

# Acton Parish Council

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## MEMBERS OF THE PARISH COUNCIL:

You are summoned to the **PARISH COUNCIL MEETING** of Acton Parish Council, which will take place on **WEDNESDAY 16<sup>TH</sup> SEPTEMBER 2026**, at **7pm** at Acton Village Hall for the purpose of transacting the business below.

*A Lee*

Abbie Lee, Clerk

## MEMBERS OF THE PUBLIC:

Council meetings are not public meetings; they are meetings conducted in public. Members of the public have a statutory right to attend the meetings of the Council as observers. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence.

There is a public forum of up to 10 minutes within the meeting for members of the public and/or press to speak in respect of any items on the agenda. Members of the public should raise their hand and the Chairman will call them to speak. The Council's Standing Order limits each individual's contribution to three minutes. Issues should not be discussed immediately or responded to unless the Chairman authorises. Matters raised may be added to the agenda for a future meeting. The Council will also provide an opportunity for County and District Councillors to deliver any reports during the public forum.

## AGENDA

### APOLOGIES

- 1 To **RECEIVE** Councillor apologies and consider whether to **APPROVE** reasons for absence.

### MINUTES

- 2 To **AGREE** the minutes of the meeting held on 15<sup>th</sup> July 2026. To be **SIGNED** by the Chairman as a true and accurate record of the meeting.

### DECLARATION OF INTEREST

- 3.1 Councillors are **REMINDED** to update their Declaration of Interests on Babergh District Council's website in accordance with Acton Parish Council's Code of Conduct.
- 3.2 To **CONSIDER** any written requests for dispensation received by the Clerk prior to the commencement of the meeting.

### CLERK'S REPORT

- 4.1 To **RECEIVE** the Clerk's report on any significant matter or items of correspondence not on the agenda and not already drawn to the Cllrs' attention (**Appendix 1**).
- 4.2 To **RECEIVE** the Clerk's report on any decisions taken under delegated powers since the last meeting:
  - 'No Fires' sign made for the gate to the allotments.
  - Authorised Suffolk Tree Services to remove some major dead wood on Jennens Way.
  - Instructed Suffolk Tree Services to clear PRoW2 to make it safer for the resurfacing work to be carried out.

### PUBLIC FORUM (ITEM 5.3 LIMITED TO 10 MINUTES)

- 5.1 Report by County Councillor
- 5.2 Report by District Councillors
- 5.3 Members of the public

## PLANNING

- 6.1 To **CONSIDER** planning applications and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered.
- 6.2 To **NOTE** planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (**Appendix 2**).
- a Unit 1, Woodview, Bull Lane Industrial Estate, Bull Lane, Acton  
Under the scheme of delegation, the Clerk has responded to the consultation, suggesting pedestrian access from the bus stop should be improved, as it is not safe for children.

## ENVIRONMENT

- 7.1 To **RECEIVE** an update on PRow2.
- 7.2 To **RECEIVE** the attached report (**Appendix 3**) on the Lime Tree Green play area upgrade and **AGREE** the next steps, **NOTING** the report includes the results of two community engagement surveys: one by 116 pupils of Acton Primary School and another by 122 adult residents of Acton.
- 7.3 To **CONSIDER** the annual rent for the Barrow Hill allotments from October 2026, noting the current annual rent is £7.50 per allotment.
- 7.3 To **NOTE** the new litter picker is now in post and is sending weekly reports and photos to the Clerk.
- 7.5 Cllrs to **APPROVE** the quote from Hayden's Arboricultural Consultants to assess the health and safety of all trees the Parish Council is responsible for, **NOTING** Suffolk Tree Services have liaised with Hayden's on our behalf to obtain the quote and that Suffolk Tree Services have agreed to do an annual visual inspection of all trees free of charge following the detailed plan and recommendations from Hayden's. Also **NOTING** Suffolk Tree Services have confirmed they are unable to carry out the same in-depth inspections as Haydens, as they do not have the technology systems required. Also **NOTING** a health & safety inspector would expect to see this level of report in the event of an insurance claim. Total cost of works quoted to survey is **£2,915 + VAT**. This would take APC over its hedges and trees budget for 202-27 but there are sufficient funds in hedge and tree reserves (**Appendix 4**).
- 7.6 To **CONSIDER** any other environmental rights of way issues and any works arising.
- 7.7 To **RECEIVE** an update from Cllr Round on the PRow cutting schedule.

## ACTON FIELD TRUST

- 8 To **RECEIVE** an update report from Acton Field Trust.

## COMMUNITY CHRISTMAS EVENT

- 9 To **RECEIVE** an update from the working group.

## FINANCE

- 10.1 To **REVIEW** and **APPROVE** schedule of payments and items of expenditure for July & August 2026 and **AUTHORISE** the Chairman to **SIGN** the schedule of payments (**page 4 of agenda**).
- 10.2 To **REVIEW** the bank reconciliation at 31<sup>st</sup> August 2026 (**page 5 of agenda**).
- 10.3 To **REVIEW** the year to date actual expenditure compared to budgeted expenditure (**Appendix 5**).
- 10.4 To **CONSIDER** and **APPROVE** the following donations to local groups, all of which have supported Acton residents in the last year, according to the Council's Donations and Grants Policy and as reviewed by the Clerk and Cllr Johnson, **NOTING** that the following comes to a total of £3,300 and that the annual budget for 2026-27 is £3,500. Also **NOTING** Acton Playgroup has already received its donation this year:
- |   |                                                  |      |
|---|--------------------------------------------------|------|
| a | Acton Good Neighbours Scheme                     | £400 |
| b | Community Action Suffolk                         | £150 |
| c | Headway Suffolk                                  | £100 |
| d | Kernos Centre                                    | £200 |
| e | Lighthouse Womens Aid                            | £100 |
| f | Rural Coffee Caravan                             | £100 |
| g | 1 <sup>st</sup> Acton & Waldingfield Scout Group | £200 |
| h | St Nicholas Hospice                              | £350 |
| i | Sudbury 1 <sup>st</sup> Responders               | £300 |
| j | Suffolk Accident Rescue                          | £300 |

- |   |                                  |      |
|---|----------------------------------|------|
| k | Sudbury Citizens Advice          | £300 |
| l | Sudbury Newstalk                 | £150 |
| m | The Family and Community Network | £300 |
| n | Acton Playgroup                  | £350 |
- 10.5 To **CONSIDER** a request for a donation from the Quay Theatre in Sudbury (**Appendix 6**), noting no fixed sum has been requested.
- 10.6 To **REVIEW & APPROVE** the [Asset Register 2026-09-06.xlsx](#) (**website**).
- 10.7 To **APPROVE** the Community Christmas Event budget of **£1,300** (**Appendix 7**).

## **GOVERNANCE**

- 11.1 Cllrs to **NOTE** the April – June 2026 internal controls and bank reconciliation compliance review has been completed and signed off by Cllr Johnson and the bank reconciliation signed by the Clerk and posted on the website in accordance with Financial Regulation 12.6.
- 11.2 To **NOTE** the renewal of the [Data Protection Certificate](#) for 2026-27 (**website**).  
Parish Council Website testing quote.
- 11.3 To **NOTE** the contractual 2026/27 National Joint Council for Local Government Services (NJC) pay award for the Clerk at 3.3%, applicable from 1 April 2026 to 31 March 2027 and to be backdated from 1st April 2026.
- 11.4 To **APPROVE** annual web accessibility testing to be carried out by Parish Council Websites (the company that hosts the website) at a cost of £150 annually, which includes scheduled accessibility testing, auditing and reporting, **NOTING** this is a legal requirement from 2026-27. Also **NOTING** this is a separate service to maintenance and ongoing support (**Appendix 8**).
- 11.5 To **APPROVE** the **£11.43** increase in the Clear Councils insurance for 2026-27 (including premium increase, admin fee and insurance tax) (**Appendix 9**), **NOTING** the following explanation from the insurer regarding the three-year fixed price given last year:  
*A Fixed Rate Agreement (FRA) provides stability in the underlying insurance rates for an agreed period. This means the insurer will not change the rating used to calculate the premium during the FRA term. As part of the agreement, councils also receive a discount on certain sections of the policy in return for entering into the Fixed Rate Agreement. However, the total premium may still change during the FRA period because some elements of the policy are adjusted each year. The most common reason for this is index linking. Index linking is applied to sums insured to help ensure that insured values keep pace with inflation and the increasing cost of rebuilding or replacing property. As the sums insured increase through index linking, the premium may increase accordingly. Premiums may also change if there have been changes to the council's assets, activities or levels of cover. The FRA protects the underlying rating used to calculate the premium and provides a discount for entering the agreement, but it does not prevent adjustments where insured values or exposure change.*

## **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

- 12.1 To **NOTE** the external auditor's Report & Certificate and the Notice of Conclusion of Audit (**website**).
- 12.2 To **NOTE** all actions from the full internal audit report have been completed, where possible, and signed off by Cllr Antill (**Appendix 10**).
- 12.2 SAAA Ltd (Smaller Authorities' Audit Appointments) will be introducing a **Digital AGAR Portal** for 2029 submissions but it will be available for voluntary use for 2027 submissions onwards. Cllrs to **NOTE** the 2027 submissions will be done via the digital portal.

