

Minutes of the meeting of the Finance & General Purposes Committee held on **24<sup>th</sup> April 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, A. Crotch, G. Everett (Chairman) and S. White.

**In attendance:** Amy Pinkham, Parish Clerk & RFO

**Meeting Opened:** 7:02pm

**1. To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllr. A. Taylor.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 30<sup>th</sup> January 2025 for approval.**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive any questions or comments from members of the public on matters on the agenda.**

No members of the public present.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee.**

The Committee received the report with no further questions. It was noted that consideration for Councillor Recruitment and succession planning had been deferred to the next meeting of the Committee.

**6. To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q4.**

The Committee received the report with no further questions or comments.

**7. To receive internal control check Q4 and consider recommendations for action.**

The Committee received the report with no further questions or comments.

**8. To review the effectiveness of the system of internal control and agree the statement of internal controls.**

The Committee reviewed the effectiveness of the system of internal control for 2024-25 and agreed the Statement of Internal controls for the period 31<sup>st</sup> March 2025. The Committee **AGREED** to recommend to Council that it has met its obligations in relation to Assertion 2 of the Annual Governance Return.

It was noted that the wording of 2.1.2a) could be amended to follow a consistent format. The Committee considered whether to expand the remit of the quarterly internal control checks to further support the work of the Annual Governance Statement. In considering the outcome of internal and external reports, the Committee **AGREED** the risk was low and additional checks were not needed at this time. It was noted that the Committee would continue to review the remit of the quarterly internal control checks as appropriate should risks increase.

**9. To review the Council's Financial Risk Assessment for recommendation for approval by Council.**

The Committee **AGREED** to recommend the Financial Risk Assessment as presented for approval by Council subject to amendment to the narrative under 'election costs' to confirm that there were two vacancies on the Council.

**10. To review asset register for appropriateness and accuracy.**

The Committee reviewed the purpose, scope and method of valuation for appropriateness and the asset acquisitions and disposals for accuracy and **AGREED** to make no amendments.

The Committee noted the Council's obligations as Custodian Trustee of the Bob Carter Memorial Youth and Leisure Centre for information.

**11. To review insurance needs for recommendation for approval by Council.**

The Committee considered if the playground equipment was underinsured and **AGREED** to seek clarification from insurance providers on acceptable approach to declared values. The Committee **AGREED** the minimum levels of cover remained adequate and no further insurance adjustments were required subject to confirmation from insurance provider that our approach to declared valuations was correct.

It was noted that confirmation of the 2025-26 insurance fee would be presented at the next available meeting of the Council for approval.

**12. To consider list of regular payments, Direct Debits, Standing orders and BACS for approval by Council.**

The Committee **AGREED** to recommend the regular payments list including payment methods as presented for approval by Council.

**13. To note year end position on income and expenditure and consider fund transfers approval by Council.**

The Committee **AGREED** to recommend a reserve transfer of £20,408.50 as presented for approval by Council.

**14. To consider amendments to Model Publication Scheme Guide to Information for recommendation for approval by Council.**

The Committee **AGREED** to recommend the Guide to Information as presented for approval by Council.

**15. To consider amendments to Credit Card Policy for recommendation for approval by Council.**

The Committee **AGREED** to recommend the Credit Card Policy as presented for approval by Council subject to amendment under bullet point two of employees responsibilities that a lost or stolen card is also reported to the card issuer.

The Committee **AGREED** to consider further amendments to the Credit Card Policy at a later date as recommended in the report.

**16. To consider quote for Council Member Training.**

The Committee **AGREED** to book whole Council training from September 2025 as follows; a Thursday evening from 6pm onwards with refreshments, to cover the following topics;

Roles & Responsibilities, Powers & Duties, Meetings, Governance & Finance, The Code of Conduct and Planning Overview.

NPTS would be contacted for a list of available dates for circulation to all Council members as a poll. The date would be scheduled in accordance with the outcome of the poll.

**17. To consider response to correspondence received regarding streetlighting for Herbert Nursey Close.**

The Committee considered the request and based on the area and demographic of those affected, **AGREED** to recommend expenditure from the earmarked reserve for streetlighting to install a solar streetlight as presented for approval by Council.

It was noted any installation was subject to confirmation that highways permission is granted.

**18. To appoint Committee member to undertake internal control checks for 2025-26.**

The Committee **AGREED** to appoint Cllr. A. Taylor to undertake internal control checks for 2025-26.

**19. To note exchange of information.**

The revised NALC Model Financial Regulations were now available through the membership portal and would be presented for consideration at the July meeting of the Committee.

The Smaller Authorities' Proper Practices Panel (SAPPP), formerly the Joint Panel on Accountability and Governance (JPAG) had issued its 2025 edition of the Practitioners' Guide applicable to year ending 31<sup>st</sup> March 2026. It was noted that assertion 10 had been added to clarify digital and data compliance requirements and that Council would need to adopt an IT policy. The IT policy would need to explain how the authority conducts its business in a secure and legal way when using IT equipment and software including authority-owned and personal equipment.

**20. To note the date and time of the next meeting is scheduled to take place on Thursday 31<sup>st</sup> July 2025 at 7pm at KGV.**

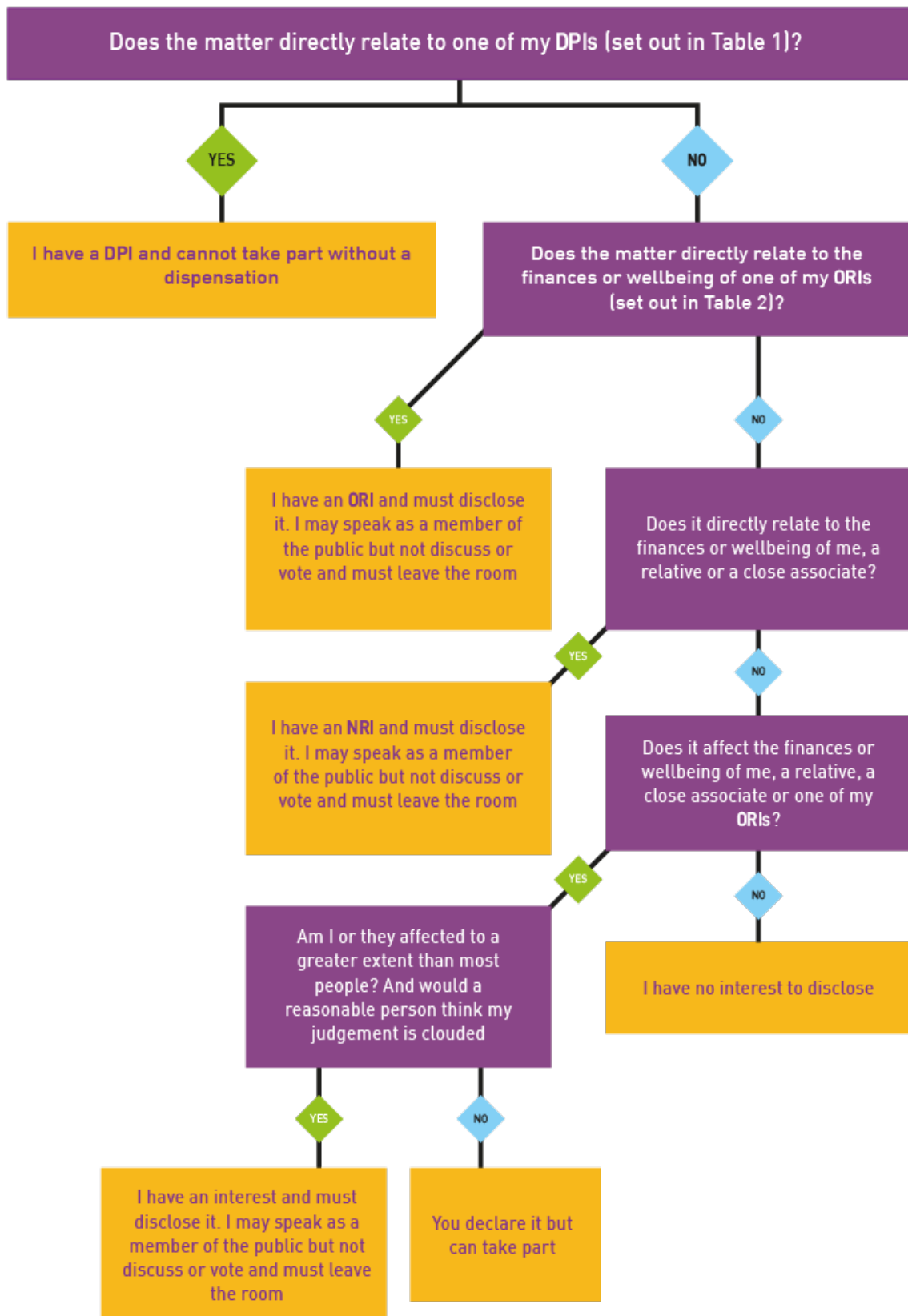
The Committee noted the date and time of the next meeting of the Committee.

