



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 18th AUGUST 2026 at 7.30pm**

12th August 2026

Andrea Mann, Clerk

Join Zoom Meeting

<https://us02web.zoom.us/j/84532423022?pwd=uRMUHPsSB8RfL4dN2mxuWcj9b3dbce.1>

Meeting ID: 845 3242 3022

Passcode: 560333

-
- 91/26 To receive apologies for absence**
- 92/26 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 93/26 Approval of minutes**
To approve the minutes of the meeting held on 21st July 2026 (68-90/26).
- 94/26 Chair's announcements**
- 95/26 Public session**
An opportunity for members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders <https://odihamparishcouncil.gov.uk/wp-content/uploads/2025/03/Standing-Orders-January-2026.pdf> or contact the Parish Office.

Councillor Reports

- 96/26 Meeting reports from councillors**
To receive any verbal reports from Councillors on their attendance at outside meetings.
- 97/26 Reports from other councils**
To receive any verbal reports from Hart District Council (HDC) councillors and the Hampshire County Council (HCC) councillor representing Odiham.

General

- 98/26 Meeting action points (pages 3-4)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 99/26 Proposed measuring criteria for allocating proceeds from Chapel Cottage (page 5)**
To consider the proposed measuring criteria and agree weighting.
- 100/26 Odiham Consolidated Charities Trustee (emailed separately)**
To consider the email asking for suggestions for a charity trustee.
- 101/26 HDC's Community Asset Transfer Policy (pages 6-16)**
To review HDC's policy (pages 6-14) and agree whether OPC should express an interest in an HDC owned land or buildings (pages 15-16).



Financial Matters

102/26 Payments Listing (to follow)

To approve the payments listing for the period 22nd July-18th August 2026 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

103/26 2026/27 Internal Auditor appointment

To consider quotes received and agree an appointment for the 2026/27 financial year.

104/26 2026/27 Digital AGAR (pages 17-18)

Notification from the Smaller Authorities' Audit Appointments Ltd (SAAA) of a new digital AGAR and agreement on whether to voluntarily use this method for the 2026/27 financial year.

Planning Matters

105/26 Planning & Development Committee responses to applications

To ratify the decisions of the Planning & Development Committee meetings held on 11th August which were submitted to Hart under the Clerk's delegated authority.

<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>

106/26 Date of next meetings

Full Council - 15th September 2026 at 7.30pm.

Confidential Matters

107/26 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1

108/26 Chapel Cottage

- i) To receive an update on the progress of the sale.
- ii) To consider any new matters arising.

109/26 The Bridewell office tenants (pages 19-21)

To note current arrangements, actions taken by the Parish Office and requests for extensions.