## **ITEMS FOR FUTURE AGENDAS OR ANY OTHER BUSINESS**

- 13 Councillors may use this opportunity to report on meetings attended, agree attendance at forthcoming meetings, add future agenda items, and report matters of information not included elsewhere on the agenda.

**DATE OF NEXT MEETING: 21<sup>st</sup> OCTOBER 2026**

## SCHEDULE OF PAYMENTS

### Payments made under delegated powers or Financial Regulation 6.8 since the last meeting:

|                                             |         |
|---------------------------------------------|---------|
| ▪ Amazon: Wi-Fi Extender                    | £14.99  |
| ▪ Amazon: Label Maker                       | £34.18  |
| ▪ Litter Picker: Admin Reimbursement        | 103.68  |
| ▪ Post Office: Postage                      | £3.64   |
| ▪ Suffolk Tree Services Removal of Deadwood | £360.00 |
| ▪ Auto Innovations: No fires sign           | £27.60  |
| ▪ LM Groundcare: Replace steps on playtower | £43.75  |

### Payments authorised for settlement before the next meeting:

- Direct debits, standing orders and other contractual payments approved by the Council
- Salaries and HMRC payments
- Payments arising from previous Council decisions
- Payments authorised by the Clerk or Clerk and Chair under delegated powers or Financial Regulation 5.15

## ALL PAYMENTS & RECEIPTS FOR JULY AND AUGUST 2026:

### JULY 2026

| Date       | Description                   | Supplier / customer            | Net        | VAT     | Total      |
|------------|-------------------------------|--------------------------------|------------|---------|------------|
| 01/07/2026 | Q2 Grant for Charity Manager  | Acton Playing Fields and Villa | -1,375.00  | 0.00    | -1,375.00  |
| 02/07/2026 | Mileage for Reserve           | Clerk                          | -12.54     | 0.00    | -12.54     |
| 02/07/2026 | Mileage to training day       | Clerk                          | -39.60     | 0.00    | -39.60     |
| 02/07/2026 | Play Area Inspection Course   | Suffolk Association of Local C | -278.50    | -55.70  | -334.20    |
| 06/07/2026 | Streetlight maintenance       | Pearce and Kemp                | -19.50     | -3.90   | -23.40     |
| 09/07/2026 | Interest Received             | Lloyds Bus Bank Savings        | 39.16      | 0.00    | 39.16      |
| 09/07/2026 | Mobile Phone                  | EE                             | -7.50      | -1.50   | -9.00      |
| 14/07/2026 | Pension                       | NEST                           | -282.17    | 0.00    | -282.17    |
| 14/07/2026 | Wifi Extender                 | Amazon EU S arl UK Branch      | -12.49     | -2.50   | -14.99     |
| 20/07/2026 | Bank Charges                  | Lloyds Banking Group           | -4.25      | 0.00    | -4.25      |
| 22/07/2026 | Streetlight Electricity       | SSE Energy Solutions           | -65.35     | -3.27   | -68.62     |
| 22/07/2026 | Label Maker                   | Amazon EU S arl UK Branch      | -28.48     | -5.70   | -34.18     |
| 23/07/2026 | P30 Q1                        | HMRC                           | -1,009.45  | 0.00    | -1,009.45  |
| 27/07/2026 | Bank transfer                 | Acton Parish Council           | -10,000.00 | 0.00    | -10,000.00 |
| 27/07/2026 | Bank transfer                 | Acton Parish Council           | 10,000.00  | 0.00    | 10,000.00  |
| 27/07/2026 | Admin Costs for Litter Picker | Litter picker                  | -103.68    | 0.00    | -103.68    |
| 27/07/2026 | MS365                         | Microsoft Limited              | -10.08     | -2.02   | -12.10     |
| 27/07/2026 | Felling Jennens Way           | Suffolk Tree Services          | -1,800.00  | -360.00 | -2,160.00  |
| 30/07/2026 | Meeting Room Hire             | Acton Playing Fields and Villa | -66.00     | 0.00    | -66.00     |
| 30/07/2026 | Drop Kerbs Barrow Hill        | Suffolk County Council         | -2,652.03  | 0.00    | -2,652.03  |
| 30/07/2026 | Accounting Software           | BWP Creative                   | -292.20    | -58.44  | -350.64    |
| 30/07/2026 | Clerk Salary                  | Clerk                          | -1,356.58  | 0.00    | -1,356.58  |
| 30/07/2026 | SID Rotation                  | Leigh Martin/LM Groundcare     | -50.00     | 0.00    | -50.00     |
| 30/07/2026 | Homeworking Allowance         | Clerk                          | -26.00     | 0.00    | -26.00     |

## AUGUST 2026

| Date       | Description             | Supplier / customer        | Net        | VAT     | Total      |
|------------|-------------------------|----------------------------|------------|---------|------------|
| 03/08/2026 | PRoW2 Road Closure      | Suffolk County Council     | -1,000.00  | -200.00 | -1,200.00  |
| 04/08/2026 | Streetlight Maintenance | Pearce and Kemp            | -19.50     | -3.90   | -23.40     |
| 05/08/2026 | Stamps                  | Post Office                | -3.64      | 0.00    | -3.64      |
| 10/08/2026 | Interest Received       | Lloyds Bus Bank Savings    | 39.73      | 0.00    | 39.73      |
| 10/08/2026 | Mobile Phone            | EE                         | -7.50      | -1.50   | -9.00      |
| 18/08/2026 | Bank Charges            | Lloyds Banking Group       | -4.25      | 0.00    | -4.25      |
| 21/08/2026 | Pension                 | NEST                       | -282.17    | 0.00    | -282.17    |
| 24/08/2026 | Streetlight Electricity | SSE Energy Solutions       | -68.57     | -3.43   | -72.00     |
| 25/08/2026 | MS365                   | Microsoft Limited          | -10.08     | -2.02   | -12.10     |
| 28/08/2026 | Transfer to Savings     | Acton Parish Council       | -20,000.00 | 0.00    | -20,000.00 |
| 28/08/2026 | Transfer to Savings     | Acton Parish Council       | 20,000.00  | 0.00    | 20,000.00  |
| 28/08/2026 | Removal of deadwood     | Suffolk Tree Services      | -300.00    | -60.00  | -360.00    |
| 28/08/2026 | No Fires Sign           | Auto Innovations           | -23.00     | -4.60   | -27.60     |
| 28/08/2026 | External Auditor        | PKF Littlejohn             | -315.00    | -63.00  | -378.00    |
| 28/08/2026 | Engine Additive         | Ernest Doe and Sons Ltd    | -17.79     | -3.56   | -21.35     |
| 28/08/2026 | Salary                  | Clerk                      | -1,356.58  | 0.00    | -1,356.58  |
| 28/08/2026 | SID Rotation            | Leigh Martin/LM Groundcare | -50.00     | 0.00    | -50.00     |
| 28/08/2026 | Playtower Steps         | Leigh Martin/LM Groundcare | -43.75     | 0.00    | -43.75     |
| 28/08/2026 | Mileage No Fires Sign   | Clerk                      | -8.74      | 0.00    | -8.74      |

These payments are to be **AUTHORISED** at the Parish Council Meeting dated 16<sup>th</sup> September 2026.

Councillor Signature: \_\_\_\_\_

## Acton Parish Council June 2026 Bank Reconciliation

1 April 2026 - 31st August 2026

|                              |                   |
|------------------------------|-------------------|
| Opening balance 1 April 2026 | 266,821.10        |
| <b>Movement in balances</b>  |                   |
| Receipts                     | 34,398.23         |
| Payments                     | 27,470.95         |
| Receipts less payments       | 6,927.28          |
| <b>Closing balance</b>       | <b>273,748.38</b> |

### Bank accounts

|                                 |                   |
|---------------------------------|-------------------|
| Lloyds Treasurers               | 32,781.76         |
| Lloyds savings (BusBankInstant) | 65,364.80         |
| Skipton Building Society        | 85,000.00         |
| Unity Trust Savings             | 90,601.82         |
| <b>TOTAL bank balances</b>      | <b>273,748.38</b> |



**Presented to the Parish Council at the meeting on 16<sup>th</sup> September 2026****Tasks Completed:**

- Attended CiLCA Unit 5a and 5b online training courses.
- Passed CiLCA Units 1 & 2
- Submitted CiLCA Units 2 and 3 for assessment.
- Working on CiLCA Units 4 and 5.
- Arranged annual maintenance of Jennens way for 10<sup>th</sup> September.
- Clerk booked on a free Digital AGAR training course on 10<sup>th</sup> November.
- Responded to correspondence on allotment tenancies.
- Sent hedge letters.
- Reported fly tipping on BDC Website
- Updated social media and website.
- Reminded residents on social media that they should clean up their dog mess.
- Arranged delivery and installation of missing step from play tower.
- Topped up the poo bag dispenser.
- Emailed all circular correspondence to councillors.
- Kept Councillors informed of ongoing planning consultations.
- Contacted allotment tenants to advise them not to start fires.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Contacted allotment tenants to advise not to start fires.
- Posted on social media to remind allotment tenants not to start fires.
- Arranged 'No Fires' sign for the allotments.
- Contacted the circuit to enquire about defibrillator location codes.
- Monthly check that defibs are operational. Reported on Circuit website.
- Posted on social media to advise residents of the resurfacing works to PRoW2.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Posted on social media to advise of overgrown hedge reporting procedure.
- Unsubscribed from over 40 companies or individuals sending marketing or spam emails.
- Responded to 5 emails sent to APC intended for APFVH.
- Responded to resident correspondence on how to improve the village.
- Responded to resident correspondence on tree issues.
- Responded to resident correspondence on reserves analysis.
- Responded to correspondence from the Walnut Close Residents Association on work being carried out on the Close.
- Sent letter to all dwellings in Walnut Close to advise of PRoW2 work.

