



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE EXTRA ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON TUESDAY 29th JUNE 2026 AT 7.00pm

Attendance

Present: Cllr P Lewis, Cllr C Anderson, Cllr J McNamara, Cllr M Lewis, Cllr P Healey

In Attendance: The Clerk

Apologies – Apologies were received from Cllr Hutchinson, Cllr Roberts, and Cllr Trevaskis

2. Declarations of Interest – No declarations of interest were received by the Clerk.

3. Internal Audit Report 2026 – The Internal Audit report was received and examined point by point. The Clerk provided explanations for the areas of concern highlighted by JDH Business Services Ltd, which were accepted by members. It was agreed that further work and clarification is required to ensure conformance, including updating existing policies or drafting new policies for approval.

It was noted that the Auditor stated he had “received information” regarding his work. The Deputy Chair reminded members that no contact should be made with the Auditor without prior approval from the Parish Council. Likewise, the Auditor should contact the Chair or the Clerk for clarification rather than individual members.

Communication with External Auditor

It was noted that direct contact had been made with the independent auditor regarding the AGAR audit. This is not unlawful under the *Local Audit and Accountability Act 2014*, but best practice requires all audit correspondence to be handled through the Proper Officer (Clerk/RFO) to ensure transparency, consistency and proper record-keeping. Members are reminded to copy any such communications to the Clerk immediately in future.

4. Governing Statement – The Governing Statement for the Internal Audit for AGAR 2025/26 was approved unanimously.

Proposed by Cllr C Anderson, seconded by Cllr P Lewis

The Motion was approved unanimously

5. Accounting Statement – The Accounting Statement for the Internal Audit for AGAR 2025/26 was approved unanimously.

Proposed by Cllr J McNamara, seconded by Cllr P Healey

The Motion was approved unanimously

DRAFT