LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
Telephone: 01488 72400

Clerk:
Deputy Clerk: Rachael Burns email: info@lambourn-pc.gov.uk

Minutes of an Extraordinary
Parish Council Meeting held on Thursday 16th July
at 7.00pm in The Memorial Hall

Meeting called by: Rachael Burns – Deputy Clerk
Signature: Rachael Burs **Date:** 9th July 2026

The Chair may, at their discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of formal Council business.
Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Agenda Items

56-07/26 **Acceptance of apologies for absence**
To receive and accept apologies of absence.
Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
Resolved: Cllr McKay and Cllr Leeming sent apologies. Council accepted the reasons for absence.
In attendance: Cllr Freeston, Cllr Stewart-Smythe, Cllr Harris, Cllr Rieunier, Cllr Marshall, Cllr Jones, R.Burns (Deputy Clerk)

57-07-26 **To receive any declarations of member's interests or dispensation requests**
To receive any declarations of Member's interests on this agenda.
Localism Act 2011 and the Code of Conduct adopted by the Parish Council.
Noted: That none were given.

58-07/26 **Exclusion of the press and public**
Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to:
Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
Noted: None required in this agenda.

59-07/26 **Public Participation**

60-07/26 **The Auditor to deliver the Internal Audit report to the Council**
The Internal Auditor gave a detailed explanation of the ratings and comments in the audit report and answered questions. A single negative assertion was noted on the dates for public rights access however this was an unavoidable consequence of the extension granted by the external auditor as opposed to a cause for concern. In addition to the delivery of the report several recommendations were given for the council to consider going forward.

- The council could consider the implementation of a Purchase order system.
- The council should be prepared for the introduction of Martyn's Law which is expected in April 2027.
- The council could consider raising or upgrading their current Business Interruption Insurance.
- The council should remain mindful of the level of their retained reserve.
- The council currently complies with Internal control objective O relating to digital and data compliance but should be aware that the government expect to move towards closed systems in the medium term.

61-07/26 **To appoint a Responsible Financial Officer**
In response to questions from two councillors the **Deputy Clerk** advised that a Councillor shouldn't be appointed to the position of Responsible Financial Officer due to the clear conflict of interest.
Resolved: Cllr Freeston proposed and Cllr Stewart-Smythe seconded that the Deputy Clerk be appointed RFO on a temporary basis until the position could be filled. Majority agreed with one abstention.

62-07/26 Consider the Annual Internal Audit Report and the 2025/26 Year-End Accounts

a. **Internal Audit report**
To **note** and approve the report from the Internal Auditor and resolve the Audit report.
Resolved: The Council **unanimously** approved the report.

b. **Section 1 Approve Annual Governance Statement**
To approve each of the statements in the accompanying document.
Resolved: The auditor explained the ratings and comments presented in the report. Cllr Freeston proposed and Cllr Stewart-Smythe seconded approval of the Annual Governance Statement. Majority agreed with one abstention.

c. **Section 2 Certify the Accounting Statements 2025/26 – Annual Year-End Accounts**
To **certify** and **approve** the presented Accounts.
Resolved: Cllr Freeston proposed and Cllr Jones seconded certification and approval of the presented accounts. Majority agreed with one abstention.

d. **Signing the AGAR**
To **witness** the signing of the AGAR by the Chair & Clerk/Responsible Finance Officer.
Resolved: Council **witnessed** the signing of the AGAR by the Chair and Clerk/Responsible Financial Officer.

e. **Publish the Audit on the Website**
To **confirm** the publishing of the Audit on the Website and **note** that it is a legal requirement to publish the Accounts on the Parish Council Website
Resolved: The Deputy Clerk confirmed that the audit would be published on 16th July 2026.

f. **Approve the dates for the Public to exercise their rights.**
To **note** that due to the required extension the dates for the public to exercise their rights must commence on Friday 17th July 2026 and run for 30 working days.
The Deputy Clerk **advises** that the dates be set as Friday 17th July – Thursday 27th August 2026
Council to **nominate** a Councillor to arrange to be available to meet with electors should the Clerk not be available during these dates.
Resolved: The council unanimously **agreed** that the dates Friday 17th July – Thursday 27th August be adopted.
Resolved: Cllr Stewart-Smythe volunteered to be available to meet electors should the Deputy Clerk not be available during these dates. Unanimously **agreed.**

g. **External Auditor**
To **note** that the default submission deadline for the receipt of the approved AGAR and supporting documentation to the External Auditor is Friday 31st July 2026.
Council to be requested to **approve** the use of electronic mail to send the audit documents to PKF Little John.
Resolved: The council unanimously **agreed** to approve the use of electronic mail to send the audit documents to PKF Littlejohn

63-07/26 Newbury Building Society

1. **Resolve** To update the mandate and formally remove the historic signatories and approve a fresh resolution to appoint.
Resolved: The council unanimously **agreed** to update the mandate, remove historic signatories from Newbury Building Society and appoint Cllr Rieunier, Cllr Stewart-Smythe Cllr Freeston and Cllr McKay as signatories both to Newbury Building Society and Unity Trust Bank. Cllr McKay, Cllr Rieunier and Cllr Freeston to remain signatories for Barclays Bank.
2. **Agree** to setup Online Access for the authorised dual signatories to make managing the account safer and more efficient (this is a new feature from NBS).
Resolved: The council **unanimously** agreed to set up online access.
3. **Review** the interest rate and decide whether to move our funds from the 90 day notice account (3.4%) to the 180 day notice account (3.75%)

Resolved: Cllr Stewart-Smythe proposed that as rates can currently be volatile and there is lower risk associated with quicker access funds should remain where they are at the present time. Unanimously **agreed.**

It was **resolved** to suspend standing orders to allow Mr Christian Noll to address the council on the topic of the audit.

Mr Noll spoke to thank councillors, the auditor and the former Clerk and Deputy Clerk for all their work on the audit. He congratulated the council on the completion of a smooth audit.

Standing orders were then resumed.

64-07/26 **Close of the meeting**

The Chair declared the meeting closed at 20.28