Full Council				
Feb-26	245/25b	Clerk	Change previous minutes from draft and add to website.	Complete
	249/25iv	Clerk	Arrange meeting with Vivid Homes and invite Cllr Dorn.	Complete
	252/25	Clerk	Add meeting calendar to June Council agenda with review of committees.	Complete
	253/25	Clerk	Update website to show Cllr Cooper's committee appointments.	Complete
	255/25	Clerk	Report back to Tennis Club OPC's decision on signage and arrange date to sign lease with extended term.	Emailled 18.02.26. Followed up 26.05.26.
	256/25	Office	Award contract to DTE Ltd to upgrade lights.	Complete
			Complete works.	Complete
	257/25	Deputy Clerk	Update website to show revised cemetery fees.	Complete
	258/25	Deputy Clerk	Update website to show revised allotment fees.	Complete
		Amenities Officer	Notify tenants.	Complete
	259/25	Amenities Officer/Office	Research alternative and lower cost options to upgrade Chamberlain Gardens play area equipment.	Research in progress. To be discussed by
	261/25	Clerk	Report back to InOdiham re 2026/27 grants.	Complete
	262/25	CllrsAMc/Deputy Clerk/Clerk	Complete anti-engine idling campaign - meet Buryfields, install signage and include article in Spring newsletter.	Complete
	263/25	Office	Award contract for defib, install and promote online and in Spring newsletter.	Complete
	264/25	Clerk	Add 2025/26 Asset Register to website.	Complete
	265/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	266/25	Deputy Clerk	Change draft responses to planning applications 24.02.26 to final.	Complete
	267/25	CllrPV	Meet with SN to draw up a response to the Gov's consultation on the national planning policy, submit response and refer to March mtg.	Complete
	268/25	Clerk	Submit OPC's 2 x responses to planning and licencing applications.	Complete
	269/25	Traffic Calming WG	Progress traffic calming enquiries with HCC, including in Spring newsletter, report at APA and update WG asap after HCC mtg.	Complete
	272/25	Amenities Officer	Make arrangements for Chapel Cottage to be marketed with agent MacKenzie Smith.	Complete
Mar-26	276/25	Clerk	Change previous minutes from draft and add to website.	Complete
	277/25i	Deputy Clerk/Chair	Send letter of thanks to SSE re recent cabling works in King St and The Bury area.	Complete
	277/25ii	Clerk	Submit OPC's support for reducing speed limit to 40mph at the Golden Pot junction in responses to the TRO consultation.	Complete
	278/25	Clerk	Liaise with U3A re National Emergency Briefing.	Complete
	282/25i	Deputy Clerk	Add revised Toppie Testing Policy to website.	Complete
	282/25ii	Deputy Clerk	Award contract to Scandor for cemetery memorial toppie testing.	Complete
		Deputy Clerk	Complete works.	Scheduled September
	283/25i	Clerk	Add revised plans for The Bridewell on wesite.	Complete
		CllrsAMc/LC	Present revised plans for The Bridewell to the APA.	Complete
	283/25ii	Clerk	Award contract to FlowerKittle Architects to support OPC in securing listed building consent for revised Bridewell plans.	Complete
		Bridewell working group	Complete project and report back to Council.	Ongoing. Surveys complete. Initial plans to be presented to working group 25.08.26.
	285/25	Office	Add OPC's agreed events to website and progress plans to hold events.	Complete
	286/25	Clerk	Add annual review of contracts and subscriptions to website.	Complete
		Amenities Officer	Arrange for SSE contract for cemetery electricity to be cancelled.	Refer to Amenities Committee
	287/25	Clerk/CllrsAM&PV	Accept insurance quote from Clear Councils, make payment and communicate insurance cover to employees.	Complete
