Community Clean Up Costs	0	(100)	100		100	0.0%
<b>Grand Totals:- Income</b>	<b>206,367</b>	<b>518,450</b>	<b>312,083</b>			<b>39.8%</b>
<b>Expenditure</b>	<b>87,548</b>	<b>586,250</b>	<b>498,702</b>	<b>0</b>	<b>498,702</b>	<b>14.9%</b>
<b>Net Income over Expenditure</b>	<b>118,818</b>	<b>(67,800)</b>	<b>(186,618)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>118,818</b>	<b>(67,800)</b>	<b>(186,618)</b>			



# Councillors Allowance Policy

## INTRODUCTION

A local Council may pay a Parish Basic Allowance each year to its elected Councillors (but not to Councillors who have been co-opted). A separate allowance may be made available to the Chairman only, to assist in fulfilling a public role.

## PARISH BASIC ALLOWANCE

A local Council may pay a Parish Basic Allowance each year to its Chairman only or to each of its elected Councillors (but not to Councillors who have been co-opted). The amount payable to the Chairman may differ from that of other members but otherwise shall be the same for each member.

City of Doncaster Council, in exercise of the powers conferred by Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000 and various Regulations the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes recommendations for the following scheme:-

- Chairman's Allowance (Chairman of Parish Council) - a maximum of 10% of City of Doncaster Council's Basic Allowance.
- Basic Allowance (All other Parish Councillors) - a maximum of 5% of City of Doncaster Council's Basic Allowance.

The allowance is treated as taxable income and will be paid quarterly or monthly. Members will be required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to forgo<sup>1</sup> all or part of his or her allowance entitlements. The member must do this by notice in writing to the Proper Officer of the Council.

The Parish Council will keep records<sup>2</sup> of all allowance payments and, at the end of each financial year, post a notice in the parish for a period of at least fourteen days setting out the total sum paid over the year and the amounts paid to each individual member in respect of the parish basic allowance and parish travelling and subsistence allowance.

Armthorpe Parish Council allows elected Councillors to receive the Parish Basic Allowance as a reflection of the time commitment of the role, including the many incidental costs they incur in carrying out Council duties. Such incidental expenses include:-

- the use of their homes
- telephone calls from home landlines and mobile phones

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<sup>1</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.32

<sup>2</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.31

- stationery, printing and IT costs
- use of car, motorcycle or bicycle
- cost of care for dependants whilst fulfilling duties

## **TRAVEL ALLOWANCE**

In addition to the basic allowance, expenses for mileage for the purpose of Parish Council business outside the parish can be claimed. A discretionary travel allowance for travel to both elected and co-opted Councillors may be paid for the following, but only when they occur outside the parish boundary:-

- Attending a meeting (or committee) of the Parish Council Attending a meeting (or committee) of some other body to which the Parish Council makes appointments or nominations
- Duties undertaken on behalf of the Parish Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- Attending a meeting of a local authority association of which the Parish Council is a member
- Duties undertaken on behalf of the Parish Council in connection with the discharge of any function of the Parish Council conferred by or under an enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises
- Any other duty approved by the Parish Council in connection with discharging the duties of the Parish Council or its committees.
- In accordance with the Remuneration Panel recommendations, the mileage allowance has been set 45p per mile.
- In the case of public transport, the level of allowance paid will be equal to the actual cost of travel. Claims for travel allowance should be made in writing to the clerk within 4 weeks of the meeting or duty undertaken, stating the reason for the claim and mileage to be claimed. Public transport receipts must be provided where applicable.

## **CHAIRMAN'S ALLOWANCE**

The Chairman may be paid an allowance as provided by *Local Government Act 1972 S15 (5)* based on what should reasonably be needed to meet the expenses of the office and public duties. The allowance will be paid retrospectively upon the presentation of receipts and is not treated as income or taxable.

The allowance amount is set at £100 per annum and will be reviewed annually.

**Drafted:** 30<sup>th</sup> October 2025

**Adopted:** 2<sup>nd</sup> June 2026

**Next review:** June 2031



## Parish Basic Allowance Councillor Application Form 2026/27

Armthorpe Parish Council operates a Councillors Allowance Policy. The allowance is treated as taxable income and will be paid quarterly in arrears. Members are required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to accept/forgo all or part of his/her allowance entitlements. The member must do this by completing the form below.

**Name:**

**Address:**

Allowance	Claim	
	Yes	No
Basic Allowance		
Bank Details		
Bank Name		
Bank Address		
Name on Account		
Sort Code		
Account Number		

This form must be completed in conjunction with an HMRC Starter Checklist form. You may complete the attached paper form or an online form <https://www.gov.uk/guidance/starter-checklist-for-payee> and return to the Clerk.

