

# ALLINGTON PARISH COUNCIL

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Parish clerk:  
Mrs K Griffin  
6 Sedgebrook Rd  
Allington, Grantham  
NG32 2DW

09 June 2025

PKF Littlejohn LLP  
15 Westferry Circus,  
Canary Wharf,  
London E14 4HD

Dear Sir / Madam

Please find enclosed our AGAR forms for 2024/25.

I would like to add the following notes in support of section 1 of the AGAR statement and the explanation of variances:

## **SECTION 1:**

**1.NO** – Our budget was approved and monitored along with bank reconciliation however this was not minuted. We have put new processes in place to ensure this will take place at least 1/4ly moving forward and will be minuted at appropriate meetings. We are now actively using our Standing Orders and Financial Regs as working documents moving forwards.

**4. NO** – 23/24 requirements were not met. The extrenal auditor report was not minuted or published. A new clerk was in place at the time due hence the delay in submission. The clerk at the time and council realise they had not been following the correct practice but this is now in hand and will be met this year including the publication of public rights and the follow up of audit requirements will be actioned in ling with the Practitioners guide . Another new clerk is in place from March 2025 and working with the Council to ensure best practice guidelines are used as per the Practioners Guide.

**5. NO** – assessment of risk – We had no risk register or management in place and no asset register documented as of year end. We are now using the practitioners guide to find the information we require to follow the correct procedure and this will all be in place over the next few weeks.

**7. NO** – The internal and external auditors reports were not correctly minuted or published. Again we are now using the guidelines set out in the latest Practitioners Guide to ensure we correctly document and publish moving forwards. This was due to a no clerk for a few months and a new clerk who started during the AGAR period who did not realise the reports were due and how to action these. Another new clerk has joined in March 2025 and working to the practioners guide.

**EXPLANATION OF VARIANCES:**

**YEAR 24/25      £7410 difference- reporting line 6**

£2100 - Toilet block expenditure for drawing up plans  
£3360 – village halls drains  
£900 - playing field car park expenses  
£1400 – muga repairs  
£2158 – village planters purchase

**Total**                      £9918 increase in expenditure

Decrease in expenditure in 2023-24 compared to 2024-25:

<b>Year 23/24</b>	Playing fields funds expenditure £4060
<b>Year 24/25</b>	Playing fields funds expenditure £6392
<b>Total</b>	£2332 less in 23/24

**Net figure**                      £7586 which is £176 difference remaining which falls within the tolerance level.

If any further clarification or supporting evidence is required please do not hesitate to contact me further :

Kate Griffin 07837 430173

[Parish.clerk@allingtonpc.org.uk](mailto:Parish.clerk@allingtonpc.org.uk)

Yours sincerely

**Kate Griffin**  
**Parish Clerk**