



# WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page  
Town Clerk

E-MAIL: [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)

TEL: 01992 714949

YOUR REF:

OUR REF: NP/MG

YOU ARE HEREBY SUMMONED to a meeting of **Waltham Abbey Town Council (Accounts)** to be held at the Town Hall at **7:00 p.m.** on **Wednesday 10th June 2026**, for the purpose of transacting the business set out below.

*Miss Natalie Page*

.....Town Clerk

## AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies for absence.
3. **Disclosure of Interest:** To Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)
5. **Annual Return:**
  - a) Annual Internal Audit Report 2025/2026: To receive the Annual Internal Audit Report (To be tabled).



- b) Annual Governance Statement: To note Minute Reference 531/26 Internal Control Measures, Minute Reference 532/26 Annual Governance Statement 2025/26 and Minute Reference 572/26 Internal Audit Report (reports attached at Enc. 1, Enc. 2 and Enc. 3) and to approve the Annual Governance Statement on the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2026 (Enc. 4).
- c) Statement of Accounts Year to 31<sup>st</sup> March 2026: To approve the Statement of Accounts for the year to 31<sup>st</sup> March 2026 (Enc. 5).
- d) Accounting Statement:
- (i) To consider the Accounting Statements by full Council.
  - (ii) To approve the Accounting Statements by resolution; and
  - (iii) To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.
6. Notice of Public Rights: To agree the notice (Enc. 6).
7. Exclusion of Press and Public: (If required) To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

TO: The Mayor  
Deputy Mayor  
All Members of the Council

3<sup>rd</sup> June 2026



# WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources Committee
DATE OF MEETING	11 <sup>th</sup> February 2026
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	<a href="mailto:jodie.law@walthamabbey-tc.gov.uk">jodie.law@walthamabbey-tc.gov.uk</a>
SUBJECT	Internal Control Measures Report
RECOMMENDATION	That the report is noted and that it also be accepted as a review of the internal control measures, and their effectiveness.
BACKGROUND	As part of the audit process, the Council must resolve that an adequate system of internal control has been maintained, and that it has reviewed its effectiveness.
INFORMATION	<p>The main measures that are in place are:</p> <ul style="list-style-type: none"> <li>• A clear separation of duties in all financial processes that is supported by the use of an external contractor to process all financial transactions and the preparation of final accounts.</li> <li>• Adequate insurance that is reviewed annually to ensure that all major risks have sufficient cover and that all essential controls are managed effectively.</li> <li>• Adequate internal audit inspections against a robust work programme to complement the work of the external auditor.</li> <li>• Secure cash handling procedures that satisfy the demands of probity, the avoidance of fraudulent activity and the requirements of our adequate insurance policy. This includes the necessary accounting and safe banking of monies/cash received.</li> <li>• Intelligent cash receipting systems that require reconciliation of cash to the totals from each machine.</li> <li>• Frequent and flexible stock audits in the bars as deemed appropriate with action taken by the Policy and Resources Committee on the results/findings.</li> <li>• Invoices are matched up with orders (where necessary) and that the relevant signatures are obtained prior to payment.</li> <li>• A robust payment procedure underpinned by the separation of duties, that requires two signatures for every payment, payments are made electronically with dual authority sign off.</li> <li>• A maximum of 2 credit cards, retained by the Town Clerk and RFO, for the purchase of urgent items or those purchases that can be made online only.</li> <li>• All payments are reported monthly to the Policy &amp; Resources Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Strict adherence to the Council’s Financial Regulations and Standing Orders, which are reviewed annually, unless waived by Committee decision.</li> <li>• A regular review of all debtors with referral/reports to Committee when necessary.</li> <li>• Monthly budget monitoring reports that highlight the variances with the phased budget; projects an outturn at year-end and provides the information to enable members to make any adjustments to future expenditure if deemed necessary.</li> <li>• Regular reviews/reports of reserves/balances to enable an informed debate on future spend.</li> <li>• Early discussion/reports regarding next year’s budget to enable an informed debate on the use of or contribution to reserves.</li> <li>• Internal Audits are held three times a year by an independent Auditor, and the Council also must submit the AGAR to External Auditors.</li> </ul> <p>As part of the Annual Governance Statement the Council must confirm that it has reviewed the effectiveness of the internal control measures as follows on the attached document.</p> <p>It should also be noted that these effective systems have been in place for some years now resulting in clear Internal and External Audits.</p>
FINANCIAL IMPLICATIONS	Not applicable
ENCLOSURES	Annual Governance Statement
DATA PROTECTION	Not applicable
CARBON NEUTRAL	Not applicable
CRIME & DISORDER ACT 1997	Not applicable
COMMUNITY IMPACT	Not applicable
HEALTH & SAFETY	Not applicable