**Outstanding Tasks:**

- CiLCA Units 4 and 5.



## APPENDIX 2: Planning Decisions

Presented to the Parish Council at the meeting on 16<sup>th</sup> September 2026

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DC/26/03109 | Unit 1, Woodview, Bull Lane Industrial Estate, Bull Lane, Acton<br>Full Planning Application - Change of use of the unit from the existing Class E (Commercial, Business and Service) to Class F1(a) (Provision of Education) use.<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Awaiting Decision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| DC/26/02525 | Fernlea, Newmans Green, Acton, Sudbury, CO10 0AB<br>Erection of single storey rear extension, two storey side extension and a detached single garage.<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Approved</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| DC/26/01841 | Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury<br>Application for Approval of Reserved Matters pursuant to Outline Permission B/15/01718 dated 29/03/2018 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Submission of details for Layout, Scale, Appearance and Landscaping, - Seeking approval for the construction of a two-storey primary school to provide one form of entry (210 pupils) and single storey pre-school to provide 30 places together with sports pitches, vehicular access, car parking, pedestrian and cycle access, landscaping and associated development. Reason(s) for re-consultation: Need to reconsult due to change in proposal description - now to read 'one entry' as opposed to 'two entries' to relate to pupil admittance<br>Parish Council recommendation: No comment submitted<br>Planning Authority decision: <b>Awaiting Decision</b> |
| DC/25/05426 | Chilton Woods Mixed Development , Land North Of Woodhall Business Park, Sudbury<br>Application for Reserved Matters: pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 for phase IV - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended)- details for matters relating to Appearance, Scale, Layout and Landscaping for 269 no. residential dwellings, amenities, open space, parking and associated development details.<br>Parish Council recommendation: No comment submitted<br>Planning Authority decision: <b>Awaiting Decision</b>                                                                                                                                                                                                                                                                                                                                                   |
| DC/26/01417 | Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury<br>Application for Approval of Reserved Matters pursuant to Outline Planning Permission B/15/01718, Dated 29th March 2018 - Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended) - details for matters relating to Appearance, Scale, Layout and Landscaping relating to Open Space, Child Play facilities and associated development, on land adjacent to Phase 1<br>Parish Council recommendation: No comment submitted<br>Planning Authority decision: <b>Awaiting Decision</b>                                                                                                                                                                                                                                                                                                                                                       |
| DC/22/05231 | Chilton Woods Mixed Development to North of Woodhall Business Park<br>Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Awaiting decision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DC/23/04007 | Tamage Road Estate – Gym Trail<br>Application under S73a for the Removal or Variation of a Condition following grant of DC/19/03126 dated 30.07.2020 and subsequent S73 DC/22/01674.<br>Parish Council recommendation: Support<br>Planning Authority decision: <b>Awaiting decision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



# Lime Tree Green Play Area Upgrade

## Update Report and Supplier Recommendation

### 1. Community Engagement

Community consultation has strongly supported the project. A total of 116 children and 122 adults were consulted. **84% of adults and 88% of children considered it very important that children of all abilities can enjoy the play area together.** Swings and climbing/balancing equipment were also identified as particularly popular.

### 2. Proposed Works

- An all-inclusive four-bay swing
- New agility/adventure equipment
- Sensory and communication panels
- Improved surfacing
- Improved pedestrian access
- Retention/repositioning of suitable existing equipment

### 3. Quotations

Three suppliers were approached and quotations are attached to this report.

| Supplier              | Quotation<br>excl. VAT | Assessment                                                                                                                   |
|-----------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Playdale</b>       | £39,512.38             | Lowest price, but the quotation did not include the new access path and did not fully meet the inclusive design brief.       |
| <b>Sovereign Play</b> | £47,065.05             | Did not include the new access path and did not fully meet the inclusive design brief.                                       |
| <b>Kompan</b>         | £61,671.13             | Fully addressed the brief, including the new access route, with a strong inclusive design and excellent attention to detail. |

Although Kompan's quotation is the highest, the quotations are not like-for-like. The lower quotations omit significant elements of the Council's brief, particularly the new access route and aspects of the inclusive design.

Kompan demonstrated the clearest understanding of the Council's brief and the strongest overall approach to inclusive play. Their proposal provides a cohesive design rather than simply replacing individual items of equipment.

On this basis, the Clerk considers that **Kompan offers the best overall value for money**, notwithstanding its higher initial cost. This assessment also reflects the importance placed on inclusive play by the community consultation.

#### 4. Funding

The proposed project funding requirement is:

- Neighbourhood CIL: £19,000
- District CIL: £30,000
- Play Equipment Reserve: £11,000
- General Reserves: £1,671.13

**Total: £61,671.13 excluding VAT**

VAT of £12,334.23 is recoverable and is therefore excluded from the project funding requirement.

Ongoing maintenance will continue to be funded through the Council's annual budget and Play Equipment Reserve. The Council will continue its routine inspections and arrange an annual in-depth inspection.

#### 5. Recommendation and Next Steps

Councillors are asked to:

1. **Consider** and **select** a supplier, with the Clerk's recommendation being Kompan on the basis that its quotation most closely meets the Council's specification and represents the best overall value for money.
2. **Agree** that the Clerk should proceed with the next stage of the project, including confirming the scope, obtaining any necessary further information and progressing the CIL funding application.
3. Subject to confirmation of the required District CIL funding and satisfactory final checks, **authorise** the Clerk to progress towards appointment of the selected supplier, with any final contractual commitment being subject to the Council's Financial Regulations and agreed funding.

# **Playdale** Playgrounds



Quotation for  
**Acton Parish Council - Swings and Adventure Trail**

# Your Quote

Quotation Number: 0000108273

| Product Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Product Name                                                     | Quantity | Unit Price | Total    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------|------------|----------|
| <b>Important - This Quote is Subject to the Below Terms:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                  |          |            |          |
| <p>* Equipment positioning is subject to receiving service plans (gas/electric/water/phone etc) - Please visit <a href="https://lsbud.co.uk">https://lsbud.co.uk</a> or consult your Playdale Area Sales Manager for further details.</p> <p>* The installation costs assume access to site across good ground conditions. Our Installation Team will endeavour to keep any disturbance of the area to a minimum whilst accessing the play area. Should remedials be required to this access ie. making good grass, further costs may be incurred.</p> |                                                                  |          |            |          |
| <b>Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |          |            |          |
| <b>CSW/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Cradle Swing - SGF* (Including 2 No. Cradle Seats)        | 1.00     | 1,995.00   | 1,995.00 |
| <b>TJS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timber (Single Bay) Junior Swing Frame Only with Shackles – SGF* | 1.00     | 1,695.00   | 1,695.00 |
| <b>SEAT1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Flat Seat & Chains for Junior Swing Frame                        | 2.00     | 195.00     | 390.00   |
| <b>TTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timber Team Swing Frame Only with Shackles – SGF*                | 1.00     | 1,995.00   | 1,995.00 |
| <b>SEAT8</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Green Team Swing Seat & Chains for Team Swing Frame              | 1.00     | 1,499.00   | 1,499.00 |
| <b>WBD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timber Wobble Board - SGF*                                       | 1.00     | 1,085.00   | 1,085.00 |
| <b>STR/1/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Timber Striding Stilt- 1 Stilt- SGF*                             | 4.00     | 334.00     | 1,336.00 |
| <b>RRP/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Roll n Rope - SGF*                                        | 1.00     | 1,367.00   | 1,367.00 |
| <b>CBM/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Cross Beams - SGF*                                        | 1.00     | 826.00     | 826.00   |
| <b>CMB/4/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Timber Combo 4 - BB/TT/BB - SGF*                                 | 1.00     | 1,297.00   | 1,297.00 |
| <b>INT/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Intertwine - SGF*                                         | 1.00     | 1,545.00   | 1,545.00 |
| <b>NBR/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Net Bridge - SGF*                                         | 1.00     | 1,524.00   | 1,524.00 |
| <b>SLZ/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timber Zig Zag Stilts - SGF*                                     | 1.00     | 1,198.00   | 1,198.00 |
| <b>ITR/2/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Interactive Panel&Trail Timer 2 Timber Posts (10 Discs)-SGF*     | 1.00     | 2,164.00   | 2,164.00 |
| <b>ITR/3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Start & Finish Signs - TGF*                                      | 1.00     | 231.00     | 231.00   |
| <b>Surfacing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |          |            |          |
| <b>PBRM05</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Green/Brown Bonded Rubber Mulch 1.6cfh                           | 111.00   | 82.00      | 9,102.00 |
| <b>Ancillary Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                  |          |            |          |