	288/25	Clerk/CllrsAM&PV	Set up payments on Unity Trust and authorise.	Complete
	289/25i	Deputy Clerk	Change draft responses to planning applications 24.02.26 to final.	Complete
	289/25ii	Deputy Clerk	Submit OPC's objection to 25/02559/PREAPP for up to 100 retirement homes on land at Broad Oak.	Complete
	291/25	Deputy Clerk	Submit OPC's responses to planning and licencing applications.	Complete
Apr-26	300/25	Deputy Clerk	Change previous minutes from draft and add to website.	Complete
	301/25i	Office	Share SGN road closure with the community.	Complete
	301/25ii	Clerk/CllrAMc	Respond to Hart's request for opinion on future election timings.	Complete
	306/25	Clerk	Add revised policies to website - Data Protection Policy, Data Retention Policy, Generay Privacy Notice, Staff Councillors & Role Holders Privacy Notice and Subject Access Request Policy.	Complete
		Clerk	Work towards consistent numbering format for all policies.	Ongoing
	307/25	Clerk	Publish Annual Report online and share with community.	Complete
	308/25i	Clerk	Publish Annual Action Plan online and share key priorities at APA.	Complete
	308/25ii	CllrAMc	Attend National Emergency Briefing filming and report back.	Complete
	309/25	Amenities Officer	Source quote for removal of trees at Peace Garden, to replant with crab apples and hawthorns, including advice on best planting distance from property boundary.	See below
	310/25	Office	Order picnic benches, arrange installation and promote to community.	Complete
	311/25	Clerk	Research SLCC promoted community engagement app and obtain feedback from other councils which use it. Refer back to Council Oct '26.	
	312/25	Clerk	Refer proposal for 2025 Heritage Open Days back to Council.	Complete
	313/25	Clerk	Adjust earmarked reserves balances on Scribe.	Complete
	314/25	Clerk/CllrsLC&PV	Set up payments on Unity Trust and authorise.	Complete
	315/25	Clerk	Publish Neighbourhood Plan Monitoring Report online and share with community.	Complete
	316/25	Clerk	Publish Road Safety proposals online and share with community.	Complete
	317/25	Deputy Clerk	Adjust meeting dates on website.	Complete
May-26	1/26	Clerk	Promote chair and vice chair appointments.	Complete
	5/26	Clerk	Add final minutes from previous meeting on website.	Complete
	6/26iii	Clerk/Amc	Respond to resident re planting of horse chestnut tree.	Complete
	10/26	Clerk/Amenities Officer	Revise action to remove trees at Peace Garden to read "obtain second opinion before removing".	Noted
	11-14/26	Clerk/Deputy Clerk	Update website with agreed governance structure, terms of reference, working groups and membership.	Complete
	15/26	Clerk	Update website with representative positions and notify external organisations of 25-26 appointments.	Complete
	16/26	Deputy Clerk	Add revised Discretionary Grant Giving Policy to website.	Complete
	17/26	Clerk	Refer potential of 5 year election term to HALC asking for supporting in highlighting this to candidates in May 2027.	Complete
	18/26	Office	Award contract for next 2 phases of works to War Memorial, schedule works & notify surrounding properties.	Complete
		Office	Complete works, report back and promote.	Woks scheduled mid-September
	19/26	Office	Award contract for re-decoration of Parish Office.	Complete
			Schedule works and make plans to re-location for duration of works.	Complete
		Office	Complete works in July and report back.	Complete
	20/26	Office	Progress plans to open OPC's buildings as part of Heritage Open Days and promote.	In progress
	21/26	Clerk	Clarify whether councillors' home addresses can be redacted from website.	Complete