### Annual Governance Statement 2026-2027

<p>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>The accounts and year-end accounts are prepared by our accountants, DCK Beavers and are done so under the Accounts &amp; Audit Regulations and proper practices. Financial reports are put before Council on a regular basis.</p>
<p>We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness</p>	<p>We review our internal controls and Financial Regulations annually to agree they are adequate and robust. We also have an Anti-Fraud policy in place.</p>
<p>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.</p>	<p>We have reviewed our Standing Orders and our Financial Regulations to take into account recent changes in legislation and procedure. Reports are made to Council in the appropriate matter for decisions to be taken by the Council</p>
<p>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts &amp; Audit Regulations.</p>	<p>Notices were placed on Notice Boards, on the website within and for the required timescales as indicated by the Regulations.</p>
<p>We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>We have a Risk Management Strategy in place identifying corporate risks. The insurance is kept up to date and is in the process of being agreed for the next year.</p>
<p>We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</p>	<p>Legra Internal Audit Service are our internal auditors and they provide three visits a year; and comprehensive reports back to council. There is a system in place to review internal controls on an annual basis. This year only a 1<sup>st</sup> interim and final IA will take place due to late notice from our previous auditor that they will no longer be providing services to the Council.</p>
<p>We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>All reports from all auditors are put before the Council and all/any matters raised are addressed.</p>
<p>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.</p>	<p>This is part of the accounts year-end finalisation. We ensure that the accountants have full information before completing the year-end.</p>

Jodie Law  
11<sup>th</sup> February 2026

10<sup>th</sup> February 2026

Helen Symmons,  
Legra Internal Audit

LegraIAS@outlook.com

## 2025/26 Interim Internal Audit Report for Waltham Abbey Town Council

### BASIS OF REPORT

This Interim Internal Audit has been undertaken in accordance with the Practitioners' Guide 2025. The scope of this review focuses on the effectiveness of the Council's internal controls that can be evidenced remotely via the Council's website and through a set of documents provided by the Council at the interim audit visit.

The purpose of internal audit is to provide independent assurance that the Council has appropriate and robust controls in place. Internal audit is not intended to detect every error or fraud; instead, it is a periodic review of the Council's systems of financial control, risk management, and governance arrangements, as required under the Accounts and Audit Regulations 2015.

All findings within this report are based on objective and traceable evidence. The conclusions are intended to highlight areas where improvements may strengthen governance or control prior to the Council's consideration of the Annual Governance Statement in due course.

As Internal Auditor, I confirm that I am independent of the Council's management, financial procedures and operations, and that I hold no conflicts of interest with the authority.

### SUMMARY OF INTERIM AUDIT APPROACH

The interim audit consisted of:

- A remote review of information published on the Council's website.
- Examination of specific documents supplied on site by the Council
- Assessment of compliance with the relevant internal control expectations outlined in the Practitioners' Guide 2025
- Identification of any areas where additional evidence will be required during the Year-End Internal Audit
- Review of transparency, publication and data compliance requirements

This Interim Audit provides an *in-year* assurance but does not replace the full Year-End Internal Audit.

### FINDINGS

The following observations were made based on remote evidence and documentation supplied at the onsite interim audit visit.

#### Previous Audit Recommendations:

This is the first year of internal audit by Legra Internal Audit Services. A review of the 2024/25 internal audit report was undertaken and the following recommendations had been made:

- When considering future budget and precept requirements to take into account the level of General Reserve – This is being implemented as evidenced by the 26/27 Budget. The General Reserve level will be reviewed at the Year-End audit.

- Outcome of quarterly playground inspections will be included as a standing item on the agenda of L&C Committee meetings and the reports published on the website – This is still to be fully implemented. Although the December 2025 report was accessible on the website, it was only available via a manual search. No report was made to the Committee and there is a lack of agendas on the website for this Committee and therefore as such there is no evidence any action was to be taken. With the imminent review of the Council’s Risk Register, action should be taken to fully implement this recommendation going forward. A full review of risk will be undertaken at the Year-end audit.

### **Annual Council Meeting**

This meeting was held 21<sup>st</sup> May 2025. Councillors were summoned to the meeting, and the first item of business was the election of Mayor, following which the Mayor signed a Declaration of Acceptance of Office.

All business outlined in Standing Order 5J was not included in the meeting. Standing Orders, Financial Regulation and the review of Terms of Reference for Committees were not undertaken. It is recommended that these documents are reviewed annually in line with Standing Order 5J to ensure governance arrangements are formally adopted for the administrative year to which they relate.

### **Approval of the AGAR 2024/25**

This was undertaken at the Council Meeting 11<sup>th</sup> June 2025. The minutes evidence the Council’s consideration of each AGAR Section 1 assertion and that the AGAR Internal Audit report was considered prior to approval of the Governance Statement and Accounting Statements.

There is a defined procedure in the Practitioners’ Guide for approving Section 2 of the AGAR. Based on the evidence available, it is clear that the defined procedure was followed as the RFO signed Section 2 on 4<sup>th</sup> June 2025.

The Exercise of Public Rights Inspection was correctly published as 16<sup>th</sup> June to 26<sup>th</sup> July inclusive. In accordance with the Local Audit and Accountability Act the inspection period was 30 working days inclusive and did include the first 10 working days of July. However, there is no evidence that these dates were formally resolved at a meeting and it is recommended that this be undertaken in future at the same time as approving the AGAR. Whilst there is no statutory requirement for formal approval of the dates, some authorities choose to minute the period for evidential clarity.