**Meeting closed: 8:57pm**

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP2: Declarations of Interest.</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
<b>Recommendation</b>	
Council is asked to note the paper for information.	

## Interests Flowchart



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### **Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP3:</b> To receive minutes of the meeting of the Finance & General Purposes Committee held on 30 <sup>th</sup> January 2025 for approval.
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ul>	
<b>Recommendation</b>	
The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.	



Minutes of the Finance & General Purposes Committee held on **30<sup>th</sup> January 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, A. Crotch, G. Everett (Chairman), A. Taylor, and S. White.

**In attendance:** Amy Pinkham, Parish Clerk & RFO, 3 members of the public.

**Meeting Opened:** 7:05pm

**1. To receive apologies and consider acceptance for absence.**

None.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 31<sup>st</sup> October 2024 for approval [FGP1].**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive any questions or comments from members of the public on matters on the agenda.**

A number of highways and transport issues were noted for reporting to the relevant authority.

In response to item 14 of the agenda, the Committee received support for the proposed amendment to Standing Order 3e.

In response to item 16 of the agenda it was noted that it was good to see valuation reports completed for the Council's properties.

**5. To receive Clerk's Report on Committee matters arising from previous meetings [FGP2].**

The Committee noted the report with no further questions or comments.

**6. To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q3 [FGP3].**

It was noted that a Cost Code to group all hire charge income could be useful instead of using the miscellaneous Cost Code.

**7. To receive internal control check Q3 and consider recommendation for action [FGP4].**

It was noted that the VAT analysis for Glow Sticks showed the net amount instead of VAT and required updating.

**8. To receive interim internal audit report and consider recommendations for action for approval by Council [FGP5].**

It was noted that the cash in hand figure presented on page one of the report was incorrect and should read, £1,178,616.47.

The Committee **AGREED** to recommend proposed action as presented for approval by Council, including; to retain the existing fidelity guarantee of £1,000,000 and to publish

financial data per the requirements laid out in the Local Government Transparency Code on the finance page of the Council's website.

**9. To review Terms of Reference and make recommendations for amendment for approval by Council [FGP6].**

The Committee **AGREED** to recommend the following amendments to the Terms of Reference; include the Community Events Working Group as a Sub-Committee subject to the outcome of item 11 of the agenda, update the Clerk details and remove reference to Parish Online.

**10. To receive the Document Review Schedule and notify document holders as necessary [FGP7].**

It was noted that a number of scheduled policy reviews for 2024 had been delayed due to staff capacity.

It was recommended to prioritise the following policies; Investment of Surplus Funds, Record Management & Retention, Credit Card and Model Publication Scheme, in addition to those policies required on an annual basis.

**11. To approve Terms of Reference and membership for a Working Group for community events [FGP8].**

The Committee **AGREED** to adopt the Working Group Terms of Reference for Community Events as presented subject to the following amendments; to remove from the quorum the reference to a minimum number of Councillors.

The Committee considered expressions of interest received for membership and **AGREED** to appoint Cllrs. A. Taylor, G. Everett, A. Crotch, K. Morgan and H. Kisby.

**12. To note update on website development [FGP9].**

The Committee noted its thanks on the development work on the website and **AGREED** to go ahead with phase 1 of the development subject to; including a separate heading for other Councillors to include links to District and County Councillor information, to revise the 'about us' section to include examples of work completed by the Council and less focus on the technical set up of local government, include 3g hire as a quick link. It was noted that grass pitch hire enquiries should be directed to the office in the first instance and would not have a dedicated page on the website at this stage.

**13. To note annual review of Standing Orders and Financial Regulations.**

The Committee noted the annual review of Standing Orders and Financial Regulations completed by the Parish Clerk confirming any legislative and/or regulatory updates, latest NALC models and appropriateness for Council size and requirements.

**14. To review Standing Order 3e regarding public participation and consider recommendations for amendment for approval by Council.**

The Committee **AGREED** in principal to recommend amendment of Standing Order 3e to permit public speaking on any matter for approval by Council subject to the development of guidance on public speaking and a protocol for responding for consideration at the next meeting.

**15. To consider leaflet for publication outlining the annual budget and reasoning.**

The Committee **AGREED** to publish the leaflet to the Council's website as presented, subject to the following amendments; remove reference to £1.98, remove committee costs, replace table with bullet list.

**16. To receive reinstatement valuation report for King George V Pavilion and Longdale Pavilion and note amendment to insurance premium.**

The Committee noted the report with no further questions or comments.

**17. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 18.**

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 18.

**18. To note the insurance reimbursement charge for Bowls Club Lease Agreement following receipt of declared building valuations and adjustment to insurance premium.**

The Committee noted the report with no further questions or comments.

**19. To note exchange of information.**

Request received to consider Councillor Recruitment and succession planning at the next meeting.

Request received to consider plans for Councillor training at the next meeting.

**20. To note the date and time of the next meeting is 24<sup>th</sup> April 2025 at 7:00pm at KGV Pavilion.**

The Committee noted the date and time of the next meeting of the Committee.

**Meeting closed: 9:05pm**

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP5:</b> To receive the Clerks Report on Committee matters arising from previous meetings.
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
20.01.2025	3	To receive minutes of the meeting of the Finance & General Purposes Committee held on 31st October 2024 for approval	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chairman.	<b>Complete:</b> Approved minutes published on Council website.
20.01.2025	8	To receive interim internal audit report and consider recommendations for action for approval by Council	The Committee <b>AGREED</b> to recommend proposed action as presented for approval by Council, including; to retain the existing fidelity guarantee of £1,000,000 and to publish financial data per the requirements laid out in the Local Government Transparency Code on the finance page of the Council's website.	<b>Complete:</b> Recommendation approved by Council at February meeting.
20.01.2025	9	To review Terms of Reference and make recommendations for amendment for approval by Council	The Committee <b>AGREED</b> to recommend the following amendments to the Terms of Reference; include the Community Events Working Group as a Sub-Committee subject to the outcome of item 11 of the agenda, update the Clerk details and remove reference to Parish Online.	<b>Ongoing:</b> Recommendation to be presented at the Annual Meeting of the Parish Council for approval.
20.01.2025	11	To approve Terms of Reference and membership for a Working Group for community events	The Committee <b>AGREED</b> to adopt the Working Group Terms of Reference for Community Events as presented subject to the following amendments; to remove from the quorum the reference to a minimum number of Councillors. The Committee considered expressions of interest received for membership and <b>AGREED</b> to appoint Cllrs. A. Taylor, G. Everett, A. Crotch, K. Morgan and H. Kisby.	<b>Complete:</b> Terms of Reference amended and circulated to Group members at its first meeting.
20.01.2025	12	To note update on website development	<b>AGREED</b> to go ahead with phase 1 of the development subject to; including a separate heading for other Councillors to include links to District and County Councillor information, to revise the 'about us' section to include examples of work completed by the Council and less focus on the technical set up of local government, include 3g hire as a quick link. It was noted that grass pitch hire enquiries should be directed to the office in the first instance and would not have a dedicated page on the website at this stage.	<b>Complete:</b> Amendments complete and new site live from 31st March 2025.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
20.01.2025	14	To review Standing Order 3e regarding public participation and consider recommendations for amendment for approval by Council	The Committee <b>AGREED</b> in principal to recommend amendment of Standing Order 3e to permit public speaking on any matter for approval by Council subject to the development of guidance on public speaking and a protocol for responding for consideration at the next meeting.	<b>Ongoing:</b> Guidance postponed for consideration at July 2025 meeting.
20.01.2025	15	To consider leaflet for publication outlining the annual budget and reasoning	The Committee <b>AGREED</b> to publish the leaflet to the Council's website as presented, subject to the following amendments; remove reference to £1.98, remove committee costs, replace table with bullet list.	<b>Complete:</b> Amendments complete and published on the new Council website.

