

**Batheaston Parish Council**  
**Annual Governance and Accountability Return (AGAR) 2025/26**  
**Summary of Process and Timetable**

**Summary**

The Annual Governance and Accountability Return (AGAR) for the financial year 2025/26 provides assurance to members, residents, and external bodies that Batheaston Parish Council has operated within the proper framework of governance, financial management and internal control.

**Outline of Process**

The AGAR confirms that the Council has maintained appropriate accounting records, monitored expenditure against budget, and ensured that public funds have been used for their intended purposes, and that the Council operated in accordance with its Standing Orders, Financial Regulations and adopted policies, with regular reviews undertaken to support good governance and transparency.

The accounting statements contained within the AGAR summarise the Council's income and expenditure for the year and present the financial position as of 31 March 2025. These figures are supported by the underlying accounting records and bank reconciliations.

**Key Dates**

31 <sup>st</sup> March	Completion of the financial year
21 <sup>st</sup> April	Publication of year-end position
30 <sup>th</sup> April	Clerk submits documents to Internal Auditor, with subsequent communication to clarify and complete information.
Early May	(Date TBC) Finance Committee Meeting to review details
12 <sup>th</sup> May	Internal Audit Review and Sign-off Council review outline return, noting any outstanding queries in the report.
9 <sup>th</sup> June	Council Approval of final return; Clerk submits the documents to the External Auditor
September	The External Auditor confirms the Audit with any comments and recommendations.

**Publication and Transparency**

Throughout the process, all documents submitted to Council and Finance Committee Meetings are available on the Council website, and are discussed in open council meetings, which the public may attend. There are also these specific commitments:

- Approved accounts, budgets, payments and the Annual Governance and Accountability Return (AGAR) will be published on the council's website (after the 9<sup>th</sup> June Council meeting).
- Residents have a right to inspect printed copies of the financial records for a period (to be confirmed and approved by Council) of thirty working days, including the first half of July.

- On conclusion of the process hard copies the AGAR and supporting documents can be purchased from the Clerk during a period of approximately 2 months

### **Recommendations**

Council is asked **to approve the report.**

**Richard Maccabee,  
Parish Clerk and Responsible Finance Officer  
20<sup>th</sup> April 2026**