The AGAR was correctly submitted to the External Auditor prior to 30<sup>th</sup> June 2025; however, publication on the website was limited to inclusion within the agenda pack. The Bank Reconciliation, Variances report and Internal Auditors report do form part of the AGAR but the Variances report was not published as part of the agenda pack. The External Auditor’s Report was received 17<sup>th</sup> September 2025 and whilst there is evidence that a Conclusion notice was correctly completed and published prior to 30<sup>th</sup> September 2025 it was randomly placed on the website. *It is recommended that the Council publish the AGAR logically in the designated ‘Audit’ category on the website to enable residents to access information in a simpler manner and that correct publishing procedures be followed for the forthcoming AGAR process.*

Council considered the internal audit report and the Policy & Resources Committee considered the External Auditor’s report which is in accordance with the Council’s Terms of Reference.

### **Monitoring of Financial Information**

The Council monitor financial actuals against budget on a regular basis. The minutes evidence that this takes place and the RFO supplies a report with the agenda pack recording narrative explanations for material variances.

Payments are presented to the Policy & Resources Committee for approval along with Bank Reconciliations. Whilst a receipts list is prepared, there was no evidence in the documents seen that Council does receive this list. It is therefore recommended that the Income sheet is presented in a way to

avoid any breaches of GDPR and in view of the volume of receipts but it should be recorded to ensure that receipts expected are received e.g. the precept.

Fees are due to be reviewed imminently and will reviewed at the Year-end audit.

A precept was set for 2025/26 on 15<sup>th</sup> January 2025 and was for £1,168,020. The precept was correctly received during 2025.

The Council has bank balances exceeding £100,000 and has an Investment Strategy which is due for review imminently.

Pay reports confirm that the national pay increase for Staff was implemented and backdated accordingly to 1<sup>st</sup> April 2025. A full review of the salaries to employees will be undertaken at the Year-end audit.

### **Policy Reviews**

Standing Orders were not reviewed in accordance with Standing Order 5J. Whilst they were reviewed in April 2025 they were not the latest recommended version by NALC and therefore took no account of the Procurement legislation that came into effect in February 2025. It is recommended that at the imminent review Council ensure that Standing Orders are compliant with any legislative changes.

Financial Regulations were reviewed in March 2025 but they were not the latest recommended version by NALC and therefore took no account of the Procurement legislation that came into effect in February 2025. As per the recommendation for Standing Orders, the same applies for the Financial Regulations. A review will be undertaken of the Fire Door Tender published in October 2025 at the Year-end audit and whether it complied fully with Financial Regulations.

The Council has a range of key policies in place but many have not been reviewed for a considerable number of years. To ensure compliancy with legislative changes and best practice, it is recommended that a full review is undertaken of all policies with appropriate publication to the website. This aspect will be reviewed again at the year-end audit.

### **2026/27 Budget Process**

This process has been completed. The Council resolved to set the precept for the financial year at £1,231,555. This was following approval of a budget and consideration was given to the General Reserve level.

### **Insurance Review**

Insurance is in place until March 2026 when it will be renewed. A full review of insurance cover to the Fixed Asset Register will be undertaken at the year-end audit.

- Public Liability Insurance £10 million
- Employers' Liability Insurance £10 million
- Fidelity Insurance £879,000. This level of cover does align with recommended good practice. The Practitioners' Guide advises that cover should be sufficient to protect against the highest possible financial loss. This is commonly taken as the year-end balances plus at least half of the annual precept or the estimated maximum exposure at any one time. It is recommended that the Council monitor its current level of Fidelity Cover as the General Reserve rises and increases the cover where necessary to ensure adequate protection.

### **Digital and Data Compliance**

The Council's website is not WCAG 2.2AA compliant and an outdated Accessibility Statement is published on the website. It is recommended that a full review is undertaken of the website.

Five years of AGAR information is not published to the website and whilst nearly 3 years of minutes are published, agendas are only randomly published and often with no agenda reports. The Practitioners'

Guide does state that Councils must publish the AGAR and make it publicly available for at least 5 years. While there is no specific statutory timescale for the publication of meeting minutes, transparency and accountability principles indicate that maintaining access to several years of minutes supports a clear audit trail and public understanding of Council decisions. It is recommended that the Council ensures at least five years of AGAR documents are available online and considers publishing a minimum of three years of meeting minutes. Based on Information Commissioner's Officer (ICO) guidance they would expect background papers referred to in the agenda/minutes or circulated for meetings to be published to ensure openness and allow residents to engage with agenda items meaningfully.

Details for the Committees are published which shows individual Councillors' responsibilities.

Contact details for Councillors are published on the website and all have .gov.uk email addresses. Declaration of Interest forms are available for each Councillor. It is unclear as to whether the Town Clerk has a generic email account hosted on the Council's .gov.uk domain but there are other generic email addresses for the Town Council.

As the Council has a turnover exceeding £200,000, it is obliged to comply with the Transparency Code 2015. The Code requires that local authorities must publish details of all land and building assets held. It is recommended that the Council ensure all details required are published and a guidance sheet is attached to this report.

The Council has a Publication Scheme in accordance with the Freedom of Information Act 2000. This policy does not appear to have been reviewed since 2019. It is recommended that Council ensure that an annual review is undertaken.