**Signed:**

**Date:**



## Travel Allowance Councillor Application Form

Date	Details of Journey	Reason	Miles
<b>Total Amount Claimed:</b>			

I certify that:

1. Where the above fuel claim has arisen whilst on official business, my policy of motor insurance indemnifies Armthorpe Parish Council against any third party claims arising out of use of that vehicle.
2. The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
3. I understand that the mileage allowance is at the current Local Government mileage allowance rate.

<b>Signed:</b>
<b>Date:</b>

<b>Date Paid:</b>
<b>RFO Signature:</b>

# Business Continuity Plan

## Scope of the Business Continuity Plan

The Civil Contingencies Act 2004 places a duty on a principal authority i.e., the City of Doncaster Council that it is prepared, as far as reasonably practical, to continue to provide critical functions/assistance in the event of a disruption. Whilst this is not a statutory duty for a Town or Parish Council, it is the intention of the Armthorpe Parish Council (the Council) to recognise the importance of producing and maintaining a Business Continuity Plan (a BCP) for implementation in the event of disruption to the day-to-day running of the Council.

This plan provides a framework for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures, and communication process to keep everyone informed of necessary changes to service delivery.

A copy of this document is kept by the Chair (and handed over when the Chair resigns to the new Chair) and the Clerk at their home address together with a record of all passwords to equipment and the building. No other Councillor or member of staff has access to this information.

## Description of Business

The Parish Council is the body that represents local opinions. It is consulted on all planning proposals including the Local Plan, it is responsible for Armthorpe Community Centre, Briar Road Recreation Field, Cow House Lane recreation field, Rands Lane burial ground, and Mercel Avenue allotments. It also gives grants to local organisations and provides Christmas lights to the community.

## Our customers

The residents of Armthorpe, visitors to Armthorpe and any other individual who qualifies to use the services we provide.

## Role of the Councillors

Councillors are democratically accountable to residents. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. In addition, Councillors:

- are collectively the ultimate policymakers and conduct a number of strategic and corporate management functions;
- contribute to the good governance of the area and actively encourage citizen

- involvement in decision making;
- effectively represent the interests of their Ward and of individual constituents;
- respond to constituents' enquiries and representations, fairly and impartially;
- participate in the governance and management of the Council;
- maintain the highest standards of conduct and ethics;
- serve the public interest and take decisions having regard to the interests of the whole local community; and
- function as a responsible employer and ensure the safety of all staff.

### **Recommended Maintenance**

This lays out how often this document should be updated. Some information will change frequently, some less so. Items which may need to be updated regularly include:

- Team members
- Managers' responsibilities
- Applications (new or significant changes to existing)
- Insurance provider and contact details.
- Internet / telephone provider and contact details.
- Staff contact details.

### **Business Continuity Overview**

#### **Purpose**

The purpose of this plan is to prepare the council in the event of extended service outages caused by factors beyond our control and to restore services to the widest extent possible in a minimum period.

#### **Outcome**

The outcome of this plan is to ensure that the council can maintain a proficient level of service for our residents and stakeholders.

#### **Plan objectives**

- Serves as a guide for those implementing our business continuity plan.
- Assists in avoiding confusion experienced during a crisis by documenting, testing, and reviewing recovery procedures.
- References and points to the location of critical data.
- Provides procedures and resources needed to assist in recovery.

#### **Key staff**

If a disaster occurs the members of our team tasked with enacting this plan are:

- Clerk
- Chairperson
- Vice-Chairman

Listed below are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption:

Name	Contacts
Chairman (Chris Brodhurst Brown)	<a href="mailto:chrisbrodhurstbrown@armthorpeparishcouncil.gov.uk">chrisbrodhurstbrown@armthorpeparishcouncil.gov.uk</a>
Vice Chairman (Colin Head)	<a href="mailto:colinhead@armthorpeparishcouncil.gov.uk">colinhead@armthorpeparishcouncil.gov.uk</a>
Clerk (Sarah Youngman)	07731 474422 <a href="mailto:clerk@armthorpeparishcouncil.gov.uk">clerk@armthorpeparishcouncil.gov.uk</a>

### Staff Welfare

It must be recognised that an incident that results in the enacting of this plan may also cause additional pressures on staff. Staff members need to be given clear direction about the priorities of the council. Managers must ensure that they monitor staff more closely to ensure that their welfare is maintained.