|                                    |                                                                                                                              |                      |                      |          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------|
| <b>DEL008</b>                      | Removal of foundation spoil, pallets, packaging and general rubbish.                                                         | 1.00                 | 478.40               | 478.40   |
| <b>DEL010</b>                      | Container for on-site storage                                                                                                | 1.00                 | 925.00               | 925.00   |
| <b>DEL011</b>                      | Welfare Facilities                                                                                                           | 1.00                 | 350.00               | 350.00   |
| <b>Delivery &amp; Installation</b> |                                                                                                                              |                      |                      |          |
| <b>DEL0002</b>                     | Delivery & Installation                                                                                                      | 1.00                 | 8,323.18             | 8,323.18 |
| <b>SUBB021</b>                     | MOT Type 1 stone subbase to a compacted depth as specified on site plan or in specific surfacing preparation specifications. | 0.50                 | 712.99               | 356.49   |
| <b>DEL005</b>                      | Cut off at Ground Level of adventure trail, cradle swing, Junopr Swing and timber climber                                    | 1.00                 | 1,845.00             | 1,845.00 |
|                                    |                                                                                                                              | <b>NET</b>           | <b>GBP 41,527.08</b> |          |
|                                    |                                                                                                                              | <b>Less Discount</b> | <b>GBP 2,014.70</b>  |          |
|                                    |                                                                                                                              | <b>Total NET</b>     | <b>GBP 39,512.38</b> |          |

All the above prices are subject to VAT and are valid for a period of one month.

Standard payment terms are as follows:

- 50% deposit paid within 7 days of placing an order for installations.
- 100% deposit paid within 7 days of placing an order for delivery only.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.

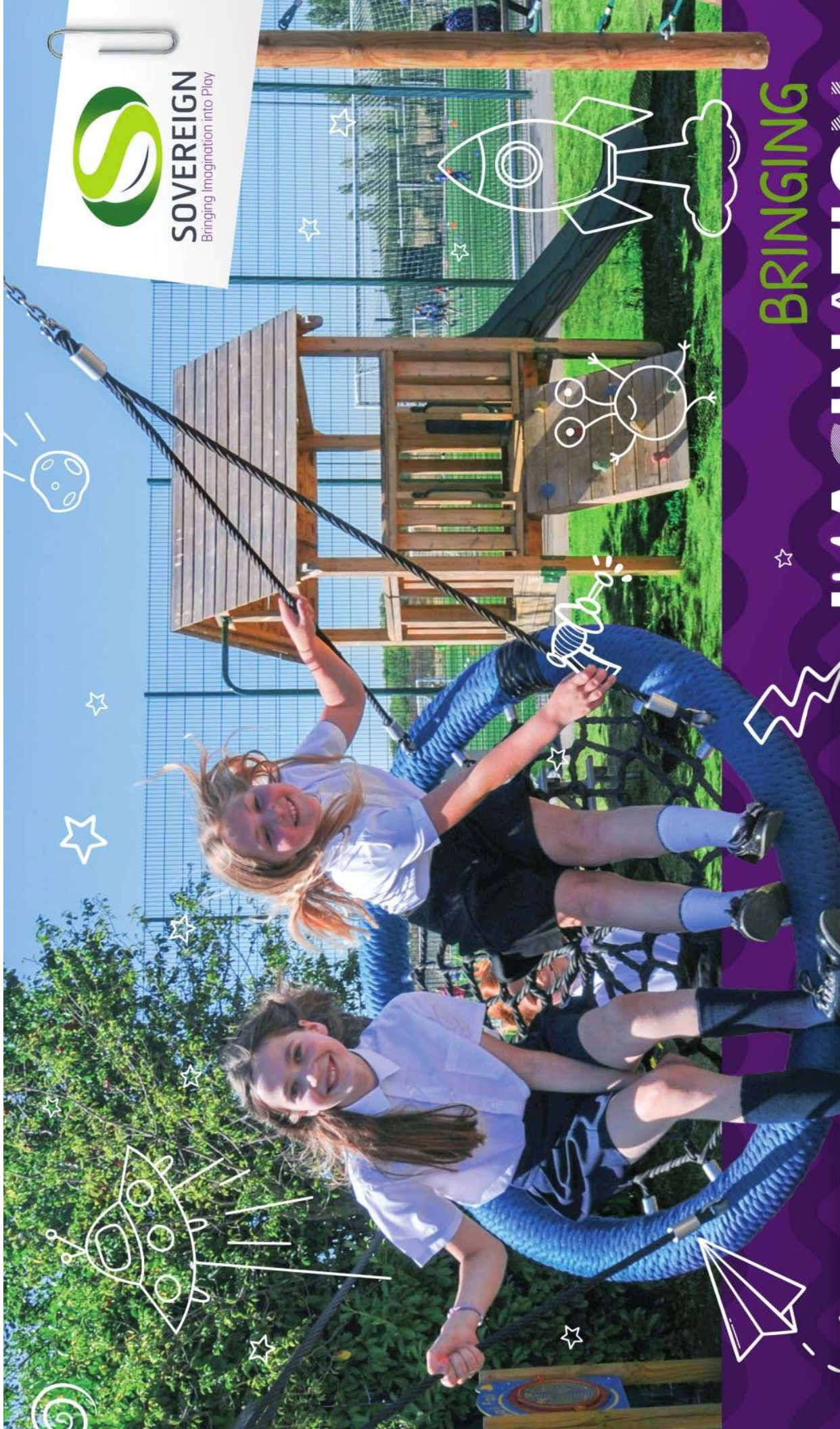
### Definitions & abbreviations

**SGF\* Steel Ground Fixed** - steel plates are concreted into holes in the ground to which timber is fixed.

**TGF\* Timber Ground Fixed** - timbers are concreted into holes in the ground.

**SF\* Surface Fixed** - equipment is bolted directly on top of concrete.

**Subject to a site survey.** If we have been unable to fully survey your site, your quotation will be 'subject to a full or further site survey.' This will only apply if Playdale are carrying out the delivery & installation and may mean that all associated/necessary works have not been specified or priced.



**SOVEREIGN**  
Bringing Imagination into Play

# BRINGING IMAGINATION INTO PLAY

**YOUR QUOTATION**  
Acton Parish Council

# Quotation

\*Example Installations Below (products may vary)

| Qty       | Ref | Equipment                                                                                       | Price      |
|-----------|-----|-------------------------------------------------------------------------------------------------|------------|
| 1         | A   | 2.4m Eco Swing with 1x Flat Seat & 1x Cradle Seat - Stainless Metalwork Installation (Hard Dig) | £5,041.02  |
| 1         | B   | 2.4m Eco Swing with 1x Inclusive Swing Seat - Stainless Metalwork Installation (Hard Dig)       | £7,310.47  |
| 1         | C   | 2.4m Eco Swing with Basket Seat - Stainless Metalwork Installation (Hard Dig)                   | £5,745.07  |
| 2         | D   | Twin Crossover Flat Top Side Vaults - Extended Legs With Installation Into Grass                | £1,465.58  |
| 2         | E   | Walk and Stretch Posts With Installation Into Grass                                             | £2,409.29  |
| 2         | F   | Stepping Stones (6) With Installation Into Grass                                                | £1,482.86  |
| 2         | G   | Log Traverse - Extended Legs With Installation Into Grass                                       | £3,413.07  |
| 2         | H   | Stepping Stone (3) With Installation Into Grass                                                 | £597.97    |
| 2         | I   | Clatter Bridge - Extended Legs - Stainless Metalwork With Installation Into Grass               | £3,819.89  |
| 2         | J   | Stepping Stone - 350mm Height With Installation Into Grass                                      | £238.74    |
| 2         | K   | 3x Low Hurdles - Extended Legs With Installation Into Grass                                     | £2,321.97  |
| Sub Total |     |                                                                                                 | £33,845.93 |
| Qty       | Ref | Surfacing                                                                                       | Price      |

| 1         | L   | 63sqm Raised Grass Green Natural Mix Rubber Mulch Safer Surfacing @ 60mm inc Additional Base Rubber as Required & Chase Cut Installation | £7,528.04  |
|-----------|-----|------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1         | M   | 30sqm Raised Black Wetpour Skim @ 50mm inc Base Rubber Patch Repairs as Required & Chase Cut Installation                                | £3,216.04  |
| Sub Total |     |                                                                                                                                          | £10,744.08 |
| Qty       | Ref | Removals                                                                                                                                 | Price      |

|           |    |                                                                                                                  |         |
|-----------|----|------------------------------------------------------------------------------------------------------------------|---------|
| 1         | R1 | Optional subsidised removal off site of spoil and/or waste material created from our installation works. Removal | £800.00 |
| Sub Total |    |                                                                                                                  | £800.00 |



All prices are valid for 30 days, include delivery, exclude VAT and may be subject to a technical pre-installation site survey. E & OE, subject to our Terms and Conditions.