Full Council			
		Councillors	Review DPI forms.
		Clerk	Publish annual internal audit report on website.
		Clerk	Publish 2025-26 income & expenditure account and balance sheet on website.
	24-26/26	Clerk	Publish 2025-26 exercise of public rights in accordance with rules.
		Clerk	Submit all 2025-26 audit papers to external auditor.
	27/26i	Clerk	Ensure bank signatories are in line with Council resolution.
		CllrHT	Try again to initiate Unity Trust bank login.
	27/26ii	Clerk/bank signatories	Arrange £75k transfer from Unity Trust to CCLA.
		Clerk	Instruct new investment to Hampshire Trust Bank.
	28/26	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.
	29/26i	Deputy Clerk	Change draft 07.04.26 and 28.04.26 minutes to final on website.
	29/26ii	Deputy Clerk	Submit OPC's comment on pending planning application to Hart.
	30/26	Clerk	Progress agreed matters in OPC's road safety review.
	34/26	Office	Run ad to establish origins of memorial bench at Priors Corner.
		Office	Report back to original enquiry.
		Office	Report back to Council and progress agreed option.
Jun-26	37/26	Deputy Clerk	Add final minutes from previous meeting on website.
	38/26ii	Clerk	Ensure all DPI forms are up to date on website and redact personal addresses.
	44/26	Clerk	Add new HR policies on website - Preventing Sexual Harassment, Whistleblowing, and Wellbeing.
	45/26	Deputy Clerk	Add 26/27 meeting schedule on website.
	47/26	Deputy Clerk	Instruct increase in cemetery bin emptying contract.
	49/26	Clerk	Respond to RMD Adventure Learning granting permission for use of Beacon Field for Summer activities, with condition to to leave field without damage and that RMD provide evidence of insurance.
	50/26	Clerk	Respond to consultation on 2027 Dimanche Tour of Hampshire application showing a neutral position. Also that OPC can't suggest a suitable, safe location for spectators.
	51/26	Clerk	Respond to InOdiham's request for support to change CIC to a charity, showing support in principle but checking "Odiham" refers to the Parish of Odiham.
	52/26	Deputy Clerk	Notify InStiches of OPC's decision to decline the offer of purple poppies for the 2026 Remembrance displays.
	53/26	Deputy Clerk/CllrsLC&CG	Set up payments on Unity Trust and authorise.
	55/26i	Deputy Clerk	Change draft 19.05.26 and 09.06.26 minutes to final on website.
	55/26ii	Deputy Clerk	Submit OPC's comment on pending planning application to Hart.
	56/26	Clerk	Submit OPC's response to the Hart Local Plan Scoping Opinion consultation.
	57/26	Clerk	Submit OPC's Asset of Community Value nomination for The Bridewell.
	60/26	Amenities Officer	Instruct reduction in price for Chapel Cottage.
	61/26	Clerk	Prepare and submit nomination for the HALC 2026 Village of the Year competition.
Jul-26	70/26	Clerk	Add final minutes from previous meeting on website.
	72/26	Clerk	Report back to resident OPC's resolution on management of POS land at Montfort Place.
	73/26	CllrLW-S	Complete declaration of acceptance and DPI form (within 28 days)
		Clerk	Add CllrW-S to website and set up email account.
		Clerk	Complete induction file.
		Clerk	Add appointment to committees on next Council agenda.
	76/26	Clerk	175/25 - New flagpoles on High Street - agree course of action to progress project or write to properties informing them OPC will fund supply & installation if owners obtain listed building consent themselves?
		Clerk	213/25 - ask HCC countryside services for clarity on spec and work involved for Bartley Heath project.
	78/26	Clerk	Send letter of appreciation to RAF Odiham Gp Capt Moorehead.
	79/26	Clerk	Respond to Tennis Club passing on OPC's support for the improving club facilities.
	80/26	Deputy Clerk	Notify recipients of grant awards.
		Deputy Clerk	Make payments.
		Deputy Clerk	Promote grant awards.
	81/26	Clerk/CllrsCG&PV	Set up payments on Unity Trust and authorise.
	83/26	Deputy Clerk	Change draft minutes of P&D Committee 30.06.26 to final.
	84/26	Deputy Clerk	Submit OPC's comments on planning applications to Hart.
	85/26	Clerk	Notify HCC of OPC's no objection to diversion of FP22.
	88/26	Deputy Clerk	Respond to family requesting a memorial headstone not in accordance with OPC's rules.
	89/26	Clerk/Amenities Officer	Refer agreed Chapel Cottage plan to solicitor.
	90/26	Clerk	Montfort Place POS - respond to Cllr Highley asking landowner to get in touch.