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP6: Budget Report Q4</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Quarterly Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Quarterly budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>In addition, the Finance &amp; General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> <li>• Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year</li> <li>• Refining budgeting and forecasting processes over time</li> <li>• Gaining an informed understanding of financial performance as affected by various factors</li> <li>• Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances</li> <li>• Streamlining variance reporting required for Year-End</li> </ul> <p><u>Recommendation</u></p> <p>In accordance with regulation 4.8 of the Council's adopted Financial Regulations, the Committee is asked to receive the attached quarterly budget report and supporting explanation of accumulative material variance and consider any recommendations for action.</p> <p>For the purpose of this exercise "material" shall be in excess of 15% of the budget.</p> <p><u>For Information</u></p> <p>Please note, budget reports do not include year end adjustments and Scribe plans to update the reporting feature sometime in the future.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the report and consider recommendations for action.	

Drayton Parish Council - Quarter 4  
(01/01/2025 to 31/03/2025 - Cost Centre 25)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
1. Income													
10 Precept			(N/A)			(N/A)	196,495.52	196,495.51	-0.01(0%)			(N/A)	
13 Income on Investment	7,000.00	6,928.55	-71.45(-1%)			(N/A)	7,000.00	19,680.06	12,680.06(181%)			(N/A)	
14 Miscellaneous	155.00	3,401.77	3,246.77(2094%)		3,000.00	-3,000.00(N/A)	155.00	4,747.75	4,592.75(2963%)		3,000.00	-3,000.00(N/A)	
21 Insurance Bowls Club Reimburse		190.00	190.00(N/A)			(N/A)	190.00	365.00	175.00(92%)			(N/A)	
22 VAT Refund			(N/A)			(N/A)			(N/A)			(N/A)	
51 Grass Pitch Hire			(N/A)			(N/A)	1,751.40	2,187.54	436.14(24%)			(N/A)	
53 Pavilion Hire	778.05	1,096.70	318.65(40%)			(N/A)	3,112.20	2,438.15	-674.05(-21%)			(N/A)	
55 3G Income	1,521.72	2,861.81	1,340.09(88%)			(N/A)	6,086.85	8,887.06	2,800.21(46%)			(N/A)	
56 Cricket Hire			(N/A)			(N/A)	1,403.33	1,443.42	40.09(2%)			(N/A)	
603 CIL Income			(N/A)			(N/A)		10,426.31	10,426.31(N/A)			(N/A)	
8527 NCC Highways Verges			(N/A)			(N/A)	6,886.00	5,633.04	-1,252.96(-18%)			(N/A)	
8536 S106/Green Infrastructure		8,240.00	8,240.00(N/A)			(N/A)		8,240.00	8,240.00(N/A)			(N/A)	
Sub Total for 1. Income	9,454.77	22,718.83	13,264.06(140%)		3,000.00	-3,000.00(N/A)	223,080.30	260,543.84	37,463.54(16%)		3,000.00	-3,000.00(N/A)	
TOTALS.....	9,454.77	22,718.83	13,264.06(140%)		3,000.00	-3,000.00(N/A)	223,080.30	260,543.84	37,463.54(2655%)		3,000.00	-3,000.00(N/A)	
NET Variance Quarter 4 .....						10,264.06	NET accumulative variance to END of Quarter 4.....						34,463.54



Income Budget Variance Report Q4		
ID#	Cost Code	Explanation of Variances
10	Precept	<b>Q1:</b> None required. <b>Q2:</b> Increase due to early receipt of payment. <b>Q3:</b> None required. <b>Q4:</b> None required.
13	Income on Investment	<b>Q1:</b> None required. <b>Q2:</b> Increase due to early receipt of payment. <b>Q3:</b> None required. <b>Q4:</b> Increase due to income on investment higher than anticipated.
14	Miscellaneous	<b>Q1:</b> None required. <b>Q2:</b> Increase due to income from Larry Gray Fair, Parish Partnership & Beryl Bikes contribution. <b>Q3:</b> None required. <b>Q4:</b> Increase due to grant received for wheeled goals.
21	Insurance Bowls Club Reimbursement	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> 24-25 payment expected Q4. <b>Q4:</b> Increase due to last year adjustment of £175.00. Actual income for 24-25 £190.
51	Grass Pitch Hire	<b>Q1:</b> None required. <b>Q2:</b> Increase due to additional pitch booked for KGV. <b>Q3:</b> As above. <b>Q4:</b> As above.
53	Pavilion Hire	<b>Q1:</b> Budget anticipates additional hall hire but this has not yet started. One outstanding invoice from May which was paid in July and will appear in the Q2 report. <b>Q2:</b> None required. <b>Q3:</b> Decrease due to no additional hall hire as anticipated as part of the budget exercise. <b>Q4:</b> As above.

55	3G Income	<b>Q1:</b> Decrease due to end of contract for 3G Pitch management. <b>Q2:</b> Increase due to direct bookings for 3G pitch not previously anticipated as part of the budget exercise. <b>Q3:</b> As above. <b>Q4:</b> As above.
56	Cricket Hire	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
603	CIL Income	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
8527	NCC Highways Verges	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> Variance between agreed payment from NCC and charge by contractor. VAT implications to be confirmed with Parkinson Partnership. <b>Q4:</b> Decrease due to outstanding payment. Included as year end adjustment.
8536	S106/Green Infrastructure	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> Received for works to Layton Close steps.