# ACTON PARISH COUNCIL

Acton Village Play Area



# KOMPAN<sup>®</sup>

Let's play

## Sales - Quote

Abbie Lee  
Acton Parish Council  
101 Egremont Street  
Glemsford Sudbury,  
Suffolk CO10 7SG

Quote No. SQ321149-3  
Sell-to Contact No. 157450  
Quote Date 25-06-2026  
Expiration Date 25-07-2026

Salesperson Helen Sephton-Pike  
Email helsep@kompan.com  
Phone No. 07764 365669

Project Name EN378854 Website request

| No.                         | Description                                                                                                                                                              | Quantity | Unit of Measure | Unit Price | Amount    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|------------|-----------|
| <b>Equipment</b>            |                                                                                                                                                                          |          |                 |            |           |
| <a href="#">NRO820-0601</a> | KOMPAN Robinia Five Balancing Water Lilies (5 pcs), untreated<br>hardwood, inground<br> | 1        | Pieces          | 710.00     | 710.00    |
| INSTALLATION                | Installation<br>KOMPAN Robinia Five Balancing Water Lilies (5 pcs)                                                                                                       | 1        | Pieces          | 253.13     | 253.13    |
| <a href="#">NRO812-1001</a> | KOMPAN Robinia Up & Over Net, untreated<br>hardwood, inground<br>                     | 1        | Pieces          | 1,170.00   | 1,170.00  |
| INSTALLATION                | Installation<br>KOMPAN Robinia Up & Over Net, untreated                                                                                                                  | 1        | Pieces          | 602.79     | 602.79    |
| <a href="#">NRO867-1001</a> | KOMPAN Robinia Agility Trail 8, untreated<br>hardwood, inground<br>                   | 1        | Pieces          | 10,700.00  | 10,700.00 |
| INSTALLATION                | Installation<br>KOMPAN Robinia Agility Trail 8, untreated                                                                                                                | 1        | Pieces          | 2,953.54   | 2,953.54  |
| <a href="#">NRO870-1001</a> | KOMPAN Robinia Suspension Bridge, untreated<br>hardwood, inground<br>                 | 1        | Pieces          | 2,010.00   | 2,010.00  |
| INSTALLATION                | Installation<br>KOMPAN Robinia Suspension Bridge, untreated                                                                                                              | 1        | Pieces          | 533.36     | 533.36    |

| No.                  | Description                                                                                                               | Quantity | Unit of Measure | Unit Price | Amount   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------|----------|-----------------|------------|----------|
| <u>KSW905-CUSTOM</u> | KOMPAN Custom Swing Set 1 x Shell 1 x flat 1 x inclusive 1 x duo seats<br>20470961                                        | 1        | Pieces          | 6,160.00   | 6,160.00 |
|                      |                                          |          |                 |            |          |
| INSTALLATION         | Installation<br>KOMPAN Custom Swing Set 1 x Shell 1 x flat 1 x in                                                         | 1        | Pieces          | 1,267.77   | 1,267.77 |
| EN-FIPLCO6           | Playground Communication Panel<br>800x595mm - Excludes Delivery                                                           | 1        | Pieces          | 386.25     | 386.25   |
|                      |                                          |          |                 |            |          |
| EN-FISENP6           | Sensory Play Panel<br>800x595mm - Excludes Delivery                                                                       | 1        | Pieces          | 384.41     | 384.41   |
|                      |                                          |          |                 |            |          |
| EN-FISTOPWATCH6      | PlayTronic Solar Powered Stopwatch Panel<br>800x595mm - Excludes Delivery                                                 | 1        | Pieces          | 1,022.78   | 1,022.78 |
|                      |                                        |          |                 |            |          |
| EN-FIHESUK6          | Hello Sign Language Panel - BSL (British)<br>800x595mm - Excludes Delivery                                                | 1        | Pieces          | 84.76      | 84.76    |
|                      |                                        |          |                 |            |          |
| EN-FAHRFIXINGS       | Fahr Panel Post Fixings                                                                                                   | 4        | Pieces          | 59.60      | 238.40   |
| EN-FIRPSQ1750        | Recycled Square Plastic Post (QS)<br>100x1750x100mm - Excludes Delivery<br>2 panels sharing a post so 7 is correct number | 7        | Pieces          | 54.44      | 381.08   |
|                      |                                        |          |                 |            |          |
| INSTALLATION         | Installation<br>Recycled Square Plastic Post (QS)                                                                         | 7        | Pieces          | 106.75     | 747.25   |
| EN-FIRPS6            | Rock, Paper, Scissors Play Panel<br>800x595mm - Excludes Delivery                                                         | 1        | Pieces          | 249.36     | 249.36   |
|                      |                                        |          |                 |            |          |

| No.                  | Description                                                                                                                                                                                              | Quantity | Unit of Measure | Unit Price | Amount   |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|------------|----------|
| EN-FIKOMBOWSPACE 800 | Play Panel Fence Fixing kit for Bowtop/Mesh Fencing                                                                                                                                                      | 1        | Pieces          | 37.43      | 37.43    |
|                      | 2x800x50mm fixing strips, 4x65mm Bolts & fixings                                                                                                                                                         |          |                 |            |          |
| INSTALLATION         | Installation<br>Play Panel Fence Fixing kit for Bowtop/Mesh Fencing                                                                                                                                      | 1        | Pieces          | 68.40      | 68.40    |
| <b>Removals</b>      |                                                                                                                                                                                                          |          |                 |            |          |
| EN-REM PCC EDGE      | Dig Out & Remove Precast Concrete Edge & Haunch                                                                                                                                                          | 5        | Metre           | 9.17       | 45.85    |
| EN-REM TIMB EDGE     | Dig Out & Remove Timber Edge Including Disposal                                                                                                                                                          | 17       | Metre           | 7.58       | 128.86   |
| EN-DIG SURFACE U60MM | Dig Out Surface < 60mm Subbase Insitu                                                                                                                                                                    | 48       | Squ. Metre      | 34.56      | 1,658.88 |
|                      | Includes Disposal<br>Remove existing RB surface = 45m2<br>Remove existing wp pad for enviropave overlay = 3m2                                                                                            |          |                 |            |          |
| EN-GROUNDWORKS       | Carpet Removal                                                                                                                                                                                           | 21       | Unit            | 10.71      | 224.91   |
| EN-DIG SWING 2S      | Cut Off, Dig Out & Dispose Of 2 Seat Swing                                                                                                                                                               | 1        | Pieces          | 376.88     | 376.88   |
| EN-DIG POST ANCIL    | Cut Off, Dig Out & Dispose Of Per Unit Post                                                                                                                                                              | 5        | Pieces          | 125.57     | 627.85   |
|                      | Equipment With No Decks<br>Clamber stacks unit                                                                                                                                                           |          |                 |            |          |
| EN-DIG BENCH         | Cut Off, Dig Out & Dispose Of Bench                                                                                                                                                                      | 1        | Pieces          | 125.62     | 125.62   |
| EN-UPLIFT REINSTALL  | Carefully Uplift & Reinstall - Playdale Spinner                                                                                                                                                          | 1        | Pieces          | 487.30     | 487.30   |
| <b>Groundworks</b>   |                                                                                                                                                                                                          |          |                 |            |          |
| EN-EXC150 INC DISP   | Excavate 150mm Including Disposal                                                                                                                                                                        | 54       | Squ. Metre      | 24.79      | 1,338.66 |
|                      | Soft Dig<br>For enviropave path                                                                                                                                                                          |          |                 |            |          |
| EN-EXC100 INC DISP   | Excavate 100mm Including Disposal                                                                                                                                                                        | 37       | Squ. Metre      | 17.59      | 650.83   |
|                      | Soft Dig<br>for wp swing pad extension + Enviropave path                                                                                                                                                 |          |                 |            |          |
| EN-MOT100            | Supply & Lay Type 1 Mot Stone 100mm including Geotextile membrane<br>for wp swing pad extension + Enviropave path                                                                                        | 91       | Squ. Metre      | 26.02      | 2,367.82 |
| EN-MOT50             | Supply & Lay Type 1 Mot Stone 50mm including Geotextile membrane<br>Existing RB sub base to be prepped for enviropave and wp overlay                                                                     | 30       | Squ. Metre      | 20.19      | 605.70   |
| EN-HARDDIG 100       | Break Out & Exc 100mm Hard Dig Incl. DSP<br>Removing existing sub base ready for reinstatement = 21m2<br>Removing concrete slabs ready for overlay = 3m<br>Posts into existing sub base = 5 x .025 = 2m2 | 26       | Squ. Metre      | 24.35      | 633.10   |
| EN-EDGE TRENCH       | Trench Edge for Wet Pour, Including Backfill                                                                                                                                                             | 126      | Metre           | 21.35      | 2,690.10 |

