Salisbury City Council
The Guildhall
Market Place
Salisbury
Wilts
SP1 1JH

Officer to contact: Andrew Hunt, Corporate Manager
Direct Line: 01722 342860
Email: corporate@salisburycitycouncil.gov.uk
Website: www.salisburycitycouncil.gov.uk

Minutes

Meeting of : Full Council
Date : 29 June 2026
Meeting held in : The Guildhall, Salisbury
Commencing at : 1830 hours

Present:

Chair**:** Cllr J Bolwell

Vice Chair:

Cllrs: P Beaven, M Brown, S Charleston, S Foster, S Hocking, A Hoque, R Johnson, T Last, V Milos, A Riddle, S Rideout, P Sample, A Suddards and J Wells.

Officers: Asa Thorpe, Steve Bishop, Janine Whitty and Andrew Hunt.

There were 0 members of the public and 2 members of the press present.

Cllr Riddle left the meeting at 1930 Hours

---

1. <u>Apologies:</u>

Apologies were received from Cllr V Charleston, C Corbin, B Dalton, J Nettle, C Taylor and P Podger.

Cllr A Bayliss and E Rimmer were absent from the meeting.

2. <u>Public Questions/Statement Time:</u>

There were no questions or statements submitted by members of the public.

3. <u>Councillor Questions/Statement Time:</u>

There were no questions or statements submitted by councillors.

4. **Minutes of the Previous Meeting:**

The minutes of the meeting of the Full Council held on 26 May 2026 were approved as a correct record and signed by the Chair.

5. **Declarations of Interest:**

No declarations of interest were received.

6. **Dispensations:**

No dispensations were requested or granted.

7. **Chair's Announcements:**

The Chair advised that some of the items had previously been considered by the Finance Committee and reports had been circulated to all Members in advance of the meeting. Accordingly, report introductions would be kept brief and discussion focused on questions and decisions required of Council.

8. **Administration Leader Announcements:**

The Administration Leader reiterated the Chair's request.

9. **Referral of Minutes:**

Minutes taken since the Full Council meeting on 26 May 2026 were considered:

Planning Committee	18 May 2026
Communities Committee	1 June 2026
Environment Committee	8 June 2026
Planning Committee	15 June 2026
The Finance Committee	22 June 2026

These were taken as read and noted.

10. **Explanatory Report on the Annual Governance and Accountability Return (AGAR):**

Steve Bishop, Responsible Finance Officer, presented the report, and Members received the explanatory report on the Annual Governance and Accountability Return (AGAR) process.

It was:

Resolved to:

10.1 Note the explanatory report regarding the year-end reporting process.

11. <u>Annual Governance Statement:</u>

Janine Whitty, Head of Corporate and Interim Deputy Chief Executive Officer, presented the report and Members noted the Internal Auditor's reports and Annual Governance Statement Assertions before approving the Annual Governance Statement 2025/26 in accordance with the requirements of the Accounts and Audit Regulations 2015.

Proposed By: Cllr S Charleston
Seconded By: Cllr S Hocking

A vote was taken and it was:

Resolved to:

11.1. Note the internal Auditor’s detailed report dated 5 June 2026 which was considered in detail by the Finance Committee on 22 June 2026 (Appendix A).

11.2. Note the internal auditor’s Annual Internal Audit Report (Appendix B).

11.3. Note the Annual Governance Statement Assertions (Appendix C).

11.4. Approve the Annual Governance Statement 2025/26 (Appendix D).

12. <u>Statement of accounts (AGAR):</u>

Steve Bishop, Responsible Finance Officer, presented the report and Members approved the Annual Governance and Accountability Return (AGAR) Accounting Statements 2025/26, forming Section 2 of the statutory AGAR.

Proposed By: Cllr T Last
Seconded By: Cllr S Charleston

A vote was taken and it was:

Resolved to:

12.1. Approve the annual AGAR Accounting Statements 2025/26 (Appendix A).

13. <u>Statement of accounts (SoRP):</u>

Steve Bishop, Responsible Finance Officer, presented the report. Members considered the Annual SoRP Full Code Accounts 2025/26, noting that the accounts provided a more detailed financial position than the AGAR Accounting Statements.