**Drayton Parish Council - Quarter 4**  
**(01/01/2025 to 31/03/2025 - Cost Centre 31)**

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
8. Earmarked Reserves													
80 CIL Expenditure			(N/A)		-3,000.00	3,000.00(N/A)			(N/A)		4,144.75	-4,144.75(N/A)	
81 3G Surface Replacement			(N/A)			(N/A)			(N/A)			(N/A)	
84 KGV Enhancements			(N/A)			(N/A)			(N/A)			(N/A)	
605 Floodlight Replacement			(N/A)			(N/A)			(N/A)			(N/A)	
607 Play Area Enhancements			(N/A)			(N/A)			(N/A)	2,590.00	-2,590.00(N/A)		
611 Election Reserve			(N/A)			(N/A)			(N/A)			(N/A)	
613 Longdale Pavilion Enhancement			(N/A)			(N/A)			(N/A)			(N/A)	
8530 Streetlighting			(N/A)			(N/A)		125.00	125.00(N/A)		4,393.62	-4,393.62(N/A)	
8532 Tree Works			(N/A)		873.33	-873.33(N/A)			(N/A)		873.33	-873.33(N/A)	
8533 Cyclical Payments			(N/A)			(N/A)			(N/A)			(N/A)	
8534 Projects			(N/A)			(N/A)			(N/A)			(N/A)	
8535 Pitch Improvements			(N/A)			(N/A)			(N/A)			(N/A)	
Sub Total for 8. Earmarked Reserves			(N/A)		-2,126.67	2,126.67(N/A)		125.00	125.00(N/A)		12,001.70	-12,001.70(N/A)	
TOTALS.....			(N/A)		-2,126.67	2,126.67(N/A)		125.00	125.00(N/A)		12,001.70	-12,001.70(N/A)	
NET Variance Quarter 4 .....						2,126.67	NET accumulative variance to END of Quarter 4.....						-11,876.70

Earmarked Reserves Quarterly Budget Variance Report Q4		
ID#	Cost Code	Explanation of Variances
80	CIL Expenditure	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> Payment for wheeled goals approved for CIL expenditure after budget approved. Receipt of grant expected in Q4 to cover part of the payment. <b>Q4:</b> Grant received. No further explanation required.
81	3G Surface Replacement	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
84	KGV Enhancements	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
605	Floodlight Replacement	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
607	Play Area Enhancements	<b>Q1:</b> None required. <b>Q2:</b> Increase in payments due to re-painting of Longdale Play area. <b>Q3:</b> As above. <b>Q4:</b> As above.
611	Election Reserve	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
613	Longdale Pavilion Enhancement	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.

8530	Streetlighting	<b>Q1:</b> Increase in actual payments due to replacement Column following car accident. <b>Q2:</b> Increase in actual receipts due to insurance excess reimbursement. <b>Q3:</b> As above. <b>Q4:</b> As above.
8532	Tree Works	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None requires. <b>Q4:</b> Increased due to approved payment for new trees following tree surveys.
8533	Cyclical Payments	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
8534	Projects	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
8535	Pitch Improvements	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.

Drayton Parish Council - Quarter 4  
(01/01/2025 to 31/03/2025 - Cost Centre 26)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
2. Finance & General Purposes													
26 Office Equipment			(N/A)		46.98	-46.98(N/A)			(N/A)	1,000.00	1,149.79	-149.79(-14%)	
27 Utilites & Services			(N/A)	3,565.55	3,918.07	-352.52(-9%)			(N/A)	17,772.40	15,459.66	2,312.74(13%)	
28 Handyman Equipment			(N/A)	150.00	65.51	84.49(56%)			(N/A)	600.00	638.36	-38.36(-6%)	
201 Stationery & Software			(N/A)	413.50	520.30	-106.80(-25%)			(N/A)	2,856.00	3,433.80	-577.80(-20%)	
204 Subscriptions			(N/A)	232.00	555.00	-323.00(-139%)			(N/A)	1,142.00	1,459.00	-317.00(-27%)	
205 Insurance			(N/A)		115.81	-115.81(N/A)			(N/A)	4,000.00	4,166.53	-166.53(-4%)	
208 Community Event			(N/A)	1,000.00	2,770.00	-1,770.00(-177%)			(N/A)	4,000.00	3,184.34	815.66(20%)	
211 S137			(N/A)			(N/A)			(N/A)	100.00		100.00(N/A)	
212 Grants			(N/A)	750.00		750.00(N/A)			(N/A)	3,000.00	1,195.00	1,805.00(60%)	
215 Bank Charges			(N/A)	62.00	59.10	2.90(4%)			(N/A)	248.00	240.90	7.10(2%)	
216 Member Training			(N/A)	125.00		125.00(N/A)			(N/A)	500.00		500.00(N/A)	
282 Community Newsletter			(N/A)	307.50	390.00	-82.50(-26%)			(N/A)	1,230.00	390.00	840.00(68%)	
284 Website			(N/A)	1,000.00	750.00	250.00(25%)			(N/A)	1,200.00	960.00	240.00(20%)	
8522 Street Lighting Energy			(N/A)	1,625.00	1,545.06	79.94(4%)			(N/A)	6,500.00	5,867.34	632.66(9%)	
8523 Street Lighting Maintenance			(N/A)	170.00		170.00(N/A)			(N/A)	680.00	1,988.76	-1,308.76(-192%)	
Sub Total for 2. Finance & General Purpos			(N/A)	9,400.55	10,735.83	-1,335.28(-14%)			(N/A)	44,828.40	40,133.48	4,694.92(10%)	
TOTALS.....									(N/A)	44,828.40	40,133.48	4,694.92(-326%)	
NET Variance Quarter 4 .....						-1,335.28	NET accumulative variance to END of Quarter 4.....						4,694.92

**Finance & General Purposes Committee**  
**Quarterly Budget Variance Report Q4**

ID#	Cost Code	Explanation of Variance
26	Office Equipment	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
27	Utilities & Services	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> Decrease due to underspend for electricity at KGV compared to planned expenditure. <b>Q4:</b> None required.
28	Handyman Equipment & Consumables	<b>Q1:</b> Decrease in actual payments due to minimal equipment purchased. Budget is calculated on an average yearly spend divided by 4. <b>Q2:</b> As above. <b>Q3:</b> Increase due to purchase of lawn mower for leaves. <b>Q4:</b> None required.
201	Stationary & Software	<b>Q1:</b> None required. <b>Q2:</b> Increase due to increased Adobe subscription. <b>Q3:</b> Increase due to increased printing, increased subscription for Anglian internet compared to budget. <b>Q4:</b> As above.
204	Subscriptions	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> Includes year end adjustment. Actual payments £904. Decrease due to cancelled Parish Online Subscription.
205	Insurance	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.

208	Community Events	<b>Q1:</b> None required. <b>Q2:</b> No events held to date. Budget is calculated on an average yearly spend divided by 4. <b>Q3:</b> Decrease due to invoices for Christmas event scheduled for payment in Q4. <b>Q4:</b> Decrease due to no summer event held.
211	S137	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
212	Grants	<b>Q1:</b> None required. <b>Q2:</b> Increase due to grant issued. Budget is calculated on an average yearly spend divided by 4. <b>Q3:</b> Decrease due to no further grant applications received. <b>Q4:</b> As above.
215	Bank Charges	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
216	Member Training	<b>Q1:</b> No training scheduled. Budget is calculated on an average yearly spend divided by 4. <b>Q2:</b> As above. <b>Q3:</b> As above. <b>Q4:</b> As above.
282	Community Newsletter	<b>Q1:</b> No adverts issued. Budget is calculated on an average yearly spend divided by 4. <b>Q2:</b> As above. <b>Q3:</b> Invoice received and scheduled for payment in Q4. <b>Q4:</b> Decrease due to less events held than anticipated in the budget exercise.
284	Website	<b>Q1:</b> Increase due to payment made earlier than scheduled. <b>Q2:</b> Decrease due to payment made in Q1. <b>Q3:</b> None required. <b>Q4:</b> Decrease due to website development coming in under budget.



8522	Streetlight Energy	<b>Q1:</b> Decrease in actual payments due to a credit with Npower. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
8523	Streetlight Maintenance	<b>Q1:</b> Increase due to increase in quarterly maintenance charges and includes works for 2023-24 not entered as an adjustment. <b>Q2:</b> Increase due to repairs as a result of routine inspection and repair work following structural and electrical inspection. <b>Q3:</b> Increase due to unplanned maintenance. <b>Q4:</b> As above.