| No.                        | Description                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit of Measure | Unit Price | Amount           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|------------|------------------|
| EN-EDGE PCC CURVE          | Supply & Install Precast Concrete Edge<br>To Curved Edge 915x150x50mm                                                                                                                                                                                                                                                                         | 8        | Metre           | 45.17      | 361.36           |
| EN-EDGE PCC                | Supply & Install Precast Concrete Edge<br>915x150x50mm                                                                                                                                                                                                                                                                                        | 7        | Metre           | 40.01      | 280.07           |
| <b>Surfacing</b>           |                                                                                                                                                                                                                                                                                                                                               |          |                 |            |                  |
| EN-SURFACING               | Bespoke Safety Surfacing Quotation as per design                                                                                                                                                                                                                                                                                              | 1        | Squ. Metre      | 11,764.28  | 11,764.28        |
| EN-SINGLEGRASSMAT          | Supply & Install Ecosmart Grass Matting up to 2.0m CFH<br>Over 66m2 Combined<br>All existing grass to be fully established & well maintained to give a critical fall height.                                                                                                                                                                  | 126      | Squ. Metre      | 41.18      | 5,188.68         |
| <b>Reinstatement</b>       |                                                                                                                                                                                                                                                                                                                                               |          |                 |            |                  |
| EN-GRASS SEED              | Supply & Sow Grass Seed                                                                                                                                                                                                                                                                                                                       | 22       | Squ. Metre      | 3.80       | 83.60            |
| EN-TOPSOIL 150             | Supply & Spread Topsoil 150mm                                                                                                                                                                                                                                                                                                                 | 22       | Squ. Metre      | 37.89      | 833.58           |
| <b>Groundworks</b>         |                                                                                                                                                                                                                                                                                                                                               |          |                 |            |                  |
| EN-HERASMIN                | Heras Fencing Delivery & Collection Rate                                                                                                                                                                                                                                                                                                      | 1        | Pieces          | 198.52     | 198.52           |
| EN-HERAS                   | Heras Fencing Unload, Erect & Dismantle                                                                                                                                                                                                                                                                                                       | 125      | Metre           | 4.58       | 572.50           |
| EN-HERASWK                 | Heras Fencing Hire Per Week                                                                                                                                                                                                                                                                                                                   | 375      | Metre           | 1.20       | 450.00           |
| EN-SKIP                    | Skip Hire 8 Cy Mixed Waste (Not Rubber)                                                                                                                                                                                                                                                                                                       | 1        | Pieces          | 521.43     | 521.43           |
| EN-MECH OFFLOAD            | Mechanical Offload                                                                                                                                                                                                                                                                                                                            | 1        | Pieces          | 914.29     | 914.29           |
| EN-HOTWASH U4WK            | Hotwash Welfare Under 4 Weeks                                                                                                                                                                                                                                                                                                                 | 1        | Pieces          | 420.00     | 420.00           |
| EN-SECUR1                  | Storage Container (6mx2.4m)-4wks Min Charge                                                                                                                                                                                                                                                                                                   | 1        | Pieces          | 994.15     | 994.15           |
| EN-INSP RPII               | Post Installation Inspection by Play Inspection Company<br>It is good practice and a requirement of most insurers that a newly constructed play area is inspected & assessed by a qualified independent safety inspector (from Register of Play Inspectors International). We will arrange this for you and pass on the report for your file. | 1        | Pieces          | 477.94     | 477.94           |
| FREIGHT                    | Freight                                                                                                                                                                                                                                                                                                                                       | 1        | Pieces          | 3,095.96   | 3,095.96         |
| <b>Subtotal</b>            |                                                                                                                                                                                                                                                                                                                                               |          |                 |            | <b>68,079.43</b> |
| Project Discount Amount    |                                                                                                                                                                                                                                                                                                                                               |          |                 |            | -8,483.50        |
| <b>Total GBP Excl. VAT</b> |                                                                                                                                                                                                                                                                                                                                               |          |                 |            | <b>59,595.93</b> |
| 20% VAT                    |                                                                                                                                                                                                                                                                                                                                               |          |                 |            | 11,919.18        |
| <b>Total GBP Incl. VAT</b> |                                                                                                                                                                                                                                                                                                                                               |          |                 |            | <b>71,515.11</b> |



5 Moseley's Farm  
Business Centre  
Fornham All Saints  
Bury St Edmunds  
Suffolk IP28 6JY  
T: 01284 765391  
E: [info@treesurveys.co.uk](mailto:info@treesurveys.co.uk)  
[www.treesurveys.co.uk](http://www.treesurveys.co.uk)

Julie Gentle  
Suffolk Tree Services Ltd  
The Woodyard  
Brent Eleigh Road  
Lavenham  
Suffolk  
CO10 9PE

Date: 10/07/2026  
My ref: SH/ch/Q0341/27

Dear Julie

**Proposal:** Tree Survey (Health and Safety)  
**Site:** Acton - Parish Council Trees

Further to your recent request I now have the pleasure of submitting the following quotation for the required tree survey.

The survey will provide an individual, objective assessment of the all the trees and their associated health, condition and safety. This will include the preparation of a schedule of all trees on site, prioritisation of necessary tree works, monitoring schedules and a location plan.

| No | Item                                                   | Details                                                                                                                                                                                                                                                                                                        |
|----|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Site Visit and Inspection of Trees for Health & Safety | <ul style="list-style-type: none"> <li>• Inspection of all trees within designated area</li> <li>• Condition Assessment</li> <li>• Identification of those trees in need of remedial tree works on the grounds of health and safety</li> <li>• Tree Work Proposals</li> <li>• General Site Comments</li> </ul> |
| 2  | Preparation of Tree Survey Report and Drawing(s)       | <ul style="list-style-type: none"> <li>• Schedule of Trees</li> <li>• Schedule of works and associated priorities</li> <li>• Drawing showing trees in need of remedial tree works</li> </ul>                                                                                                                   |

The information is collected on Hayden's bespoke tree database with a complete history file for each individual tree. This aids re-inspection, allowing easy access to information should it be required in future years.



| No. | PROPOSED WORKS                                                                                                                                                                                                               | Cost (ex VAT) |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.1 | <ul style="list-style-type: none"> <li>Site Visit and Inspection of Trees - Jennens Way</li> </ul>                                                                                                                           | £846.25       |
| 1.2 | <ul style="list-style-type: none"> <li>Site Visit and Inspection of Trees - Church Drive</li> </ul>                                                                                                                          | £558.25       |
| 1.3 | <ul style="list-style-type: none"> <li>Site Visit and Inspection of Trees - Lime Tree Green</li> </ul>                                                                                                                       | £510.25       |
| 1.4 | <ul style="list-style-type: none"> <li>Site Visit and Inspection of Trees - Allotments &amp; Wildlife area</li> </ul>                                                                                                        | £366.25       |
| 2   | <ul style="list-style-type: none"> <li>Preparation of Tree Survey Report and Plan(s)</li> <li>Preparation of Schedule of Trees and Schedule of Required Tree Works</li> <li>Recommendations for Future Management</li> </ul> | £634.00       |

Hayden's have the necessary resources and undertake similar works on a regular basis. Projects are generally managed by David Carmichael, the Practice Manager, supported by an Arboricultural Consultant, an AutoCAD Technician and the Admin Team, all of whom will be available for contact by your project team should Hayden's be commissioned.

This quotation includes the cost of an electronic version of the report which is available for emailing. Hard copies of our documents can be printed should they be required, price upon request. Please note that payment is required on a strictly 30-day basis from the date of receiving the invoice.

**The progression of projects can, on occasions, be unpredictable dependent on the intricacies involved. In certain circumstances this may lead to a delay between the initial input and the final deliverables. Given this it may be necessary for Hayden's to seek an interim payment for works completed.**

**Any works exceeding those specifically itemised in this quotation will be charged at the hourly rates listed below. This includes requests for additional research or information after the initial issue of the project, project meetings, and returning to site if the scope of the report requires widening.**

|                                    |                  |
|------------------------------------|------------------|
| Managing Director                  | £115.50 p/h +VAT |
| Practice Manager/Senior Consultant | £104.50 p/h +VAT |
| Arboricultural Consultant          | £88.00 p/h +VAT  |
| CAD Technician                     | £49.50 p/h +VAT  |
| Administration                     | £35.00 p/h +VAT  |

Mileage will be charged if it is necessary to return to site.

Should you wish me to proceed with the work, please let me know as soon as possible so that I can ensure that the project is completed within the necessary time frame. Do not hesitate to contact me if you have any additional queries.

