

## Oakington & Westwick Parish Council

### Payments & Income Schedule – September 2026

| Invoices                | Details                                | Net     | VAT    | Total          |
|-------------------------|----------------------------------------|---------|--------|----------------|
| EE Mobile               | Mobile phone 11.8.26-10.9.26           | 11.33   | 2.27   | 13.60          |
| SSE Electric            | Street lighting energy 1.7.26-31.7.26  | 19.46   | 0.97   | 20.43          |
| Connections Bus Project | Youth work June-July 26                | 2177.00 |        | 2177.00        |
| Replay Maintenance      | 2 x 3G drag brush visits               | 305.00  | 61.14  | 366.84         |
| PKF Littlejohn LLP      | External audit 25-26                   | 420.00  | 84.00  | 504.00         |
| Clear Councils          | Insurance renewal (3 year LTA 2025-27) | 2574.15 |        | 2574.15        |
|                         |                                        |         |        |                |
|                         |                                        |         |        |                |
| <b>Salaries</b>         | Salaries (net)                         | 1168.50 |        | 1168.50        |
|                         | Home working allowance                 | 15.00   |        | 15.00          |
| HMRC                    | PAYE/NI                                | 190.95  |        | 190.95         |
| NEST                    | Pensions                               | 167.91  |        | 167.91         |
|                         |                                        |         |        |                |
| <b>Charge Card</b>      |                                        |         |        |                |
| Lloyds Bank             | Monthly charge card fee                | 3.00    |        | 3.00           |
|                         |                                        |         |        |                |
|                         |                                        |         |        |                |
| <b>Totals</b>           |                                        | 7052.30 | 148.38 | <b>7201.38</b> |
|                         |                                        |         |        |                |
| <b>Income</b>           |                                        |         |        |                |
|                         |                                        |         |        |                |
| Camb & Counties Bank    | Reward Saver Interest                  | 1500.55 |        | 1500.55        |
|                         |                                        |         |        |                |
| <b>Total</b>            |                                        |         |        | <b>1500.55</b> |

24 August 2026

## 2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

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### ANNEX 1

|     | 1 April 2025                 | 1 April 2026 |                              |              | Scale Ranges                                    |
|-----|------------------------------|--------------|------------------------------|--------------|-------------------------------------------------|
| SCP | £ per annum                  | * £ per hour | £ per annum                  | * £ per hour | Based on SCP                                    |
| 1   | Deleted w e f 1st April 2023 |              |                              |              | Below LC Scale<br>(for staff other than clerks) |
| 2   | £24,413                      | £12.65       | Deleted w e f 1st April 2026 |              |                                                 |
| 3   | £24,796                      | £12.85       | £25,614                      | £13.28       |                                                 |
| 4   | £25,185                      | £13.05       | £26,016                      | £13.48       |                                                 |
| 5   | £25,583                      | £13.26       | £26,427                      | £13.70       |                                                 |
| 5   | £25,583                      | £13.26       | £26,427                      | £13.70       | LC1 (5-6)<br>(below substantive range)          |
| 6   | £25,989                      | £13.47       | £26,847                      | £13.92       |                                                 |
| 7   | £26,403                      | £13.69       | £27,274                      | £14.14       | LC1 (7-12)<br>(substantive benchmark range)     |
| 8   | £26,824                      | £13.90       | £27,709                      | £14.36       |                                                 |
| 9   | £27,254                      | £14.13       | £28,153                      | £14.59       |                                                 |
| 10  | £27,694                      | £14.35       | £28,608                      | £14.83       |                                                 |
| 11  | £28,142                      | £14.59       | £29,071                      | £15.07       |                                                 |
| 12  | £28,598                      | £14.82       | £29,542                      | £15.31       |                                                 |

|     | 1 April 2025 | 1 April 2026 |             |              | Scale Ranges                                       |
|-----|--------------|--------------|-------------|--------------|----------------------------------------------------|
| SCP | £ per annum  | * £ per hour | £ per annum | * £ per hour | Based on SCP                                       |
| 13  | £29,064      | £15.06       | £30,023     | £15.56       | LC1 (13-17)<br>(above substantive range)           |
| 14  | £29,540      | £15.31       | £30,515     | £15.82       |                                                    |
| 15  | £30,024      | £15.56       | £31,015     | £16.08       |                                                    |
| 16  | £30,518      | £15.82       | £31,525     | £16.34       |                                                    |
| 17  | £31,022      | £16.08       | £32,046     | £16.61       |                                                    |
| 18  | £31,537      | £16.35       | £32,578     | £16.89       | LC2 (18-23)<br>(below substantive range)           |
| 19  | £32,061      | £16.62       | £33,119     | £17.17       |                                                    |
| 20  | £32,597      | £16.90       | £33,673     | £17.45       |                                                    |
| 21  | £33,143      | £17.18       | £34,237     | £17.75       |                                                    |
| 22  | £33,699      | £17.47       | £34,811     | £18.04       |                                                    |
| 23  | £34,434      | £17.85       | £35,570     | £18.44       | LC2 (24-28)<br>(substantive benchmark range)       |
| 24  | £35,412      | £18.35       | £36,581     | £18.96       |                                                    |
| 25  | £36,363      | £18.85       | £37,563     | £19.47       |                                                    |
| 26  | £37,280      | £19.32       | £38,510     | £19.96       |                                                    |
| 27  | £38,220      | £19.81       | £39,481     | £20.46       |                                                    |
| 28  | £39,152      | £20.29       | £40,444     | £20.96       | LC2 (29-32)<br>(above substantive benchmark range) |
| 29  | £39,862      | £20.66       | £41,177     | £21.34       |                                                    |
| 30  | £40,777      | £21.14       | £42,123     | £21.83       |                                                    |
| 31  | £41,771      | £21.65       | £43,149     | £22.37       |                                                    |
| 32  | £42,839      | £22.20       | £44,253     | £22.94       |                                                    |
| 33  | £44,075      | £22.85       | £45,529     | £23.60       | LC3 (33-36)<br>(below substantive range)           |
| 34  | £45,091      | £23.37       | £46,579     | £24.14       |                                                    |
| 35  | £46,142      | £23.92       | £47,665     | £24.71       |                                                    |
| 36  | £47,181      | £24.46       | £48,738     | £25.26       |                                                    |
| 37  | £48,226      | £25.00       | £49,817     | £25.82       |                                                    |
| 38  | £49,282      | £25.54       | £50,908     | £26.39       | LC3 (37-41)<br>(substantive benchmark range)       |
| 39  | £50,269      | £26.06       | £51,928     | £26.92       |                                                    |
| 40  | £51,356      | £26.62       | £53,051     | £27.50       |                                                    |
| 41  | £52,413      | £27.17       | £54,143     | £28.06       |                                                    |
| 42  | £53,460      | £27.71       | £55,224     | £28.62       |                                                    |
| 43  | £54,495      | £28.25       | £56,293     | £29.18       | LC3 (42-45)<br>(above substantive benchmark range) |
| 44  | £55,801      | £28.92       | £57,642     | £29.88       |                                                    |