REPORT ON: Proposed measuring criteria for allocating proceeds from Chapel Cottage
WRITTEN BY: Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEM: 80/26

	Proposed measuring criteria	Method of assessment	Weighting (%)
1	Defined objectives in alignment with OPC's Business Plan.	Business Plan	
2	Defined outcomes in alignment with OPC's Annual Action Plan.	Action Plan	
3	Social impact	Number of residents benefitting and/or does the project target an underserved group or improve accessibility.	
4	Economic value	Is the level of spend commensurate with the level of benefit.	
5	Feasibility	Can OPC proceed with the project, have the power to spend, have the relevant permissions to proceed.	
6	Sustainability	Longevity of the project and environmental sustainability.	
7	Transparency and public trust	Is OPC confident in reporting and justifying the spend to residents.	

Risks?

[Draft] Fw: Community Asset Transfer Policy

From clerk@odihamparishcouncil.gov.uk

From: Graeme Clark <Graeme.Clark@hart.gov.uk>
Sent: Thursday, August 06, 2026 14:54
To: Parish Councils <parish-councils@hart.gov.uk>
Subject: Community Asset Transfer Policy

Dear Town and Parish Clerks

I have included a link below to Hart's Community Asset Transfer Policy that was recently approved by Cabinet. Councillor Neighbour explained this policy at the recent HDAPTC meeting. The Council does not have an extensive asset holding and we have not undertaken an assessment of eligibility under this Policy for all assets that we do own, however if you wish to enquire about a particular asset in your area, please email me and we will check that we own it then do an initial assessment against the Policy's criteria.

[Assets | Hart District Council](#)

Regards

Graeme Clark
Executive Director of Corporate Services and S151 Officer
Hart District Council

Tel: 01252 774207

www.hart.gov.uk

Twitter: @HartCouncil

Facebook: /HartDistrictCouncil

Hart District Council has updated its privacy policy, [find out more](#) about how we take care of your information.

Please consider completing our short [Customer Feedback Form](#) so that we know how we handled your query and can continue to improve the service that we provide.

Community Asset Transfer Policy

2026

1. Purpose of the policy

This Community Asset Transfer policy sets out the Council's approach to transferring council-owned land and buildings to voluntary, community or social enterprise organisations for community benefit. Community Asset Transfer enables such organisations to take on the ownership or management of local assets to deliver services, strengthen community resilience, and support local priorities.

The policy aims to:

- Maximise the social, economic, and environmental value of Council assets
- Empower communities to lead on local solutions
- Support sustainable community organisations capable of managing property
- Ensure transparency, consistency, and fairness in decision making.

2. Scope of the policy

This policy applies to:

- Council-owned land or buildings that may be suitable for community use.
- Transfers of ownership and/or management, normally at less than market value where a demonstrable community benefit is evidenced
- approved transfers will generally be on a leasehold basis
- freeholder transfers will be considered on an exceptional basis where there are objective reasons why a lease is not the most appropriate form of transfer
- community asset transfer is not an automatic right, and all applications will be assessed on a case-by-case basis

This policy does **not** apply to:

- Statutory disposals required under specific legislation.
- Assets generating significant net income for the Council
- Commercial disposals seeking full market value.
- Operational assets that are essential to Council service delivery.
- the asset has been identified as being required for strategic, planning or redevelopment/regeneration purposes
- the proposed use would be primarily for businesses or commercial purposes
- the proposed use would be primarily for political purposes/activities
- The site has the potential to provide Biodiversity Net Gain or carbon offsetting provision.

3. Definitions

- Community Asset Transfer: Transfer of an asset from the Council to an eligible organization.
- Eligible Organisations:
 - Registered charities
 - Charitable incorporated organisations
 - Companies limited by guarantee (not for profit)
 - Community interest companies

- Community benefit societies
- Town and parish councils within the Hart District Council area
- Not eligible: Private individuals, profit-distributing companies, political bodies, organisations registered outside of the Hart District Council area.

4. Principles guiding asset transfer

The Council commits to the following principles:

Community Benefit

Applications must demonstrate alignment with Council's Corporate Plan priorities and have clear and achievable benefits such as improved wellbeing, increased participation, local economic impact, service improvements, or environmental enhancements.

Financial Sustainability

Applicant organisations must show they can manage the asset long-term, with realistic financial plans and risk assessments. A business plan and details of sustainable management and governance arrangements will be required.

Equality, Diversity and Inclusion

Projects must be inclusive, accessible, and designed to benefit diverse communities.

Best Value

Community Asset Transfer must demonstrate debt value but may involve disposal at below market value where community benefit outweighs other factors.

Transparency and Accountability

Decision making will be open, evidence-based, and subject to appropriate governance.