Yours sincerely



**Stephen Hayden**  
Managing Director



**Acton Parish Council****Budgeted Expenditure Vs Actual Expenditure****1st April 2026 - 31st August 2026****PAYMENTS**

|                             | <b>Budget</b>    | <b>Actual</b>    | <b>Variance</b>  |
|-----------------------------|------------------|------------------|------------------|
| Administration              |                  |                  |                  |
| Community Events            | 1,300.00         | 0.00             | 1,300.00         |
| Elections                   | 100.00           | 0.00             | 100.00           |
| Subscriptions               | 1,086.00         | 647.46           | 438.54           |
| Training                    | 1,300.00         | 813.10           | 486.90           |
| Audit                       | 850.00           | 657.00           | 193.00           |
| Administration              | 2,000.00         | 998.97           | 1,001.03         |
| Room Hire                   | 396.00           | 138.00           | 258.00           |
| Insurance                   | 1,096.44         | 0.00             | 1,096.44         |
| Chairmans Allowance         | 50.00            | 0.00             | 50.00            |
| Bank Charges                | 51.00            | 21.25            | 29.75            |
| <b>Total Administration</b> | <b>8,229.44</b>  | <b>3,275.78</b>  | <b>4,953.66</b>  |
| Staff costs                 |                  |                  |                  |
| Staff Costs                 | 24,218.25        | 10,043.77        | 14,174.48        |
| <b>Total Staff costs</b>    | <b>24,218.25</b> | <b>10,043.77</b> | <b>14,174.48</b> |

|                               | <b>Budget</b>    | <b>Actual</b>   | <b>Variance</b>  |
|-------------------------------|------------------|-----------------|------------------|
| <b>Environment</b>            |                  |                 |                  |
| Paths Maintenance             | 500.00           | 0.00            | 500.00           |
| Hedge and Tree Maintenance    | 5,000.00         | 2,250.00        | 2,750.00         |
| Other Environmental Costs     | 2,100.00         | 42.42           | 2,057.58         |
| Play Area Maintenance         | 4,000.00         | 327.28          | 3,672.72         |
| Refuse Collection             | 4,000.00         | 498.69          | 3,501.31         |
| Health and Safety Inspections | 100.00           | 0.00            | 100.00           |
| Wildlife Reserve              | 1,200.00         | 413.45          | 786.55           |
| SIDS and Village Maintenance  | 2,247.00         | 508.00          | 1,739.00         |
| <b>Total Environment</b>      | <b>19,147.00</b> | <b>4,039.84</b> | <b>15,107.16</b> |

|                              | <b>Budget</b>   | <b>Actual</b> | <b>Variance</b> |
|------------------------------|-----------------|---------------|-----------------|
| <b>Street lighting</b>       |                 |               |                 |
| Streetlighting - Electricity | 1,250.00        | 362.19        | 887.81          |
| Streetlight - Maintenance    | 1,500.00        | 97.50         | 1,402.50        |
| <b>Total Street lighting</b> | <b>2,750.00</b> | <b>459.69</b> | <b>2,290.31</b> |

|                               | <b>Budget</b>    | <b>Actual</b>   | <b>Variance</b> |
|-------------------------------|------------------|-----------------|-----------------|
| <b>Other</b>                  |                  |                 |                 |
| Grants                        | 5,500.00         | 2,750.00        | 2,750.00        |
| Closed Churchyard Maintenance | 1,100.00         | 0.00            | 1,100.00        |
| Allotments                    | 100.00           | 0.00            | 100.00          |
| Donations                     | 3,550.00         | 350.00          | 3,200.00        |
| Fixed Assets                  | 0.00             | 0.00            | 0.00            |
| CIL Funds                     | 0.00             | 5,234.09        | -5,234.09       |
| Acton Field Trust             | 0.00             | 0.00            | 0.00            |
| <b>Total Other</b>            | <b>19,150.00</b> | <b>8,334.09</b> | <b>1,915.91</b> |

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| <b>Total Payments</b> | <b>73,494.69</b> | <b>26,153.17</b> | <b>38,441.52</b> |
|-----------------------|------------------|------------------|------------------|

**RECEIPTS**

|                               | <b>Budget</b>    | <b>Actual</b>   | <b>Variance</b>  |
|-------------------------------|------------------|-----------------|------------------|
| <b>Other Receipts</b>         |                  |                 |                  |
| Community Infrastructure Levy | 0.00             | 0.00            | 0.00             |
| Other Grants or Donations     | 0.00             | 0.00            | 0.00             |
| Allotment Rents               | 340.00           | 17.50           | -322.50          |
| Bank Interest                 | 2,000.00         | 622.02          | -1,377.98        |
| Other Income                  | 20.00            | 11.11           | -8.89            |
| <b>Total Other Receipts</b>   | <b>12,360.00</b> | <b>3,898.23</b> | <b>-8,461.77</b> |

Appendix 5

|                       |                  |                  |                   |
|-----------------------|------------------|------------------|-------------------|
| <b>Precept</b>        | 61,000.00        | 30,500.00        | -30,500.00        |
| <b>Total Precept</b>  | <b>61,000.00</b> | <b>30,500.00</b> | <b>-30,500.00</b> |
|                       |                  |                  |                   |
| <b>Total Receipts</b> | <b>73,360.00</b> | <b>34,398.23</b> | <b>-38,961.77</b> |



### **Request for Financial Support for the Quay Theatre**

I am writing on behalf of the Quay to ask if your Council would consider providing some financial support to help us continue serving our local community.

Our theatre has been at the heart of the community for many years, providing affordable entertainment, encouraging creativity, and offering opportunities for people of all ages to take part in the performing arts. Our visitor profile shows that we get over two thirds of patrons from Sudbury and its surrounding area, including your village.

Like many community organisations, we face increasing costs for staffing, maintaining our building, purchasing equipment, and producing high-quality performances and this is now becoming a problem as seat sales in such a small theatre, can never meet our outgoings. We are currently getting to the top of our overdraft and are in dire need of funds, as the last thing that we want is to have to close the theatre.

Any contribution, large or small, would make a significant difference. Funding would be used to support essential running costs and ensure that we can continue to offer affordable performances and opportunities for local people to participate in the arts.

We would be delighted to welcome members of the Council to visit the theatre, attend one of our productions, or discuss our work in more detail. We are proud of the positive impact the theatre has on our community and hope that you will consider supporting us.

Thank you for taking the time to consider our request. We appreciate the valuable work your Council does for our community and look forward to hearing from you.

Regards

Tony Willson  
Chair of Trustees  
1<sup>st</sup> July 2026



## Appendix 7

### 2026 Community Christmas Event Budget

|                            |   |                   |
|----------------------------|---|-------------------|
| Tree                       | £ | 875.00            |
| Light Erection             | £ | 100.00            |
| Christmas Lights Projector | £ | 30.00             |
| Hot Choc 1kg x 2           | £ | 18.00             |
| Squirty Cream 250g x 6     | £ | 12.00             |
| Marshmallows 1kg           | £ | 10.00             |
| Tea Lights x 50            | £ | 16.00             |
| Lanterns x 60              | £ | 20.00             |
| Mulled Wine                | £ | 20.00             |
| Squash                     | £ | 5.00              |
| Paper Cups                 | £ | 14.00             |
| Napkins                    | £ | 10.00             |
| Mince Pies 16 x 6          | £ | 20.00             |
| Contingency                | £ | 150.00            |
|                            |   | <u>£ 1,300.00</u> |



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**Re: Web Accessibility and Testing**

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**From** James Lungley <james@parishcouncilwebsites.co.uk>

**Date** Tue 18/08/2026 10:46 AM

**To** clerk@actonparishcouncil.gov.uk <clerk@actonparishcouncil.gov.uk>

Thanks Abbie,

Thanks for getting in touch - yes, this is certainly something we can help with.

We are currently introducing an annual accessibility monitoring and reporting service specifically with this sort of requirement in mind. The service would include quarterly automated accessibility testing of the website throughout the year, with any issues identified, reviewed and, where they relate to the website itself, reasonable remedial work undertaken as part of the service.

We would then provide an annual accessibility report summarising the testing undertaken, any issues identified and the actions taken to address them. This can be retained by the Council and provided to the internal auditor as evidence of ongoing accessibility monitoring.

Where issues relate to content or documents uploaded by the Council, such as inaccessible PDF documents, these would be highlighted within the review. Any significant remediation work required to those documents would be discussed separately.

The cost for the annual service would be **£150 + VAT per year**, covering the quarterly monitoring, review and annual report.

It sounds as though this would meet the recommendation made by your internal auditor, so I'd be very happy to arrange this for you following approval at your September meeting.