With the introduction of new Assertion 10 from the 2025/26 AGAR, all smaller authorities must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. The Council has a Privacy Policy but no Data Protection Policy. It is recommended that Council adopt appropriate policies as a matter of urgency. To further evidence that the Council processes personal data with care and in line with the principles of data protection, it is recommended that the Council consider implementing and publishing a procedure for staff to undertake when subject access requests are received.

There is no evidence on the website of an I.T. policy. This is a requirement of the Practitioners' Guide 2025, and it is recommended that the Council implement an appropriate policy prior to financial year-end.

#### **Technical Observations and Further Recommendations:**

The Council's accounts include the depreciation of certain fixed assets and the use of associated accounting mechanisms, including a Capital Financing Account and a Deferred Grants account. These entries are used to ensure that depreciation and the release of capital grant income do not impact upon the Council's revenue position or the level of precept, and no evidence was identified that the precept has been adversely affected as a result of this treatment.

The Practitioners' Guide 2025 confirms that, for smaller authorities, "the concept of depreciation is not required" (paragraph 5.68). While the accounting approach adopted by the Council is internally consistent and does not give rise to a financial risk, it represents a more complex local-authority-style capital accounting model than is required under the Guide for town and parish councils.

This comment is therefore recorded for information and clarity only, to confirm that the accounting treatment has been reviewed and to note that the Council may wish to consider whether a simpler approach, aligned more closely with the Practitioners' Guide, would improve transparency and ease of understanding for members.

The Council's asset valuations used for insurance purposes have not been reviewed since 2003. Given the passage of time and significant changes in construction and replacement costs, there is a risk that insured values may no longer reflect the full reinstatement cost of the Council's assets, which could result in under-insurance and potential exposure in the event of a claim.

It is recommended that the Council considers undertaking an updated review of asset values for insurance purposes, either through a professional valuation or an appropriate reassessment agreed with its insurer, to provide assurance that insurance cover remains adequate and appropriate.

It was noted that, although most minutes are signed by the Chairman, they are not routinely dated on approval and approval is not always evidenced by a formal resolution of the Council or Committee. This should be addressed to ensure compliance with good governance practice, as minutes form the official and authoritative record of decisions and may be used as evidence in legal proceedings.

### **Payroll and Pay Structure**

During the audit it was identified that the Council's full-time contractual hours are set at 36 hours per week, which perhaps reflects a long-standing and widely understood arrangement. Staff salaries are paid in accordance with the NJC pay scales, which are based on a standard 37-hour working week, which results in a higher effective hourly rate than that implied by the NJC pay tables. This position is noted within the audit for clarity.

### **Conclusion**

These findings represent an in-year position and may change as further evidence is reviewed at year-end. Having been appointed just recently there is only time for one interim audit review in 2025/26 but would look to increase this to two reviews plus a year-end audit in 2026/27.

These recommendations are offered to further enhance the Council's internal control framework and do not detract from the work already undertaken.

My thanks are given to the RFO for providing documents and for her assistance which has ensured the smooth progress of the review process.

This report should be noted and taken to the next meeting of the Council for minuting to inform them of the Internal Audit work carried out. Additionally, the Council should minute their review and actions planned to the content of this report.

If you would like any further assistance or clarification, please do contact me.

*Helen Symmons*

Legra Internal Audit Service  
Internal Auditor

# Annual Governance and Accountability Return 2025/26 Form 3

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

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

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

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

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

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

## Publication Requirements

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

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

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

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

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

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

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

# Annual Internal Audit Report 2025/26

Waltham Abbey Town Council

<https://www.walthamabbey-tc.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/02/2026 20/05/2026

HELEN SYMONS LEGRA IAS

Signature of person who carried out the internal audit

Date

20/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Waltham Abbey Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from Internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

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

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

and recorded as minute reference:

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

Chair

Clerk

<https://www.walthamabbey-tc.gov.uk/>

## Section 2 – Accounting Statements 2025/26 for

Waltham Abbey Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	254,103	213,052	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,037,578	1,168,020	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	508,812	427,093	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-833,350	-884,087	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	-35,348	-35,351	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-718,743	-611,062	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	213,052	277,665	<i>Total balances and reserves at the end of the year, must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	308,846	347,345	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,369,714	3,308,001	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	210,342	184,541	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

Date

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

as recorded in minute reference:

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

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

In respect of

Waltham Abbey Town Council

## 1 Respective responsibilities of the auditor and the authority

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

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

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

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

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

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3 External auditor certificate 2025/26

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

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**Waltham Abbey Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2026**

Enclosure Number 5

**Waltham Abbey Town Council**

**Table of Contents**

**31 March 2026**

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	14
6 Audit Fees.....	14
7 Members' Allowances.....	15
8 Employees.....	15
9 Pension Costs.....	15
10 Tangible Fixed Assets.....	16
11 Financing of Capital Expenditure.....	16
12 Information on Assets Held.....	17
13 Current Asset Investments.....	18
14 Stocks.....	18
15 Debtors.....	18
16 Creditors and Accrued Expenses.....	18
17 Long Term Liabilities.....	19
18 Deferred Grants.....	19
19 Capital Financing Account.....	20
20 Earmarked Reserves.....	20
21 Capital Commitments.....	20
22 Contingent Liabilities.....	20
23 Reconciliation of Revenue Cash Flow.....	21
24 Movement in Cash.....	21
25 Reconciliation of Net Funds/Debt.....	21
26 Post Balance Sheet Events.....	22
Appendices.....	23