5. Community Asset Transfer options

The Council may consider:

License to occupy

Short-term, low-risk arrangements to test feasibility.

Leasehold transfer

Usually 25–99 years, dependent on the building type, investment needs, and business plan.

Freehold transfer

Considered only where long-term community benefit is clear, and risks are manageable.

6. Eligibility criteria

Organisations must demonstrate:

- Strong governance and legal structure suitable for holding property
- A track record or credible plan of delivering community benefit
- Evidence of community demand and support
- Policies covering safeguarding, equalities, health & safety, and data protection
- Ability to insure and maintain the asset.

7. Assessment Process

Stage 1: Initial Expression of Interest form to be provided

Includes:

- Summary of organisation
- Details of asset proposed for transfer
- Proposed use
- Expected community benefits
- Initial consideration of financial viability

Stage 2: Full application form to be provided

Applicants must provide:

- Business plan (template to be provided)
- Five-year financial forecast
- Risk management plan
- Evidence of community engagement
- Governance documents
- Maintenance and capital investment plans

Stage 3: Assessment

The Council will evaluate applications against:

- Community impact
- Alignment with Council priorities
- Financial sustainability
- Organisational capacity
- Legal and property considerations
- Value for money

Stage 4: Decision

Decisions will be made by Cabinet. Applicants will receive written feedback.

8. Terms of Transfer

Typical conditions include:

- Use restrictions ensuring the asset remains for community benefit
- Requirements for maintenance and statutory compliance

- Prohibitions on subletting without consent
- Claw back provisions (e.g., if the organisation sells the asset or changes use) or ceases to exist
- Annual reporting to demonstrate community outcomes
- Any other conditions appropriate to the specific asset/organisation, decided on a case-by-case basis.

9. Monitoring and review

The Council will:

- Monitor performance annually through submitted outcome reports
- Conduct periodic site visits
- Review the Policy every three years or earlier if required.

Failure to meet obligations may result in:

- Improvement notices
- Renegotiation of terms
- Termination of the agreement and reversion of the asset to the Council.

10. Support for organisations

The Council may provide:

- Guidance on the Community Asset Transfer process
- Access to property information
- Signposting to external support
- Opportunities to engage with service officers.

However, the Council cannot write business plans or secure funding on behalf of organisations.

Community Asset Transfer – Expression of Interest (EOI) form

1. Organisation details

1.1 Name of organisation:

1.2 Legal status:

1.3 Main contact person (name, role, email, phone):

2. Asset details

2.1 Asset of interest:

2.2 Type of transfer sought (licence / lease / freehold):

3. Summary of proposal

3.1 Proposed use:

3.2 Who will benefit?

3.3 Evidence of need or support:

4. Organisational capacity

4.1 Brief description of your organisation:

4.2 Experience managing buildings or projects:

5. Financial overview

5.1 Funding the proposal:

5.2 Will capital investment be required? (Yes/No). Estimated cost:

6. Declaration

Signed:

Name:

Position:

Date:

Guidance notes for applicants

These notes support applicants completing the Expression of Interest (EOI) for Community Asset Transfer.

A Community Asset Transfer allows community organisations to acquire a council-owned asset to deliver local benefit.

The EOI helps the Council understand your proposal, check eligibility and assess suitability for transfer.

Provide a short summary of intended use, beneficiaries, demand, and early evidence of support.

Outline your organisation's mission, experience, and financial approach. Detailed business planning is not required at this stage.

After reviewing your EOI, the Council may invite a full application, request clarification or decline with feedback.

