CLYFFE PYPARD & BUSHTON PARISH COUNCIL

AGAR SUBMISSION 2025/2026

SECTION 1.7 & 1.10 Explanation for 'No' Response

During 2025/26 the Parish Council made substantial progress in updating its governance documents following the previous internal auditor's recommendation that several policies were out of date. A wide range of key policies were reviewed and updated during the year, including:

Policies/Governance Reviewed and Updated in 2025/26

- Financial Risk Register (2025)
- Standing Orders (January 2026)
- Councillor Roles & Responsibilities (2025)
- Insurance Schedule (2025–26)
- Asset Register (2025)
- Financial Policy (March 2026)
- Insurance Certificate (2025–26)
- ICO Certificate (2025/26)

Policies Reviewed and Updated in 2024 (but not revisited in 2025/26)

These policies were updated in 2024 but were **not reviewed** during the 2025/26 financial year:

- Code of Conduct
- Recruitment & Staffing Policy (2024)
- Contact Information Policy Statement (2024)
- Complaints Policy (2024)
- Training Policy (2024)
- Web & Electronic Communications Policy (2024)
- Document Retention Policy (2024)
- Planning Policy (2024)

The Council acknowledges that these 2024 policies were not reviewed again during 2025/26.

Mitigating Circumstances

There were two significant capacity constraints during the year:

- The previous Clerk was a **volunteer**, limiting available time for a full governance review.
- A **new Clerk was appointed in January 2026** - part-way through the financial year, and immediate priority was given to statutory year-end and audit requirements.

Corrective Action

The Council will implement a **rolling policy review schedule** to ensure all policies are reviewed on a regular cycle. The outstanding 2024 policies are scheduled for review in the 2026/27 financial year.

Signed _____

Maria Hedges, Clerk & RFO

Dated 27/05/26