Staff should be aware of what their role is when a major disruption occurs. Clear and concise communication with staff is pivotal to having an organised response. Staff must be made aware of what communication methods are going to be used so they can find out the latest information if they are going to be working from a different location than normal.

Managers who suspect that staff members have suffered undue stress or even trauma from the business disruption must consider helping those staff who have been affected.

### Communicating with staff

The Clerk will communicate with staff all updates and news regarding any emergency incident. Thereafter, all communication with the press will to be through the Deputy clerk, (communications and community engagement).

### Communicating with Councillors

The clerk shall, in the first instance, notify all Councillors of any updates and news regarding an emergency incident.

### Communicating with the Public

Communications with the public should be via the IPC website, social media, local news outlets, and noticeboards all to be issued by the Deputy clerk, (communications and community engagement)

## Communicating with Key Contacts

Listed here are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption.

<b>Contract Details</b>	<b>Company</b>	<b>Contact/Details</b>	<b>Telephone Number</b>
Electricity	Yorkshire Power		105
Gas	British Gas		Meter Emergency – 0330 808 3880 Smell Gas – 0800 111 999
Water	Business Stream Waterplus		0330 123 2000 0345 072 6072
Internet	BT	BTB-R2CCGRJ UPq6TFedg3kqrv	0330 123 4150
Office Phone	Onecom	A/c No. 2032680	03300 888 999
Clerk Mobile Phone	Tesco Mobile	Work No: 07731 474422	0345 301 4455
S&R Mobile Phone	O2	07526 791188	
Main Doors	Smart Doors	helpdesk@smartdoorsolutions.co.uk	<b>01226 731333</b> 24 Hour Call Out: 01226 731333
Shutters	BGS		08085 015 364
Intruder Alarm	R S Security	The Old Brickyard, Cow House Ln, Armthorpe, Doncaster DN3 3EE	01302 639039
Fire Alarm	R S Security	The Old Brickyard, Cow House Ln, Armthorpe, Doncaster DN3 3EE	01302 639039
Electrical Contractor	J P Glasby	Nine Trees Trading Estate, 6a, Morthen Rd S66 9JG	0114 287 2046
IT Support	Cynetix	2 High Wood Way, Lakeside Park, Barlborough, S43 4XN	01246 384888
Website Host /Provider	Vision ICT	2 Arkles Ln, Anfield, Liverpool L4 2SP	01392 669497
Gov.uk Email	Albany Computer Services	312 Kimberworth Park Road, Rotherham, S61 3LS	01709 551255

**INSURANCE AND BANK DETAILS**

<b>Company</b>	<b>Contact</b>	<b>Email/Telephone</b>	<b>Policy Number</b>
Zurich Town and Parish	Unity Place, 1 Carfax Close, Swindon, SN1 1AP	0800 917 9420	YLL-272005-0453 Policy Due: April
Co-operative	31 St Sepulchre Gate, Doncaster DN1 1TD	0345 721 2212	Current Account and Reserve Account

**OTHER USEFUL CONTACT DETAILS**

<b>Organisation</b>	<b>Contact Name</b>	<b>Contact Details</b>
YLCA		Suite 8, Sibling Workspace, York House, Station Road, Tadcaster, LS24 9JF. Tel: 01937 228602
SLCC		Colar Factory, Suite 2.03, 112 St Augustine Street, Taunton, Somerset, TA1 1QN Tel: 0800 260 6814
City of Doncaster Council		Civic Office, Waterdale, Doncaster DN1 3BU Tel: 01302 736000

**Dated:** 15th December 2025  
**Approved:** 2nd June 2026  
**Review Date:** Annually

## Scenario one

### Premises incident

A premises incident can include flood, fire, or any other disaster that renders our office inaccessible.

#### Step 1: Evacuation of premises & safeguarding of staff

In office hours

Action	Details	Responsible Person(s)
1. Evacuate the building	Follow normal fire drill procedure	Deputy Clerk
2. Check evacuation is complete	Staff and visitor safety is the priority. Check everyone on-site has been evacuated	Deputy Clerk
3. Verify if the incident is real	If false alarm, resume business as normal	Clerk
4. Call emergency services	999	Clerk
5. Record details of any injuries sustained in the incident	Use Accident Book	Clerk
6. Alert staff	Alert any staff due to arrive on-site soon of the incident, and tell them to await further instructions	Clerk
7. Assess impact	Senior team meet to assess the scale of the incident & decide next steps	Clerk Chairperson Vice-Chairman

Outside office hours

Action	Details	Responsible Person(s)
1. First person on-site to notify Clerk	Do not enter the building	All staff
2. Call emergency services	999	All staff