Drayton Parish Council - Quarter 4  
(01/01/2025 to 31/03/2025 - Cost Centre 29)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
5. Open Spaces & Property													
57 Play Area			(N/A)		226.95	-226.95(N/A)			(N/A)		472.97	-472.97(N/A)	
58 Sports Facilities			(N/A)		40.00	-40.00(N/A)			(N/A)		2,154.76	-2,154.76(N/A)	
501 Pavilion Maintenance			(N/A)	125.00	2,049.23	-1,924.23(-1539%)			(N/A)	5,900.00	3,487.37	2,412.63(40%)	
502 Play Area Inspections			(N/A)			(N/A)			(N/A)	225.00	306.00	-81.00(-36%)	
503 Grounds Maintenance			(N/A)	4,523.02	4,598.12	-75.10(-1%)			(N/A)	18,091.96	21,225.41	-3,133.45(-17%)	
504 Security			(N/A)	2,880.00	1,997.00	883.00(30%)			(N/A)	11,680.00	10,797.00	883.00(7%)	
511 3G Surface Maintenance			(N/A)	1,017.01	1,021.80	-4.79(-0%)			(N/A)	4,068.10	4,380.26	-312.16(-7%)	
512 Floodlight Maintenance			(N/A)			(N/A)			(N/A)			(N/A)	
514 Pest Control			(N/A)	150.00		150.00(N/A)			(N/A)	600.00	300.00	300.00(50%)	
Sub Total for 5. Open Spaces & Property			(N/A)	8,695.03	9,933.10	-1,238.07(-14%)			(N/A)	40,565.06	43,123.77	-2,558.71(-6%)	
TOTALS.....			(N/A)	8,695.03	9,933.10	-1,238.07(-14%)	(N/A)			40,565.06	43,123.77	-2,558.71(-395%)	
NET Variance Quarter 4 .....						-1,238.07	NET accumulative variance to END of Quarter 4.....						-2,558.71

Open Spaces & Property		
Explanation of material variances Q4		
ID#	Cost Code	Explanation of Variance
57	Play Area	<b>Q1:</b> Increase in Q1 due to purchase of "no ball games/dog signage". <b>Q2:</b> As above. <b>Q3:</b> None required <b>Q4:</b> Increase due to unplanned maintenance required for swings.
58	Sports Facilities	<b>Q1:</b> Increase due to set up costs and charges for bringing 3g pitch bookings in house including padlocks, keys, annual licnese etc. A decision to manage in-house taken after budget approval and not included in 24-25 budget. <b>Q2:</b> As above. Other payments include additional line marking and key deposit refund following change of locks at Longdale. <b>Q3:</b> As above. <b>Q4:</b> As above.
501	Pavilion Maintenance	<b>Q1:</b> Increase due to pavilion consumables now bought in bulk to save costs. An underspend for remaining quarters expected. <b>Q2:</b> Decrease due to bulk buying in Q1. <b>Q3:</b> Decrease due to pending Legionella and Fire Risk assessments. Building Survey complete and significantly under budget. <b>Q4:</b> As above.
502	Play Area Inspections	<b>Q1:</b> None required. <b>Q2:</b> Increase due to increased charges for annual inspection compared to budget. <b>Q3:</b> As above. <b>Q4:</b> As above.
503	Grounds Maintenance	<b>Q1:</b> Increase due to FCMP Planting project. Project approved by Council - 14th December 2023 but works carried out in 2024-25. Includes 2 x 2023-24 payments for grass cutting not added as an adjustment. <b>Q2:</b> None required. <b>Q3:</b> January invoice for contractor paid in December 2025. Replacement bollard at KGV. <b>Q4:</b> None required.

504	Security	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
511	3G Surface Maintenance	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
512	Floodlight Maintenance	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
514	Pest Control	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> Outstanding invoices added as a year end adjustment.

Drayton Parish Council - Quarter 4  
(01/01/2025 to 31/03/2025 - Cost Centre 27)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
3. Environment & Highways													
31 NCC Highways Verges			(N/A)			(N/A)			(N/A)	6,886.00	7,050.96	-164.96(-2%)	
33 Residents Competitions			(N/A)			(N/A)			(N/A)	250.00	31.79	218.21(87%)	
35 Tree Maintenance			(N/A)	6,000.00	3,104.67	2,895.33(48%)			(N/A)	7,500.00	8,000.14	-500.14(-6%)	
36 Street Scene Maintenance			(N/A)	115.00	108.80	6.20(5%)			(N/A)	2,460.00	4,655.15	-2,195.15(-89%)	
38 Green Lanes			(N/A)		1,050.00	-1,050.00(N/A)			(N/A)	3,000.00	2,485.00	515.00(17%)	
39 New Bins			(N/A)			(N/A)			(N/A)			(N/A)	
304 Parish Partnerships			(N/A)		3,710.00	-3,710.00(N/A)		2,692.75	2,692.75(N/A)	1,932.00	3,710.00	-1,778.00(-92%)	
Sub Total for 3. Environment & Highways			(N/A)	6,115.00	7,973.47	-1,858.47(-30%)		2,692.75	2,692.75(N/A)	22,028.00	25,933.04	-3,905.04(-17%)	
TOTALS.....			(N/A)	6,115.00	7,973.47	-1,858.47(-30%)	2,692.75		2,692.75(N/A)	22,028.00	25,933.04	-3,905.04(-324%)	
NET Variance Quarter 4 .....						-1,858.47	NET accumulative variance to END of Quarter 4.....						-1,212.29

Environment & Highways Committee		
Explanation of material variances Q4		
ID#	Cost Code	Explanation of Variance
31	NCC Highway Verges	<b>Q1:</b> Decrease due to payment method to contractor. Works for Q1 to be paid in Q2. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
33	Resident Competitions	<b>Q1:</b> None required. <b>Q2:</b> Decrease due to allocated budget for prizes gifted by Taverham Nursery Centre. <b>Q3:</b> None required. <b>Q4:</b> None required.
35	Tree Maintenance	<b>Q1:</b> Decrease due to water bill from Village Hall, less than anticipated. <b>Q2:</b> Increase due to increased costs for tree surveys. E&H plan to offset costs by spitting payments for tree works over two years i.e. scheduled tree works for 6 months only in 24/25 and schedule tree works for 18 months in 2025/26. <b>Q3:</b> None required. <b>Q4:</b> None required.
36	Street Scene Maintenance	<b>Q1:</b> Increase due to unexpected maintenance costs including bus shelter repairs and graffiti removal. <b>Q2:</b> Increase due to unexpected bench maintenance. <b>Q3:</b> Increase due to significant increased costs for Commerical dog and litter bin compared to budget. <b>Q4:</b> As above.
38	Green Lane	<b>Q1:</b> Increase in actual payments include adjustment from 2023-24 for replacement bench installation and will be adjusted at year-end. <b>Q2:</b> Increase due to unplanned contract for weedpulling. To be considered for 2025/26 budget. To be covered by anticipated underspend from marsh clearance at the end of Q3. <b>Q3:</b> Descrease due to pending invoice for clearing of marshland. <b>Q4:</b> Decrease due to coming in under budget for Marsh Clearance.
39	Litter/Dog/Grit Bins	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.