**Waltham Abbey Town Council**

**Council Information**

**31 March 2026**

( Information current at 3rd June 2026 )

**Mayor**

Cllr A. Crowley

**Councillors**

Cllr J. Lea (Deputy Mayor)

Cllr S. Heather

Cllr H. Kane

Cllr S. Kane

Cllr M. Markham

Cllr J. Parsons

Cllr B. Tomlinson

Cllr A. P. Watts

Cllr S. Yerrell

Cllr N. Zaman

**Town Clerk**

Miss Natalie Page CiLCA

**Responsible Financial Officer (R.F.O.)**

Miss Jodie M. Law PSLCC

**Auditors**

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

**Internal Auditors**

Helen Symmons

Legra Internal Audit Service

**Waltham Abbey Town Council**

**Statement of Responsibilities**

**31 March 2026**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2026 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Waltham Abbey Town Council at 31 March 2026, and its income and expenditure for the year ended 31 March 2026.

Signed: .....

Miss Jodie M. Law PSLCC- Responsible Financial Officer

Date: .....

**Waltham Abbey Town Council**  
**Statement of Accounting Policies**  
**31 March 2026**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1,000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles and equipment are depreciated over 5 years at 20% per annum straight line

Play equipment is depreciated over 10 years at 10% per annum straight line.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line

Community assets are not depreciated

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Waltham Abbey Town Council**  
**Statement of Accounting Policies**  
**31 March 2026**

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 13.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

**Leases**

The council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

**Waltham Abbey Town Council**  
**Statement of Accounting Policies**  
**31 March 2026**

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2028 and any change in contribution rates as a result of that valuation will take effect from 1st April 2029.

**Waltham Abbey Town Council**  
**Income and Expenditure Account**  
**31 March 2026**

	Notes	2026 £	2025 £
<b>Income</b>			
Precept on Principal Authority		1,168,020	1,037,578
Grants Receivable		4,476	-
Rents Receivable, Interest & Investment Income	3	19,817	23,555
Charges made for Services		391,316	384,270
Other Income		11,485	12,585
<b>Total Income</b>		<b>1,595,114</b>	<b>1,457,988</b>
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(440,217)	(425,192)
Grant-aid Expenditure		(5,793)	(7,715)
Other Costs	1	(342,763)	(330,556)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(443,870)	(408,158)
Other Costs	1	(253,535)	(274,657)
<b>Total Expenditure</b>		<b>(1,486,178)</b>	<b>(1,446,278)</b>
<b>Excess of Income over Expenditure for the year.</b>		<b>108,936</b>	<b>11,710</b>
<b>Net Operating Surplus for Year</b>		<b>108,936</b>	<b>11,710</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(25,801)	(24,562)
Capital Expenditure charged to revenue	11	(18,521)	(28,199)
Transfer (to) Earmarked Reserves	20	(610)	(45,950)
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>64,004</b>	<b>(87,001)</b>
<b>Net Surplus/(Deficit) for the Year</b>		<b>64,614</b>	<b>(41,051)</b>
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	610	45,950
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>64,004</b>	<b>(87,001)</b>
		<b>64,614</b>	<b>(41,051)</b>

The council had no other recognisable gains and/or losses during the year.

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Waltham Abbey Town Council**  
**Statement of Movement in Reserves**  
**31 March 2026**

Reserve	Purpose of Reserve	Notes	2026 £	Net Movement in Year £	2025 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	1,105,024	(22,002)	1,127,026
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	165,780	610	165,170
General Fund	Resources available to meet future running costs		111,885	64,004	47,881
<b>Total</b>			<b>1,382,689</b>	<b>42,612</b>	<b>1,340,077</b>

---

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Waltham Abbey Town Council**

**Balance Sheet**

**31 March 2026**

	Notes	2026 £	2026 £	2025 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	10		1,572,833	1,634,546
<b>Current Assets</b>				
Stock	14	3,209		3,095
Debtors and prepayments	15	43,926		27,703
Investments	13	222,835		189,953
Cash at bank and in hand		124,510		118,893
		<u>394,480</u>		<u>339,644</u>
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings	17	(27,102)		(25,801)
Creditors and income in advance	16	(116,814)		(126,592)
<b>Net Current Assets</b>			250,564	187,251
<b>Total Assets Less Current Liabilities</b>			<u>1,823,397</u>	<u>1,821,797</u>
<b>Long Term Liabilities</b>				
Long-term borrowing	17		(157,439)	(184,541)
Deferred Grants	18		(283,269)	(297,179)
<b>Total Assets Less Liabilities</b>			<u>1,382,689</u>	<u>1,340,077</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	19		1,105,024	1,127,025
Earmarked Reserves	20		165,780	165,170
General Reserve			111,885	47,882
			<u>1,382,689</u>	<u>1,340,077</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2026, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 3rd June 2026 .

Signed: .....  
Cllr A. Crowley  
Mayor  
Miss Jodie M. Law PSLCC  
Responsible Financial Officer

Date: .....