Kind regards,  
James Lungley



**M:** [07941 769 287](tel:07941769287)

**W:** [www.parishcouncilwebsites.co.uk](http://www.parishcouncilwebsites.co.uk)

**E:** [james@parishcouncilwebsites.co.uk](mailto:james@parishcouncilwebsites.co.uk)

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AGM House  
Barton Close, Grove Park  
Enderby, Leicester  
LE19 1SJ

T: 0330 0130036  
E: councils@thecleargroup.com  
www.clearcouncils.com

### Invoice

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| Invoice Number:        | LCO02762                                                           |
| Invoice Date:          | 17/08/2026                                                         |
| Policyholder Name:     | Acton Parish Council                                               |
| Policyholder Address:  | 101 Egremont Street<br>Glemsford<br>Sudbury<br>Suffolk<br>CO10 7SG |
| Policy Number:         | LCO02762                                                           |
| Policy Type:           | Local Councils                                                     |
| Effective Date:        | 01/10/2026                                                         |
| Description:           | Local Councils Insurance Renewal                                   |
| Premium:               | £940.06                                                            |
| Insurance Premium Tax: | £112.81                                                            |
| Administration Fee:    | £55.00                                                             |
| Total Premium Due:     | £1,107.87                                                          |
| Terms of Payment:      | In advance of your renewal date 01/10/2026                         |

### How To Make Payment:

|                          |                                                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Credit/Debit Card:       | Please call Clear Councils on 0330 013 0036 and have your card details ready.                                                                                                                                                                |
| BACS/Automatic Transfer: | Account Name: Clear Insurance Management Ltd<br>Account No.: 65304586<br>Sort Code: 60-15-03<br>Reference: Your quote reference (see above)                                                                                                  |
| Cheque:                  | Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, 7/8 Tolherst Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5SF, quoting your quote reference (see above) on the reverse. |



## APPENDIX 10

### Internal Audit Recommendations and Actions

| Recommendation:                                                                                                                                                                                                                                                                                                                                                                                                                       | Action:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Whilst the Council holds a significant level of Earmarked Reserves (£186,874.03) for specific future commitments, it is recommended that the Council formally reviews the level of General Reserves as part of its budget-setting process, to ensure alignment with its Reserves Policy and to consider whether any surplus funds should be allocated to Earmarked Reserves or used to support future projects or reduce the precept. | To review reserves and Reserves Policy and individual reserves.<br><br><b>UPDATE:</b> Reserves policy updated and individual reserves reviewed.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Recommendation:                                                                                                                                                                                                                                                                                                                                                                                                                       | Action:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The Clerk may wish to consider presenting comprehensive financial reports to the Council on a regular basis, which include both income and expenditure. This will ensure that members have a complete and transparent view of the Council's financial position and can exercise effective oversight in accordance with Proper Practices.                                                                                              | To discuss if this is necessary in addition to the list of transactions reviewed at every meeting.<br><br><b>UPDATE:</b> As transactions are reviewed every meeting and there are regular reports to show budgeted expenditure versus actual expenditure, not additional reports will be presented.                                                                                                                                                                                                                                                        |
| Recommendation:                                                                                                                                                                                                                                                                                                                                                                                                                       | Action:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The Council should ensure that bank reconciliations are signed and dated by the Responsible Financial Officer and independently verified by an appointed member in accordance with Financial Regulation 2.6. Supporting documentation should be presented alongside the reconciliation to provide a clear audit trail, with this activity reported to and noted by the Council.                                                       | Financial Regulation 2.6 does not require the RFO to sign and date the bank reconciliation. Regular financial checks are carried out and have been minuted but evidence of this was not requested by the auditor. Councillor check forms will be submitted instead of bank reconciliations presented at the meeting.<br><br><b>UPDATE:</b> Quarterly bank reconciliation signed by Clerk and Cllr, along with quarterly Councillor check forms, now called Internal Control Compliance Reviews, are now being added to the finance section of the website. |
| Recommendation:                                                                                                                                                                                                                                                                                                                                                                                                                       | Action:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The Council should ensure that bank reconciliations, particularly at the financial year end, are supported by bank statements (or equivalent evidence) that reflect the balance at the same reporting date. Where statements are not available for the exact date, alternative evidence such as transaction listings or interim statements should be obtained to confirm the closing balance.                                         | Skipton Building Society send their bank statement annual once interest has been paid. Statements can be requested by phone after the financial year end, but this will delay the audit.<br><br><b>UPDATE:</b> Skipton Building Society send out annual bank statements up to the anniversary of when the account was opened. APC's statement date is 28 <sup>th</sup> January, which cannot be changed.                                                                                                                                                   |
| Recommendation:                                                                                                                                                                                                                                                                                                                                                                                                                       | Action:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The Council should review and amend the Accounting Statements prior to approval to ensure that: 7 Annual Governance & Accountability Return (AGAR) SALC Internal Audit Report template (v.11) Last reviewed: 25th March 2026 16` • the response relating to trust transactions is completed correctly • all figures agree to the underlying accounting records • the Accounting Statements balance in accordance with the required    | Wrong box was checked. This has been updated and was submitted to the internal auditor prior to completion of audit.<br><b>UPDATE:</b> No action required as this was submitted to the internal auditor prior to completion of audit.                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| calculation • figures are stated in whole pounds, rounded to the nearest £1 This will ensure that the AGAR is completed accurately and in accordance with Proper Practices.                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                             |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council should ensure that: <ul style="list-style-type: none"> <li>• asset values are recorded on a consistent basis year to year</li> <li>• any changes in valuation methodology are clearly documented</li> <li>• a reconciliation is maintained explaining movements in total asset value between financial years.</li> </ul>                                                                                                                                                                                                                                                            | Clerk to ensure consistency is maintained.<br><br><b>UPDATE:</b> Asset Register now follows the same format.                                                                                                                                                                                                                |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council may wish to enhance its asset register by including additional detail for land and property assets, such as HM Land Registry title numbers where registered. Where land is unregistered, the Council should ensure that appropriate evidence of ownership (such as title deeds or conveyancing documents) is securely retained and appropriately referenced within the asset register.                                                                                                                                                                                              | Land owned by the council is: <ul style="list-style-type: none"> <li>• Allotments &amp; Wildlife Reserve</li> <li>• Land at Jennens Way</li> <li>• Land at Lime Tree Green</li> </ul> Council to discuss if they wish to enhance the asset register.<br><br><b>UPDATE:</b> Just need to find out about land at Jennens Way. |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council should undertake a Data Audit and establish and maintain a record of processing activities. The Council should also ensure that Data Protection Impact Assessments are completed where required and may wish to consider providing periodic data protection training for Councillors and staff.                                                                                                                                                                                                                                                                                     | To look into data protection training.<br><br><b>UPDATE:</b> No training has been advertised on SALC website yet.                                                                                                                                                                                                           |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council should ensure that website accessibility testing is undertaken at least annually and that appropriate evidence is obtained and retained, such as testing reports 14 Website Accessibility Regulations 2018 SALC Internal Audit Report template (v.11) Last reviewed: 25th March 2026 23 or confirmation from the website provider, together with records of any issues identified and actions taken. This should be made available to the internal auditor upon request to support verification of compliance with accessibility regulations and ongoing monitoring of the website. | Clerk to obtain quote from current website provider, Parish Council Accounts, for annual testing and provision of report.<br><br><b>UPDATE:</b> Quote requested on 17 <sup>th</sup> July 2026 to be put to the PC for approval at the September meeting.                                                                    |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council should proceed with the formal adoption of the IT Policy at the earliest opportunity and ensure it is subject to periodic review.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | This is item 11.9 of this agenda.<br><br><b>UPDATE:</b> Adopted on 20 <sup>th</sup> May 2026.                                                                                                                                                                                                                               |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action:</b>                                                                                                                                                                                                                                                                                                              |
| The Council should implement a system of consecutive numbering for its minutes, particularly where these are maintained in loose-leaf format, to                                                                                                                                                                                                                                                                                                                                                                                                                                                | As the current numbering system does not cause any confusion to the PC and is in line with legislation, suggest no action on this.                                                                                                                                                                                          |

|                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ensure the completeness and integrity of the official record.                                                                                                                                                                                                                  | <p>The date and page number of pages in set. For example: Page 1 of 7 indicates to the auditor that pages are or are not missing.</p> <p><b>UPDATE:</b> The Council will continue each agenda and minutes at 1 and will continue consecutive page numbering. SALC confirmed we do not have to change to the internal auditor's suggestion.</p> |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                         | <b>Action:</b>                                                                                                                                                                                                                                                                                                                                 |
| The Council should ensure that the Annual Governance Statement is completed accurately, with Assertion 9 completed appropriately to reflect its role as sole trustee.                                                                                                          | <p>Wrong box was checked. . This has been updated and was submitted to the internal auditor prior to completion of audit.</p> <p><b>UPDATE:</b> As stated in the Action.</p>                                                                                                                                                                   |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                         | <b>Action:</b>                                                                                                                                                                                                                                                                                                                                 |
| The Council should ensure that Terms of Reference are formally adopted for all committees and that these are reviewed periodically. Where committees have been disbanded, this should be formally resolved and clearly recorded in the minutes to provide a clear audit trail. | <p>There are no committees. Clerk to ascertain if disbanded committees have been recorded correctly. Internal Auditor was advised there are no active committees.</p> <p><b>UPDATE:</b> There have been no committees in recent years, therefore no committees have been disbanded.</p>                                                        |

Cllr Signature.....*N. P. Antill*.....,

Date...17/08/2026.....