Cllr T Last proposed a motion that the Council continue to prepare and present annual SoRP Full Code Accounts alongside the AGAR Accounting Statements in future years.

Proposed By: Cllr T Last

Seconded By: Cllr A Hoque

A vote was taken and the motion was carried, and it was:

Resolved to:

13.1 Approve to prepare and present annual SoRP Full Code Accounts alongside the AGAR Accounting Statements in future years.

Proposed By: Cllr S Charleston
Seconded By: Cllr P Beaven

A vote was taken, and it was:

Resolved to:

13.2 Approve the annual SoRP Full Code accounts 2025/26 (Appendix A).

14. <u>Budget Outturn / Monitoring Report:</u>

Steve Bishop, Responsible Finance Officer, presented the report and Members considered the Budget Monitoring Outturn Report for 2025/26, noting the year-end financial position, significant budget variances, the impact of the HMRC VAT settlement, and the resulting contribution to the Council's reserves position.

Janine Whitty, Head of Corporate and Interim Deputy Chief Executive Officer, provided Members with a brief update on the Council's IT Roadmap with regards to plans to implement a new finance system during 2027/28.

It was:

Resolved to:

14.1. Note the outturn financial position at the year-end.

15. <u>Review of Financial Regulations and Officer Authorisation Limits:</u>

Steve Bishop, Responsible Finance Officer, presented the report and Members considered the recommendations of the Finance Committee regarding the review of the Financial Regulations and Officer Authorisation Limits, including amendments arising from the latest National Association of Local Councils model Financial Regulations and changes to officer responsibilities and authorisation levels.

Proposed By: Cllr R Rogers
Seconded By: Cllr S Charleston

A vote was taken and it was:

Resolved to:

15.1. Approve new Financial Regulations as amended by the Finance Committee.

15.2. Approve the suggested revisions to the schedule of officer authorisation limits

16. <u>CIP Report:</u>

Asa Thorpe, Chief Executive Officer, presented the report and Members considered the delivery of the Two-Year Cost Improvement Plan (CIP) for 2025/25 and 2026/27, noting that recurring savings of £365,935 had been achieved against the original target of £350,000, representing delivery of 104.6% of the target without job losses to the Council.

Councillors thanked Salisbury City Council staff and officers for their work in delivering the programme.

It was:

Resolved that:

16.1. Notes the delivery of the Two-Year Cost Improvement Plan (CIP).

17. <u>Members Annual Reports:</u>

Janine Whitty, Head of Corporate and Interim Deputy Chief Executive Officer, presented the report and Members considered the annual report on Member A~~a~~ttendance and Members' Allowances for 2025/26, noting attendance levels across Full Council and committee meetings together with the allowances claimed during the municipal year.

It was:

Resolved that:

17.1. Note the annual report on Member Attendance and Members' Allowances.~~.~~

18. <u>Hilltop Way Open Space:</u>

Asa Thorpe, Chief Executive Officer, presented the report and Members considered the findings of the ownership investigations relating to the land adjacent to Hilltop Way, the legal and insurance advice received, the actions taken by officers, and the ongoing review of Council land ownership records and maintenance schedules.

It was:

Resolved that:

18.1. Note the findings regarding ownership of the Hilltop Way land.

18.2. Note the legal and insurance advice received by the Council.

18.3. Note the actions taken by officers following receipt of that advice.

18.4. Note the ongoing review of Council land ownership records and maintenance schedules.

19. Urgent Matters (if any) which by reason of special circumstances the Chair, decides should be considered as a matter of urgency:

There were no matters considered under this item.

The meeting closed at 1945 hours

Please note: These are unsigned Minutes. Signed copies can be requested for viewing by emailing corporate@salisburycitycouncil.gov.uk.