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Waltham Abbey Town Council**

**Cash Flow Statement**

**31 March 2026**

	Notes	2026 £	2026 £	2025 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(912,488)		(804,949)
Other operating payments		<u>(588,595)</u>		<u>(615,934)</u>
			(1,501,078)	(1,420,883)
<i>Cash inflows</i>				
Precept on Principal Authority		1,168,020		1,037,578
Cash received for services		403,893		408,773
Revenue grants received		<u>4,476</u>		<u>-</u>
			1,576,389	1,446,351
<b>Net cash inflow from Revenue Activities</b>	23		75,311	25,468
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(10,159)		(11,397)
<i>Cash inflows</i>				
Interest received		<u>19,817</u>		<u>23,555</u>
<b>Net cash inflow from Servicing of Finance</b>			9,658	12,158
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(20,669)		(114,453)
Capital grant received		<u>-</u>		<u>88,402</u>
<b>Net cash (outflow) from Capital Activities</b>			(20,669)	(26,051)
<b>Net cash inflow before Financing</b>			64,300	11,575
<b>FINANCING AND LIQUID RESOURCES</b>				
(Increase)/Decrease in money on call			(32,882)	12,948
<i>Cash outflows</i>				
Loan repayments made			<u>(25,801)</u>	<u>(24,562)</u>
<b>Net cash (outflow) from financing and liquid resources</b>			(58,683)	(11,614)
<b>Increase/(Decrease) in cash</b>	24		<u>5,617</u>	<u>(39)</u>

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

**Direct Service Costs**

	<b>2026</b>	<b>2025</b>
	<b>£</b>	<b>£</b>
Theatres & Public Entertainment	46,827	48,973
Community Centres	26,948	4,016
Outdoor Sports & Recreation Facilities	138,870	159,925
Community Parks & Open Spaces	36,053	34,800
Allotments	1,523	2,338
Visitor Information	1,291	9,725
Cemeteries	51,115	42,061
Public Conveniences	11,767	3,767
Market Undertakings	1,774	1,682
Promotion & Marketing of the Area	21,540	18,249
Community Development	10,848	12,735
Less: Grant-aid Expenditure	(5,793)	(7,715)
<b>Total</b>	<b>342,763</b>	<b>330,556</b>

**Democratic, Management & Civic Costs**

	<b>2026</b>	<b>2025</b>
	<b>£</b>	<b>£</b>
Corporate Management	237,317	257,876
Democratic Representation & Management	3,668	2,995
Mayors Allowance	3,000	3,000
Interest Payable	9,550	10,786
<b>Total</b>	<b>253,535</b>	<b>274,657</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest Payable and Similar Charges**

	<b>2026</b>	<b>2025</b>
	<b>£</b>	<b>£</b>
External Interest Charges - Loans	9,550	10,786
	<b>9,550</b>	<b>10,786</b>

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**3 Interest and Investment Income**

	2026	2025
	£	£
Interest Income - General Funds	19,817	23,555
	<u>19,817</u>	<u>23,555</u>

**4 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**5 Related Party Transactions**

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

**Central Government**

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

**Principal Authorities**

The District/Borough Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 9.

Agency arrangements with other authorities are disclosed at note 4.

The council has the following funding arrangements in place with other authorities to secure the continued operation of certain services:

**Members of the council**

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

**Officers of the Council**

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

**Other Organisations**

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

**6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2026	2025
	£	£
Fees for statutory audit services	2,100	2,100
Total fees	<u>2,100</u>	<u>2,100</u>

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**7 Members' Allowances**

	2026	2025
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
	<u>3,000</u>	<u>3,000</u>

**8 Employees**

The average weekly number of employees during the year was as follows:

	2026	2025
	Number	Number
Full-time	10	10
Part-time	7	7
Temporary	7	7
	<u>24</u>	<u>24</u>

All staff are paid in accordance with nationally agreed pay scales.

**9 Pension Costs**

The council participates in the Essex County Council Pension Fund. The Essex County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2026 was £140,094 (31 March 2025 - £133,321).

The most recent actuarial valuation was carried out as at 31st March 2025, and the council's contribution rate is confirmed as being 23.80% of employees' pensionable pay, with effect from 1st April 2026 (year ended 31 March 2026 – 24.80%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Essex County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**10 Tangible Fixed Assets**

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra-structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£
At 31 March 2025	1,714,182	277,500	717,369	591,240	57,238	12,185	3,369,714
Additions	-	-	13,245	5,276	-	-	18,521
At 31 March 2026	1,714,182	277,500	730,614	596,516	57,238	12,185	3,388,235
<b>Depreciation</b>							
At 31 March 2025	(554,083)	(99,350)	(650,554)	(431,181)	-	-	(1,735,168)
Charged for the year	(31,828)	(6,350)	(22,841)	(19,215)	-	-	(80,234)
At 31 March 2026	(585,911)	(105,700)	(673,395)	(450,396)	-	-	(1,815,402)
<b>Net Book Value</b>							
At 31 March 2026	1,128,271	171,800	57,219	146,120	57,238	12,185	1,572,833
At 31 March 2025	1,160,099	178,150	66,815	160,059	57,238	12,185	1,634,546