3. Alert staff	Alert any staff due to arrive on-site soon of the incident, and tell them to await further instructions	All staff
4. Assess impact	Senior team meet to assess the scale of the incident & decide next steps	Clerk Chairperson Vice-Chairman

### Step 2: Business continuity

Critical activity	Details	Responsible Person(s)
Phones	Staff to use personal mobile phones. Contact telephone provider, Onecom, 03300 888 999 A/c No. 2032680 to forward office lines to staff mobiles in the short term. Calls to be transferred the Clerk mobile phone 07731 474422.	Clerk
Internet	Staff to use home internet connections to access emails in the short term.	All staff
Inform insurance company	Zurich Town and Parish 0800 917 9420 Policy: YLL-272005-0453	Clerk
Post redirection	All Mail to be forwarded to the Clerks personal address.	Clerk
Inform suppliers/residents	If disruption is expected, inform customers/supplier via email/ Facebook and Twitter	Clerk/Deputy Clerk

## Scenario two

### Infrastructure incident

Infrastructure	Details	Responsible Person(s)
Phones	Contact phone provider to ascertain extent of outage: Onecom, 03300 888 999 A/c No. 2032680	Clerk
Internet	Contact internet provider to ascertain extent of outage. Contact details: BT Business: 0800 800 152	BT
Mains power	Contact power provider to ascertain extent of outage. Contact details: Tel: 105.	Clerk

If the outage is temporary, inform staff to stay put and await further instructions. If the outage is ongoing:

#### Step 2: Business continuity

Critical activity	Details	Responsible Person(s)
Phones	Contact phone provider to ascertain extent of outage: Onecom, 03300 888 999 A/c No. 2032680.  Staff to use personal phones.	All staff
Internet	Staff to use home internet connections to access email and work documents.	All staff
Mains power	Staff to work from home until power is restored.	Clerk

Scenario three

**Staff/ Member incident/ Epidemic Outbreak**

**Step 1: Ensure no service interruption.**

<b>Critical activity</b>	<b>Details</b>	<b>Responsible Person(s)</b>
1. Identify interchangeable staff	All members of staff are able to interchange roles, even if it is in a reduced capacity. Identify the relevant person and support them in conducting business-critical activities	All staff
2. Assess the extent of loss. Clerk or Deputy Clerk due to sudden/long term illness, incapacity, death, resignation, or dismissal	Identify whether the affected staff member's absence is likely to be temporary, longer-term, or permanent. Keep in mind this may be a difficult period for the staff member and / or their family. Alternative Clerk to provide cover in short term. HR Committee to decide on temporary cover strategy.	Clerk Deputy Clerk Chairperson Staffing Committee
3. Loss of Councillors due to multiple resignations (causing the Council to be inquorate)	Co-option of Councillors. Clerk to inform City of Doncaster Council to instigate by-election/co-option procedure	Clerk

If the staff loss is temporary, support the member of staff who will be filling the gap until the absent member of staff returns. Whether the absence is long-term or permanent:

**Step 2: Business continuity**

<b>Critical activity</b>	<b>Details</b>	<b>Responsible Person(s)</b>
1. Recruit temporary or full-time replacement	Follow the standard recruitment procedure to find a full-time, part-time, or fixed-term contract (as appropriate) replacement.	Clerk Chairperson
2. Appoint new Councillors	Clerk to inform City of Doncaster Council to instigate byelection/co-option procedure	Clerk

**Recovery of Essential Business Records**

<b>Business Records</b>	<b>How will APC recover the records? Alternative measures in place</b>
Computer records / data and location	Back up records held and stored at an alternative location. Back up records are held on the “cloud” and can be accessed remotely.
Diary	Rialtas bookings can be accessed remotely.
Financial Records	A copy of the backed up financial records is saved on the Council’s “cloud” storage system. The Council’s laptop has its financial platform or package downloaded and the finance reports can be provided to the Finance Committee.
Critical paper records	Deeds and such are stored in a fireproof cabinet in the community centre office.
Passwords	A record of all passwords to equipment and the building are kept by the Clerk, Chairman and in the fireproof cabinet. The key to the cabinet is held personally by the Clerk.
Keys	A fireproof key safe holds the spare set of keys to buildings; the Parish Council staff have keys to the office and other Council buildings (agreed by the Council). Councillor T. Needham also holds a set of keys.