304	Parish Partnership	<p><b>Q1:</b> Decrease due to delayed approval for Parish Partnership Scheme. Receipt of payment now anticipated by end of Q3.</p> <p><b>Q2:</b> None required.</p> <p><b>Q3:</b> Receipt of payment now anticipated by end of Q4.</p> <p><b>Q4:</b> Increase due to pending receipt of payment. Entered as a year end adjustment.</p>
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**Drayton Parish Council - Quarter 4**  
**(01/01/2025 to 31/03/2025 - Cost Centre 30)**

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
6. Staffing													
61 Salaries			(N/A)	17,492.28	19,874.14	-2,381.86(-13%)			(N/A)	69,969.12	70,658.91	-689.79(-0%)	
65 Employer Pension Contributions			(N/A)	4,023.22	4,511.76	-488.54(-12%)			(N/A)	16,092.91	14,700.69	1,392.22(8%)	
68 Staff Training & Development			(N/A)	100.00	80.00	20.00(20%)			(N/A)	1,100.00	813.50	286.50(26%)	
69 Recruitment			(N/A)			(N/A)			(N/A)			(N/A)	
601 Expenses/Mileage			(N/A)	225.00	768.34	-543.34(-241%)			(N/A)	900.00	2,055.24	-1,155.24(-128%)	
602 Consultancy Services			(N/A)	300.00	300.00	(0%)			(N/A)	1,200.00	1,200.00	(0%)	
8529 Locum Clerk Services			(N/A)			(N/A)			(N/A)		298.75	-298.75(N/A)	
8531 Employer NI Contributions			(N/A)	1,472.08	1,765.59	-293.51(-19%)			(N/A)	5,888.35	5,664.64	223.71(3%)	
Sub Total for 6. Staffing			(N/A)	23,612.58	27,299.83	-3,687.25(-15%)			(N/A)	95,150.38	95,391.73	-241.35(-0%)	
TOTALS.....									(N/A)	95,150.38	95,391.73	-241.35(-303%)	
NET Variance Quarter 4 .....						-3,687.25	NET accumulative variance to END of Quarter 4.....						-241.35



Staffing Committee		
Explanation of material variances Q4		
ID#	Cost Code	Explanation of Variances
61	Salaries	<b>Q1:</b> Increase in payments due to inclusion of ER Pensions and ER NI entry in Scribe for the month of April. Scribe corrected from May 2024 onwards. <b>Q2:</b> Decrease in Q2 due to resignation of Parish Clerk and exit date of 25th July 2024. <b>Q3:</b> As above. <b>Q4:</b> As above.
8531	Employer NI Contributions	<b>Q1:</b> Decrease in payments due to allocation of ER NI to "salaries" in Scribe for the month of April. Scribe corrected from May 2024 onwards. <b>Q2:</b> Decrease in Q2 due to resignation of Parish Clerk and exit date of 25th July 2024. <b>Q3:</b> As above. <b>Q4:</b> As above.
65	Employer Pension Contributions	<b>Q1:</b> Decrease in payments due to allocation of ER Pension to "salaries" in Scribe for the month of April. Scribe corrected from May 2024 onwards. <b>Q2:</b> Decrease in Q2 due to resignation of Parish Clerk and exit date of 25th July 2024. <b>Q3:</b> As above. <b>Q4:</b> As above.
68	Staff Training & Development	<b>Q1:</b> Decrease in payments due to postponement of CiLCA registration pending recruitment of Parish Clerk. <b>Q2:</b> Decrease in payments due to postponement of CiLCA registration pending recruitment of Parish Clerk. <b>Q3:</b> As above. <b>Q4:</b> As above.
69	Recruitment	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
601	Expenses/Mileage	<b>Q1:</b> Increase in payments due to car allowance approved after budget set. <b>Q2:</b> As above. <b>Q3:</b> As above. <b>Q4:</b> As above.
602	Consultancy Services	<b>Q1:</b> None required. <b>Q2:</b> None required. <b>Q3:</b> None required. <b>Q4:</b> None required.
8529	Locum Clerk Services	<b>Q1:</b> Increase in payments due to staff cover for Parish Ranger. <b>Q2:</b> Increase in payments due to staff cover for OSP Committee. <b>Q3:</b> As above. <b>Q4:</b> As above.

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP7: Internal Control Checks</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Internal control checks for Proper Bookkeeping are regularly undertaken as a measure to prevent and detect inaccuracy and fraud.</p> <p>At DPC a member of the Finance &amp; General Purposes Committee is appointed to quality assure a sample of financial transactions for each quarter and report findings and any recommendations as appropriate.</p> <p>The role is one of support for the Responsible Financial Officer and to facilitate compliance with Financial Regulations and standardisation of practice as necessary.</p> <p>Internal Control checks for Proper Bookkeeping were completed by Cllr. Taylor for Q4 on 9<sup>th</sup> April 2025 and the attached report is presented to the Committee for information and consideration of any actions arising.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to note the report for Q4 and consider any recommendations for action.</p>	

Transaction Spot Check	Invoice Raised	Credit Card	C.I.L S106	Direct Debit	Invoice Received	VAT Return	Tax & N.I.	Electricity & Water	Grant Received
Transaction Detail	Lease Charge	Christmas Tree Disposal	Layton Close Steps S106	Telephone & Internet	Copier & Consumable	Quarter 3	Period 11 Feb 2025	KGV Water	Goals Grant
Payee/Debtor	Bowls Club	Just Helping	Sth Nfk & Broadland D.C.	ComTech	Norfolk Copiers	H.M.R.C.	H.M.R.C.	Wave	Football Foundation
Amount	£400.00 Inv 126	Trns: £50.00 C.C. £136.17	£8,240.00	£58.74	£64.77	£5,749.80CR	EE NI/Tax/P.G. Loan £976.98 ER NI £588.53 Tot: £1,565.51	£25.28	£3,000.00
Invoice Date	01.01.25	Trns: 02.12.24 C.C. 02.01.25	15.01.2025	01.03.25	31.01.25	Money Rec. 13.11.2024	N/A	09.01.25	N/A
Scribe Entry	V/N 84	V/N 399	V/N 66	V/N 483	V/N 417	V/N 77	V/N 425	V/N 407	V/N 65
Council Mtg Approval	April 2025	Feb 2025	Feb 2025	Apr 2025	Feb 2025	March 2025	March 2025	Feb 2025	Feb 2025
Bank Statement	March 2025	Jan 2025	Jan 2025	Feb 2025	Feb 2025	Feb 2025	Feb 2025	Jan 2025	Jan 2025
VAT Analysis	N/A	N/A	N/A	£9.79	£10.79	N/A	N/A	N/A	N/A
Payment/Receipt Method	Cheque	DD	BACS	DD	BACS	BACS	BACS	DD	BACS
Payment/Receipt Evidence	YES	YES	YES	YES	YES	YES	YES	YES	YES
Comments Recommendations	See Note 1					See Note 2			

Governance Audit: Period January – March 2025. Date of Audit 9<sup>th</sup> April 2025. Amy Pinkham (Clerk/RFO) & Councillor Angie Taylor

**Date Spot Checks Carried Out:** 9<sup>th</sup> April 2025

**Period of Review:** January – March 2025

**Persons Present:** Amy Pinkham – Clerk & R.F.O./ Councillor Angie Taylor

**Date of Next Audit:** 9<sup>th</sup> July 2025

**Comments & Recommendations**

Note 1 – Bowls Club paid this invoice of £400.00 together with another invoice for £190.00, so the Bank Statement reflects a value of £590.00

Note 2 – Amount of reclaim from VAT, for the Quarter was £5,749.80, HMRC's payment of £5,751.57 included interest of £1.77 as their payment to DPC was late

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP8:</b> To conduct a review of the effectiveness of the system of internal control
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of the system of internal control and prepare an annual Governance Statement in accordance with proper practices in relation to accounts.</p> <p>The purpose of the Annual Governance Statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.</p> <p>The Annual Governance Statement consists of a number of assertions, to which the Council will need to answer ‘yes’ or ‘no’.</p> <p>Assertion 2 of the Annual Governance Statement asks Council’s to confirm the following:  <i>“We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness”.</i></p> <p><u>Review of Effectiveness</u></p> <p>The attached statement outlines the system of internal control at Drayton Parish Council including a review of significant matters, if any, arising during the financial year 2024-25. It is produced to support the Council with appropriate evidence to respond ‘yes’ to assertion 2 of the Annual Governance Return.</p> <p>The statement, together with the Internal Auditor Report will form the supporting evidence for consideration by Council when completing the Annual Governance Return.</p> <p><u>Recommendation</u></p> <p>The Committee is asked to review the effectiveness of its internal control and agree the Statement of Internal Controls for the period ending 31<sup>st</sup> March 2025, recommending the Council has met its obligations in relation to Assertion 2 of the Annual Governance Return.</p> <p>It is recommended that the scope of Internal Control Checks carried out by a member of the Finance &amp; General Purposes Committee could be expanded in 2025-26 to further support the work of the annual review of the effectiveness of the system of internal controls.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to review the effectiveness of the system of Internal Controls for 2024/25 and agree the Statement of Internal Controls for the period ending 31<sup>st</sup> March 2025.</p>	

## **1. The Purpose of the System of Internal Control**

Drayton Parish Council (the Council) is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the effective management of risk.