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

**Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 15th September 2003 by external independent valuers, Messrs Andrew Cooper, MRICS of Derrick Wade Waters. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

**Assets Held under Finance Agreements**

The council holds no such assets

**11 Financing of Capital Expenditure**

	2026 £	2025 £
The following capital expenditure during the year:		
Fixed Assets Purchased	18,521	116,601
	<u>18,521</u>	<u>116,601</u>
was financed by:		
Capital Grants	-	88,402
Revenue:		
Capital Projects Reserve	18,521	28,199
Precept and Revenue Income	-	-
	<u>18,521</u>	<u>116,601</u>

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**12 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

- Town Hall
- Pavilion etc – at 2 recreation grounds
- Cemetery Lodge & Chapel
- Town Mead Sports & Social Club
- Community Centre at Larsens
- Public Conveniences at Larsens
- Baseball Diamond & Buildings
- Bowls Green
- Allotment Sites – 3

**Leasehold Operational Land & Buildings**

- Community Centres – 2
- Pavilion – at 1 recreation ground
- Community Shop

**Vehicles and Equipment**

- Light Vans\Trucks- 3
- Community Minibuses – 2
- Street Sweepers
- Sundry parks vehicles & maintenance equipment
- Childrens' Play Area Equipment – 4 sites
- Outdoor Fitness Equipment
- Sundry office equipment

**Infrastructure Assets**

- Floodlights & footpath lighting
- Fencing
- Assorted street furniture
- Tennis Courts & Skate Park at Town Mead

**Community Assets**

- Cemeteries – 2
- Market Place
- Recreation grounds with varying sporting facilities - 4
- War Memorial
- Council Artefacts & Regalia

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**13 Current Asset Investments**

	2026	2025
	£	£
CCLA Public Sector Deposit Fund	222,835	189,953
	<u>222,835</u>	<u>189,953</u>

**14 Stocks**

	2026	2025
	£	£
Community Centres	3,209	3,095
	<u>3,209</u>	<u>3,095</u>

**15 Debtors**

	2026	2025
	£	£
Trade Debtors	17,651	17,276
VAT Recoverable	13,791	5,187
Other Debtors	872	992
Prepayments	3,962	3,698
Accrued Income	7,650	550
	<u>43,926</u>	<u>27,703</u>

**16 Creditors and Accrued Expenses**

	2026	2025
	£	£
Trade Creditors	28,296	10,184
Other Creditors	12,257	12,728
Superannuation Payable	-	13,674
V A T Payable	710	710
Payroll Taxes and Social Security	-	14,727
Accruals	8,343	13,051
Accrued Interest Payable	4,357	4,966
Income in Advance	62,851	54,404
Capital Creditors	-	2,148
	<u>116,814</u>	<u>126,592</u>

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**17 Long Term Liabilities**

	2026	2025
	£	£
Public Works Loan Board	184,541	210,342
	<u>184,541</u>	<u>210,342</u>

	2026	2025
	£	£
The above loans are repayable as follows:		
Within one year	27,102	25,801
From one to two years	28,468	27,102
From two to five years	94,311	89,783
From five to ten years	34,660	67,656
Over ten years	-	-
	<u>184,541</u>	<u>210,342</u>
Total Loan Commitment	184,541	210,342
Less: Repayable within one year	(27,102)	(25,801)
	<u>157,439</u>	<u>184,541</u>

**18 Deferred Grants**

	2026	2025
	£	£
<b>Capital Grants Unapplied</b>		
At 01 April	-	-
Grants received in the year	-	88,402
Applied to finance capital investment	-	(88,402)
At 31 March	<u>-</u>	<u>-</u>
<b>Capital Grants Applied</b>		
At 01 April	297,179	229,034
Grants Applied in the year	-	88,402
Released to offset depreciation	(13,910)	(20,257)
At 31 March	<u>283,269</u>	<u>297,179</u>
<b>Total Deferred Grants</b>		
At 31 March	283,269	297,179
At 01 April	<u>297,179</u>	<u>229,034</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**19 Capital Financing Account**

	2026	2025
	£	£
Balance at 01 April	1,127,026	1,145,323
Financing capital expenditure in the year		
Additions - using revenue balances	18,521	28,199
Loan repayments	25,801	24,562
Reversal of depreciation	(80,234)	(91,316)
Deferred grants released	13,910	20,257
Balance at 31 March	1,105,024	1,127,025

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**20 Earmarked Reserves**

	Balance at 01/04/2025	Contribution to reserve	Contribution from reserve	Balance at 31/03/2026
	£	£	£	£
Capital Projects Reserves	132,293	50,000	(44,923)	137,370
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	32,877	3,000	(7,467)	28,410
Total Earmarked Reserves	165,170	53,000	(52,390)	165,780

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2026 are set out in detail at Appendix A.

**21 Capital Commitments**

The council had no capital commitments at 31 March 2026 not otherwise provided for in these accounts.