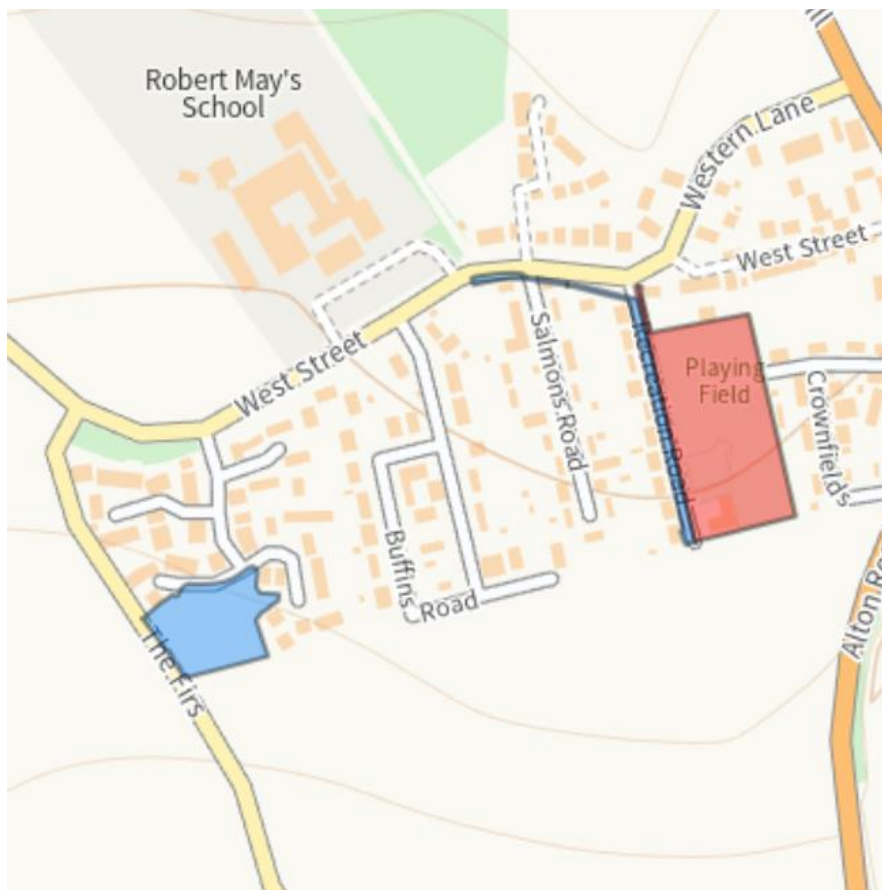
Hart District Council

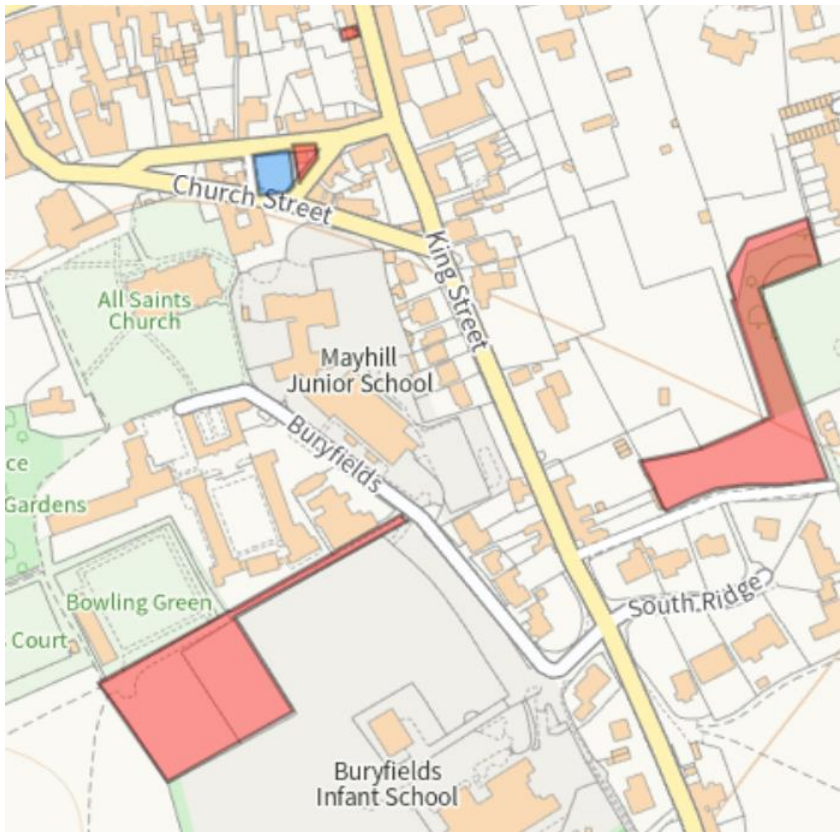
Please e-mail your Expression of Interest form to Graeme Clark, Director of Corporate Services Graeme.clark@hart.gov.uk

