

WELSH NEWTON & LLANROTHAL GROUP PARISH COUNCIL

Transparency Statement — Financial Year 2025/26

Agenda Item 13 | Meeting of 30 June 2026 | Approved for publication on the council website

Abbreviations

Abbreviation	Meaning
AGAR	Annual Governance and Accountability Return
HALC	Herefordshire Association of Local Councils
LC2	Local Councils pay grade 2 (NJC pay scales)
NALC	National Association of Local Councils
NI	National Insurance
NJC	National Joint Council for Local Government Services
RFO	Responsible Financial Officer
SCP	Spinal Column Point (salary scale reference)
SLCC	Society of Local Council Clerks
VAT	Value Added Tax

1. Purpose and Legal Basis

This statement is published under the Local Government Transparency Code 2015 and supports the council's AGAR Assertion 10 for the year ended 31 March 2026. It sets out clerk remuneration, councillor allowances and expenses, and the council's principal contracts and services for 2025/26.

2. Clerk Remuneration — 2025/26

The Clerk also holds the statutory office of Responsible Financial Officer (RFO). Remuneration is set in accordance with the National Joint Council (NJC) for Local Government Services pay scales as recommended by NALC and SLCC.

Item	Detail
Name	Andrée Mitchell
Role	Parish Clerk and Responsible Financial Officer
Contracted hours per week	7 hours per week, worked flexibly
NJC salary scale point 2025/26	SCP 25 within NJC/LC2 scale
Gross salary 2025/26	£6,646.68
Total staff costs 2025/26 (AGAR Box 4)	£6,883.02 — includes gross salary, employer's National Insurance and payroll administration fees
Expenses reimbursed to Clerk 2025/26	£119.34: mileage £44.55; sundry consumables £54.80; wreath (Remembrance) £19.99

Item	Detail
Pay corrections pending	A pay award in line with the NALC national salary settlement has been agreed, backdated to 1 April 2025. Separately, an underpayment of £10.00 in October 2025 has been identified. Both will be processed as back pay and reported to the council when paid.

3. Councillor Allowances and Expenses — 2025/26

Welsh Newton & Llanrothal Group Parish Council does not pay allowances to councillors. No councillor expenses were claimed or paid during 2025/26.

4. Principal Contracts and Services — 2025/26

Values shown are amounts paid in 2025/26. Contracts are awarded and reviewed in accordance with the council's Financial Regulations and Standing Orders.

Supplier	Service	Value 2025/26	Notes
Terry Griffiths Contracts	Parish Lengthsman Scheme — maintenance and improvement works	£18,053 inc VAT	Principally grant-funded via Herefordshire Council
Clear Councils Insurance	Annual public liability, assets and employers' insurance	£582.12 VAT exempt	Renewed annually
HALC (Herefordshire Association of Local Councils)	Annual subscription and clerk training	£779.07 ex VAT	Subscription £504.07; training £275.00
Autela Payroll Services Ltd	Payroll administration	£231.81 ex VAT	Included within AGAR Box 4 staff costs (see section 2)
Parish Online / Geosphere	Council website and mapping service	£355.00 ex VAT	Annual subscription
WTG Consultants Ltd	Internal audit services	£200.00	Not VAT-registered. The 2024/25 audit fee of £200 was paid in 2025/26. The 2025/26 fee (£300, invoice TG/50/26) was approved at the meeting of 30 June 2026 and is payable in 2026/27.

5. Grants Paid — 2025/26

No grants were paid by the council during 2025/26.

Approved by Welsh Newton & Llanrothal Group Parish Council at the meeting of 30 June 2026 | Andrée Mitchell, Clerk/RFO