**22 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**23 Reconciliation of Revenue Cash Flow**

	2026	2025
	£	£
Net Operating Surplus for the year	108,936	11,710
Add/(Deduct)		
Interest Payable	9,550	10,786
Interest and Investment Income	(19,817)	(23,555)
(Increase)/Decrease in stock held	(114)	473
(Increase)/Decrease in debtors	(16,223)	4,717
(Decrease)/Increase in creditors	(7,021)	21,337
Revenue activities net cash inflow	<u>75,311</u>	<u>25,468</u>

**24 Movement in Cash**

	2026	2025
	£	£
<b>Balances at 01 April</b>		
Cash with accounting officers	1,710	2,435
Cash at bank	117,183	116,497
	<u>118,893</u>	<u>118,932</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	1,710	1,710
Cash at bank	122,800	117,183
	<u>124,510</u>	<u>118,893</u>
<b>Net cash inflow/(outflow)</b>	<u>5,617</u>	<u>(39)</u>

**25 Reconciliation of Net Funds/Debt**

	2026	2025
	£	£
Increase/(Decrease) in cash in the year	5,617	(39)
Cash outflow from repayment of debt	25,801	24,562
<b>Net cash flow arising from changes in debt</b>	<u>25,801</u>	<u>24,562</u>
Movement in net funds in the year	<u>31,418</u>	<u>24,523</u>
Cash at bank and in hand	118,893	118,932
Total borrowings	(210,342)	(234,904)
<b>Net (debt) at 01 April</b>	<u>(91,449)</u>	<u>(115,972)</u>
Cash at bank and in hand	124,510	118,893
Total borrowings	(184,541)	(210,342)
<b>Net (debt) at 31 March</b>	<u>(60,031)</u>	<u>(91,449)</u>

**Waltham Abbey Town Council**

**Notes to the Accounts**

**31 March 2026**

**26 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 3rd June 2026), which would have a material impact on the amounts and results reported herein.

**Waltham Abbey Town Council**

**Appendices**

**31 March 2026**

**Appendix A**

**Schedule of F earmarked Reserves**

	<u>Balance at</u> <u>01/04/2025</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2026</u>
	£	£	£	£
<b><u>Capital Projects Reserves</u></b>				
Rolling Capital Fund	46,280	50,000	(44,923)	51,357
Cemetery Extension	86,013			86,013
	<u>132,293</u>	<u>50,000</u>	<u>(44,923)</u>	<u>137,370</u>
<b><u>Asset Replacement Reserves</u></b>				
NONE	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b><u>Other Earmarked Reserves</u></b>				
Election Costs	27,467		(7,467)	20,000
King Harold Promotion	1,750			1,750
Town Twinning	1,660			1,660
VAS/SAD (1)	2,000			2,000
Legal/Professional fees		3,000		3,000
	<u>32,877</u>	<u>3,000</u>	<u>(7,467)</u>	<u>28,410</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>165,170</u></b>	<b><u>53,000</u></b>	<b><u>(52,390)</u></b>	<b><u>165,780</u></b>

**Waltham Abbey Town Council**

**31 March 2026**

**Annual Report Tables**

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Cultural & Heritage	116,604	129,540
Recreation & Sport	91,904	105,080
Open Spaces	105,945	101,116
Tourism	59,874	47,767
Cemetery, Cremation & Mortuary	159,847	143,093
Environmental Health	12,219	20,032
Planning & Development Services (including Markets)	116,806	104,398
Net Direct Services Costs	<u>663,199</u>	<u>651,026</u>
Corporate Management	264,319	268,994
Democratic & Civic	149,542	149,331
Net Democratic, Management and Civic Costs	<u>413,861</u>	<u>418,325</u>
Interest & Investment Income	(20,000)	(19,817)
Loan Charges	35,960	35,351
Capital Expenditure	-	18,521
Transfers to/(from) other reserves	50,000	610
Surplus to General Reserve	<u>25,000</u>	<u>64,004</u>
<b>Precept on Principal Authority</b>	<u><u>1,168,020</u></u>	<u><u>1,168,020</u></u>

Waltham Abbey Town Council

31 March 2026

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2026 £	2026 £	2026 £	2025 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>				
Cultural & Heritage}	198,768	(69,228)	129,540	120,441
Recreation & Sport	327,928	(222,848)	105,080	106,681
Open Spaces	105,477	(4,361)	101,116	114,958
Tourism	49,257	(1,490)	47,767	68,914
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	228,328	(85,235)	143,093	120,531
Environmental Health	20,032	-	20,032	11,690
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Economic Development (including markets)	106,180	(12,630)	93,550	87,702
Community Development	10,848	-	10,848	12,720
<b>CENTRAL SERVICES</b>				
Corporate Management	280,479	(11,485)	268,994	249,878
Democratic & Civic	146,331	-	146,331	142,122
Civic Expenses	3,000	-	3,000	3,000
<b>Net Cost of Services</b>	<b>1,476,628</b>	<b>(407,277)</b>	<b>1,069,351</b>	<b>1,038,637</b>

Smaller authority name: **Waltham Abbey Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 29th June 2026 a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Miss Natalie Page, Town Clerk, Town Hall, Highbridge Street, Waltham Abbey, EN9 1DE, 01992 714 949</p> <p>commencing on (c) Tuesday 30<sup>th</sup> June 2026</p> <p>and ending on (d) Monday 10<sup>th</sup> August 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) Miss Jodie Law RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Enclosure Number 6