Internal control is designed to reduce financial risk to the Council; the *system* of internal control is designed to ensure that the Council's activities are carried out properly and as intended.

Systems will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

## **2. Scope of Responsibility**

While internal controls are established by the Parish Clerk and Responsible Financial Officer, Council Members have a collective responsibility for ensuring the system of effective internal controls is maintained. For full details on matters reserved for Council, please see the Council's adopted [Scheme of Delegation](#).

### **2.1. The Council**

#### **2.1.1. Annually**

- a) Appoints a Chair responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful in line with the Clerk's advice
- b) Reviews its obligations and objectives and approves the budget and level of precept for the following financial year
- c) Approves the accounting statements and Annual Governance and Accountability Return
- d) Determines action to be taken in response to recommendations in any report from the internal or external auditors
- e) Receives recommendations from Finance & General Purposes Committee for consideration and approval

#### **2.1.2. Monthly**

- a) The Chair signs each page of the minutes as agreed by Council as an accurate record of the meeting
- b) Receives and confirms bank reconciliations
- c) Receives and considers all receipts and approved payments
- d) Receives and authorises payments in line with adopted Financial Regulations

## **2.2. The Finance & General Purposes Committee**

### **2.2.1. Annually**

- a) Appoints a member of the Committee to conduct quarterly internal control checks
- b) Receives and monitors the Document Schedule to ensure policies are reviewed for accuracy in relation to the policy areas they reflect, changes in legislation and current best practice
- c) Reviews the Council's banking arrangements, banking mandates and authorised signatories and makes recommendations to Council
- d) Reviews the effectiveness of internal control and makes recommendations to Council to inform its response to the Annual Governance Statement
- e) Reviews the regular payments list including payment methods for recommendation to Council
- f) Reviews the asset register for appropriateness and accuracy
- g) Reviews insurance needs and makes recommendations to Council
- h) Reviews the effectiveness of Internal Audit and makes recommendations to Council
- i) Reviews the interim internal audit report and makes recommendations for corrective action to Council
- j) Receives annual review of Financial Regulations and Standing Orders by the Parish Clerk and RFO and makes recommendations to Council
- k) Reviews the Council's adopted Financial Risk Assessment and makes recommendations to Council

### **2.2.2. Quarterly**

- a) Receives quarterly budget reports comparing planned and actual expenditure
- b) Receives reports of internal control checks carried out by the appointed person and considers recommendations for corrective action
- c) Monitors progress of Audit Plan in line with agreed corrective actions identified in internal/external audit reports

## **3. The Parish Clerk and Responsible Financial Officer**

In accordance with the Local Government Act 1972 s151, the Council appoints a Responsible Financial Officer (RFO) who administers the council's financial affairs. The RFO acts as the Council's advisor and principal administrator and is responsible for the day-to-day compliance with legislation and policies and for managing risks. In accordance with internal imperatives and external requirements, the RFO:

- a) Conducts an annual review of Standing Orders and Financial Regulations in line with national guidance and legislation
- b) Ensures that the Council's procedures and control systems outlined in this statement are maintained

- c) Ensures that Payments are made in accordance with adopted Financial Regulations and Standing Orders
- d) Manages the timetable for the internal control checks and audit programme
- e) Manages the timetable for Council approval of the annual return and compliance with electors' rights
- f) Submits all requested information to the External Auditor by the agreed date and arranges for the required publication of notices, accounts and returns
- g) Manages the Council's Credit Card procedures in line with adopted Financial Regulations and Credit Card Policy

The Council has appointed the Parish Clerk as RFO who's duties are outlined in a Job Description which was last reviewed in October 2024. A full list of delegated responsibilities can be found in the [Scheme of Delegation](#).

#### **4. Internal Audit**

The Council appoints an independent and competent Internal Auditor who undertakes an internal audit to evaluate the effectiveness of the Council's risk management, control and governance processes. The Internal Auditor is appointed by Council in line with best practice outlined in the Joint Panel on Accountability and Governance Practitioners' Guide.

The Internal Auditor will as a minimum complete the annual internal audit report on the Annual Governance and Accountability Return (AGAR). In addition, the internal auditor also provides a narrative report highlighting areas for improvement and development and is received by Council for consideration. The Finance & General Purposes Committee is responsible for monitoring an action plan setting out the areas for improvement required, agreed corrective action, the member(s)/Officer(s) responsible for delivering improvement and the deadlines for completion of the actions.

Per section 4 of the Practitioners Guide, the effectiveness of the overall internal audit arrangements is reviewed annually to provide sufficient assurance that standards are being met and that the work of internal audit is effective.

The review is undertaken by the Finance & General Purposes Committee in line with the Practitioners Guide including a review of the personal independence, financial independence and professional independence of the appointed person. Any recommendation to rotate the appointed person shall be approved by Council.

#### **5. External Audit**

PKF Littlejohn LLP was appointed as external auditor by Smaller Authorities' Audit Appointments Ltd (SAAA) to all local government smaller authorities who are subject to the limited assurance regime for the 5 financial years from 2022-23 to 2026-27.



Under the limited assurance regime, the Council is subject to an intermediate review procedure. PKF Littlejohn LLP undertake a limited range of specified procedures to give a report that provides limited, rather than reasonable, assurance about the accounting statements.

The report is presented to Council for consideration and corrective action as necessary.

## **6. Review of Effectiveness**

[Regulation 6 of the Accounts and Audit Regulations 2015](#) requires an authority to “conduct a review of the effectiveness of the system of internal control” each financial year. The review informs the Council’s preparation of its annual governance statement and is informed by the work and any significant matters raised by:

- a) **Council:** identification of new activities
- b) **Finance & General Purposes Committee:** identification of new activities or risks
- c) **Parish Clerk and RFO:** identification of areas for improvement and development of the internal control environment and management of risks
- d) **Internal Audit:** identification of areas for improvement and development
- e) **External Audit:** identification of matters arising from the annual governance and accountability return

## **7. Significant Internal Control Matters**

Significant matters raised during the financial year ending 31<sup>st</sup> March 2025:

- a) **Council**  
No significant matters raised.
- b) **Finance & General Purposes Committee**  
No significant matters raised. The effectiveness of the overall internal audit arrangements was reviewed at the Committee meeting held on 25<sup>th</sup> July 2024 and recommendations approved at the Council meeting held 8<sup>th</sup> August 2024.
- c) **Parish Clerk and RFO**  
No significant matters raised.
- d) **Internal Audit**  
The 2023-24 End-of-Year Audit was carried out on 1<sup>st</sup> May 2024 and confirmed, in all significant respects, that the control objectives were achieved to a standard adequate to meet the needs of the authority and the Council received no recommendations for action.