|     | 1 April 2025 | 1 April 2026 |             |              | Scale Ranges                                       |
|-----|--------------|--------------|-------------|--------------|----------------------------------------------------|
| SCP | £ per annum  | * £ per hour | £ per annum | * £ per hour | Based on SCP                                       |
| 45  | £57,139      | £29.62       | £59,025     | £30.59       |                                                    |
| 46  | £58,523      | £30.33       | £60,454     | £31.33       | LC4 (46-49)<br>(below substantive range)           |
| 47  | £59,922      | £31.06       | £61,899     | £32.08       |                                                    |
| 48  | £61,198      | £31.72       | £63,218     | £32.77       |                                                    |
| 49  | £62,852      | £32.58       | £64,926     | £33.65       |                                                    |
| 50  | £64,373      | £33.37       | £66,497     | £34.47       | LC4 (50-54)<br>(substantive benchmark range)       |
| 51  | £65,925      | £34.17       | £68,101     | £35.30       |                                                    |
| 52  | £68,053      | £35.27       | £70,299     | £36.44       |                                                    |
| 53  | £70,176      | £36.37       | £72,492     | £37.57       |                                                    |
| 54  | £72,307      | £37.48       | £74,693     | £38.72       | LC4 (55-62)<br>(above substantive benchmark range) |
| 55  | £74,454      | £38.59       | £76,911     | £39.86       |                                                    |
| 56  | £76,572      | £39.69       | £79,099     | £41.00       |                                                    |
| 57  | £78,718      | £40.80       | £81,316     | £42.15       |                                                    |
| 58  | £80,821      | £41.89       | £83,488     | £43.27       |                                                    |
| 59  | £82,815      | £42.93       | £85,548     | £44.34       |                                                    |
| 60  | £84,852      | £43.98       | £87,652     | £45.43       |                                                    |
| 61  | £86,939      | £45.06       | £89,808     | £46.55       |                                                    |
| 62  | £89,081      | £46.17       | £92,021     | £47.70       |                                                    |

#### \* Hourly Rates

As per the NJC agreement, hourly rates are calculated by dividing annual salary by 52.143 weeks and then by 37 hours. Please note that these hourly rates do not now differ from those published by NJC for Principal Authorities as the calculation bases are in agreement.

Please also note that NJC resolved to delete SCP 1 w.e.f. 1st April 2023

Please also note that NJC have resolved to delete SCP 2 w.e.f. 1st April 2026

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### OAKINGTON & WESTWICK PARISH 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                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                          |        |     | ✓                                                                                                                                                                                              |
| 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:

11/05/2026

and recorded as minute reference:

26/61.3 MINUTE REFERENCE

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

Chair

Clerk

SIGNATURE REQUIRED

<https://www.oakingtonandwestwick-pc.gov.uk> WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

### OAKINGTON & WESTWICK PARISH COUNCIL

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2025<br>£ | 31 March<br>2026<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 118,201               | 110,953               | Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.                                                       |
| 2. (+) Precept or Rates and Levies                          | 69,130                | 67,356                | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 38,926                | 37,416                | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                          | 17,017                | 18,282                | 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. |
| 5. (-) Loan interest/capital repayments                     | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 98,287                | 82,607                | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                      |
| 7. (=) Balances carried forward                             | 110,953               | 114,836               | Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).                                                                                                                |
| 8. Total value of cash and short term investments           | 110,953               | 114,836               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 995,080               | 1,029,360             | 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.                                                                      |
| 10. Total borrowings                                        | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |

| For Local Councils Only                                                              | Yes                      | No                                  |                                                                       |
|--------------------------------------------------------------------------------------|--------------------------|-------------------------------------|-----------------------------------------------------------------------|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | For guidance refer to the Practitioners' Guide sections 2.31 to 2.33. |

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.**

SIGNATURE REQUIRED  
  
 Date 01/05/2026

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

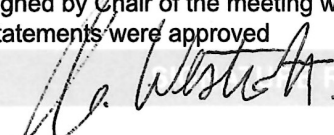
11/05/2026

as recorded in minute reference:

26/61.4

MINUTE REFERENCE

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

  
 SIGNATURE REQUIRED

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

In respect of **Oakington And Westwick Parish Council - CA0193**

### 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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be ‘yes’.

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

None

### 3 External auditor certificate 2025/26

We 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.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

28/08/2026