Land Ownership



-  Hart Owned Land
-  Land transferred to local parish
-  Hart Owned Land - Awaiting Confirmation
-  Refer to Parish Council
-  Refer to Hart DC





Clerk

Subject: FW: AGAR Digital Portal - Action required CRM:0250300

From: Helen Broughton <agarsupport@saaa.co.uk>
Sent: 27 July 2026 11:57
To: Clerk <clerk@odihamparishcouncil.gov.uk>
Subject: AGAR Digital Portal - Action required CRM:0250300

Dear Clerk / Responsible Financial Officer,

We hope this email finds you well.

We are writing to introduce ourselves as Smaller Authorities' Audit Appointments Ltd (SAAA), the organisation responsible for appointing external auditors to eligible smaller authorities in England. Our current appointed external auditors include BDO, PKF Littlejohn, Moore and Forvis Mazars.

As part of our ongoing commitment to supporting smaller authorities, we are improving the way we communicate with councils and authorities. By ensuring we have accurate contact information, we'll be able to keep you informed about important developments, regulatory updates, training opportunities and key deadlines throughout the year.

We're also excited to let you know that SAAA will be introducing a new **Digital AGAR Portal**, designed to make the submission and management of Annual Governance and Accountability Returns (AGARs) simpler, more secure and more efficient. The portal is expected to be available for the **2027 AGAR submissions**.

The Digital AGAR Portal will be **voluntary for the 2027 AGAR submission**, giving authorities an opportunity to become familiar with the new process and benefit from the enhanced functionality. SAAA intends for the portal to become the primary submission route and, subject to final arrangements, its use is expected to become **mandatory for the 2029 AGAR submissions**.

To encourage early adoption, SAAA will also be introducing an **incentive scheme during 2027** for authorities that register for and use the Digital AGAR Portal. Further details of this scheme will be announced later this year.

To help us prepare for the portal launch, we'd like to make sure we have the correct contact details for your authority. Having up-to-date information will ensure that the right people receive important updates, training invitations and portal access information as soon as it becomes available.

What do we need you to do?

You will shortly receive a separate email from agarsupport@saaa.co.uk with instructions how to update your Authorities details. Please take a few minutes to log in to the Small Authority Portal and check that your authority's details are correct, including:

- Authority name
- Clerk details (where applicable)
- Responsible Financial Officer details (where applicable)
- Email addresses
- Telephone numbers
- Postal address
- Any other key contact information

You can also find out more about SAAA and our role in supporting the local audit regime for smaller authorities by visiting our website:

www.saaa.co.uk

We would be grateful if you could review and update your information within the next four weeks so that we can ensure everything is ready for future communications and portal access arrangements.

If you need any help accessing the Small Authority Portal, or if you have any questions, please get in touch with us at agarsupport@saaa.co.uk and we'll be happy to help.

Thank you for your assistance and for your continued support as we modernise the AGAR process for smaller authorities. We look forward to working with you and keeping you informed of developments over the coming months.

Kind regards,

Smaller Authorities' Audit Appointments Ltd (SAAA)

Email: agarsupport@saaa.co.uk