**Recovery phase**

<b>Action</b>	<b>Details</b>	<b>Responsible Person(s)</b>
1. Agree and plan the actions required to enable recovery of normal working practices	Agreed actions will be detailed in an action plan and set against time scales with responsibility for completion clearly indicated.	Clerk Chairperson
2. Respond to any long-term support needs of staff	Depending on the nature of the incident, we may need to consider providing support services	Clerk
3. Publicise that there is now ‘business as usual’	Inform customers through normal channels that our business is operating as normal	Clerk/Deputy Clerk
4. Conduct a debrief of the incident and complete a report to document opportunities for improvement and any lessons identified	This should be reviewed to ensure key actions resulting from the incident are implemented within designated time scales.	All staff. Full Council
5. Review this Continuity Plan considering lessons learned from incident and the response to it	Implement recommendations for improvement and update this plan. Ensure a revised version of the plan is read by all members of staff.	Full Council



ARMTHORPE  
PARISH COUNCIL

# **LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2014**

## **EMPLOYER DISCRETIONS POLICY STATEMENT**

## Discretions of the Employing Authority

<b>COMPULSORY DISCRETIONS</b>		
<b>Main Purpose of Regulation</b>	<b>Regulation</b>	<b>Discretion Exercised</b>
Funding of Additional Pension through a Shared Cost Additional Pension Contribution - Where an active Scheme member wishes to purchase extra annual pension up to the maximum by making Additional Pension Contributions (APCs), the employer may choose to (voluntarily) contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).	Regulation 16 (2)(e) and/or 16 (4)(d)	The Parish Council will only consider a request for additional/shared cost funding by an active member of the pension scheme in exceptional circumstances, such circumstances to be considered on an individual basis by the Finance Committee and ratified by full Parish Council.
Flexible Retirement - This regulation allows the employer to consent to the early release of all, or part, of a member's LGPS benefits provided they have also consented to the reduction of hours worked or grade in which the member is employed. The member must be aged 55 or over.	Flexible retirement, Regulation 30 (6)	The Parish Council will only consider a request for flexible retirement from employees who have reached the age of 55. Such a request would be considered on an individual basis and would only be granted if it would not have a detrimental effect on the finances and running of the business.
Waiving of actuarial reduction - This regulation allows the employer to consent to the early release of all, or part, of a member's LGPS benefits provided they have also	Regulation 30 (8)	The Parish Council will only agree to waive actuarial reductions on compassionate grounds, such compassionate grounds to be considered on an individual basis by the Finance Committee

## COMPULSORY DISCRETIONS

<b>Main Purpose of Regulation</b>	<b>Regulation</b>	<b>Discretion Exercised</b>
<p>consented to the reduction of hours worked or grade in which the member is employed. The member must be aged 55 or over.</p>		<p>and ratified by full Parish Council.</p>
<p>Switching on the 85-year rule for members voluntarily drawing benefits on or after age 55 and before age 60 -</p> <p>Whilst the 85-year rule does not automatically apply in full if the employee decides to voluntarily draw benefits on or after age 55 and before age 60, this regulation allows the employer to switch the rule back on.</p> <p>If the employer switches on the 85-year rule they will pick up any strain on Fund cost.</p>	<p>Schedule 2 of the Transitional Regulations.</p>	<p>Applications to apply the 85-year rule to pre-1 April 2014 benefits (subject to a minimum actuarial reduction to age 60) will only be considered in exceptional circumstances such circumstances to be considered on an individual basis by the Finance Committee and ratified by full Parish Council.</p>
<p>The power of employing authority to award additional pension - this regulation allows an employer to resolve to award a member an amount of additional pension, up to the LGPS maximum, to an active scheme member or within 6 months of leaving to a member whose employment was terminated on the</p>	<p>Regulation 31</p>	<p>The Parish Council will only consider awarding additional pension to an active member of the pension scheme for reasons other than loss of pension contributions due to unpaid absences in exceptional circumstances, such circumstances to be considered on an individual basis by the Finance Committee and ratified by full Parish Council.</p>

<b>COMPULSORY DISCRETIONS</b>		
<b>Main Purpose of Regulation</b>	<b>Regulation</b>	<b>Discretion Exercised</b>
grounds of redundancy or business efficiency.		

<b>Date Revised</b>	<b>Date Approved</b>	<b>Summary of Changes</b>	<b>Author</b>
26 <sup>th</sup> May 2026	2 <sup>nd</sup> June 2026		

**Re: A new Banking Hub is coming to Armthorpe**

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From Claire Adrych <Claire.Adrych@

Date Thu 21/05/2026 16:56

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Good Afternoon,

We have been reviewing a number of properties and having discussions with Landlords for the permanent banking hub.

We believe we have found a suitable property and are now completing site surveys before we look to instruct legals.

I will keep you updated on the progress each month or as soon as I have any new information.

Thanks

Claire