The interim internal audit carried out in November 2024 concluded that “*Council continues to demonstrate effective management and financial control with officers showing a high standard of administrative support thereby enabling council to make well-informed decisions.*” A number of comments and recommendations were made in light of the period ending 31<sup>st</sup> October 2024 with areas identified that could be expanded to provide independent assurance that the Council’s risk management, governance and internal control processes are operating effectively. Council received the report and approved corrective action to be taken at its meeting held on 13<sup>th</sup> February 2025. The status of action taken to date is attached for information.

e) **External Audit**

There were no matters raised on the Annual Return for the financial year ending 31<sup>st</sup> March 2024 which gave cause for concern. This was noted and accepted by the Parish Council at its meeting held on 12<sup>th</sup> September 2024.

**DRAYTON PARISH COUNCIL**  
INTERNAL AUDIT PLAN

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The Internal Audit Plan has been developed in response to recommendations arising from the interim internal audit which took place on 21<sup>st</sup> November 2024. The report, together with corrective actions proposed by the Finance & General Purposes Committee were approved by Council at the February 2025 meeting.

Ref.	Recommendation	Corrective Actions	Status Update
Pg5	Council is advised to ensure transparency in the budgetary process followed by the council by recording within the minutes the actual budget being set alongside the reasoning for such a budget.	Minutes from budget approval, clearly record both the budget and the precept figures, the percentage increase and the financial increase for a Band D Council Tax dwelling. Council agreed to introduce a budget leaflet for publication on the council's website providing reasoning for the budget.	<b>Complete:</b> Budget leaflet published on the Parish Council website.
Pg11	Council might wish to clarify the limits of the credit card within the policy (stated at £1,000) in recognition that the limit is the maximum limit per card at any one time. Council currently operates with three cards as reflected in the limits shown on the credit card statement.	Credit Card Policy is included for review within the Document Review Schedule.	<b>Ongoing:</b> Amendment to Credit Card Policy scheduled for consideration at the April 2025 meeting of the Finance & General Purposes Committee for approval by Council.
Pg11	Whilst council has shown prudence in ensuring it has spread its financial risk as widely as practicably possible, it is advised to adopt an investment policy, which will define the authorisation, investment reports and responsibility for the placement of surplus funds.	The Investment of Surplus Funds Policy is included for review within the Document Review Schedule.	<b>Ongoing:</b> Scheduled for consideration at the July 2025 meeting of the Finance & General Purposes Committee.

**DRAYTON PARISH COUNCIL**  
INTERNAL AUDIT PLAN

Ref.	Recommendation	Corrective Actions	Status Update
Pg12	Council is advised to review the treatment of long-term assets as per guidance issued under the Practitioners' Guide (sections 5.29, 2.22, 2.25-2.28 provide clarify on both long-term and short-term assets).	Clerk has sought guidance from Scribe and NPTS to clarify short-term and long-term investments as defined in JPAG. Following a review of the terms and conditions of each account, it is confirmed that all accounts held meet the requirements of short-term investments. It should be noted that accounts were established to spread the financial risk only and are not intended as long-term assets. Council reviewed and agreed to take no further action at this time.	N/A
Pg14	Consider maintaining and monitoring the Council's website so that it is regularly updated with pertinent information. For full details of the information that is to be published on a quarterly and annual basis, please see Transparency Code for Smaller Authorities 2015.	Council agreed to publish financial data, land and building assets per the requirements laid out in the Local Government Transparency Code on the finance page of the Council's website.	<b>Ongoing:</b> Financial data published. Land and building assets to be published.
Pg15	Council's document retention policy required updating and provision should be included for documents contained in both 'hard' form and in electronic forms. Council is advised to include disposal	Record Management and Retention Policy is included for review within the Document Review Schedule.	<b>Ongoing:</b> Scheduled for consideration at the April 2025 meeting of the Finance & General Purposes Committee for approval by Council.

**DRAYTON PARISH COUNCIL**  
INTERNAL AUDIT PLAN

Ref.	Recommendation	Corrective Actions	Status Update
	protocols as well as protocols for the scanning of documents (if applicable).		
Pg17	To ensure clarity on the relevance of each policy, council should establish a comprehensive schedule for the renewal of policies currently adopted by the parish council and add review details on each document thereby demonstrating that they are regularly reviewed, fit for purpose, and adhered to.	Document review schedule was established in July 2023 and is monitored annually by the Finance & General Purposes Committee. Schedule to be made available for inspection at the year-end audit. Council agreed no further action to be taken.	N/A
Pg18	Council should undertake a cookie audit to ascertain whether its website uses cookies and if in use, provide information to users of its website about cookies in such a way that the user will see it when they first visit the site. Detailed information should also be included about cookies in a cookie policy accessed through a link within the consent mechanism and at the top or bottom of the website.	Council's supplier for website development confirmed the website uses cookies. The main cookie notice appears the first time you access the site and the cookie settings are accessible in the bottom right corner. Council agreed no further action to be taken.	N/A

**DRAYTON PARISH COUNCIL**  
INTERNAL AUDIT PLAN

Ref.	Other Comments of Note from the Report	Response	Status Update
Pg2	The RFO might wish, for further transparency and scrutiny, that all payments and receipts documentation are referenced with account settlement dates.	To be considered.	No update at this time.
Pg2	The RFO might wish to ensure that the cashbook and/or minutes make reference to the powers used to incur expenditure.	To be considered.	No update at this time.
Pg10	Fidelity Guarantee to be reviewed at Year End to cover year-end balance plus 50% of the precept.	<p>15.4 of the Council's adopted Financial Regulations stipulate that fidelity guarantee insurance shall cover the maximum risk exposure as determined by Council.</p> <p>Clear Councils has confirmed the Council holds the maximum fidelity guarantee of £1,000,000 and would require referral to the insurance underwriter for review to increase to the next level of cover at £2,000,000. This would result in an estimated increase to the insurance premium of £1,000.00 plus insurance premium tax. Council reviewed and agreed to retain the existing fidelity guarantee of £1,000,000.</p>	N/A

**DRAYTON PARISH COUNCIL**  
**INTERNAL AUDIT PLAN**

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Ref.	Other Comments of Note from the Report	Response	Status Update
Pg15	Following a change in personnel, council should seek to review and update the provisions contained within its Model Publication Scheme, including the provisions of website details, at the earliest opportunity.	Model Publication Scheme is included for review within the Document Review Schedule.	<b>Ongoing:</b> Scheduled for consideration at the April 2025 meeting of the Finance & General Purposes Committee for approval by Council.

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP9:</b> To review the Council's Financial Risk Assessment
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>The Financial Risk Assessment identifies, assesses and records the financial risks facing the Council. It also seeks to address them by ensuring that appropriate measures are in place to mitigate and manage the associated risks. This might include internal controls and/or appropriate use of insurance cover.</p> <p>The Committee is asked to review the Council's Financial Risk Assessment and confirm that the document is a true reflection of the financial risks facing the council and that the manner in which they should be mitigated remains adequate and up to date.</p> <p>The Committee is asked to note that the Financial Risk Assessment is a live document and may be amended in response to new activity or risk identified during the year.</p> <p><u>For Information</u></p> <p>Risks, as defined in the Joint Panel of Governance and Accountability Practitioners Guide, are "<i>uncertain events or conditions that if they occur, will affect the authority's ability to achieve its objectives</i>".</p> <p><u>Recommendation</u></p> <p>The Risk Assessment has been reviewed with no additional risks identified. Tracked changes have been used to update the Management of Risks to reflect current internal control arrangements.</p> <p>To provide further clarity, it is recommended that a revised risk assessment template is adopted to include categories of risk and a risk matrix to identify how the Council has determined the risk status.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to review the Financial Risks of the Council and confirm mitigation remains adequate.</p>	



## Drayton Parish Council

### Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Councillors	Losing Councillor membership or having less than 5 councillors at any one time	L	When a vacancy arises, there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are less than 5 Councillors at any one time on the Council it becomes inquorate. The legal process of Broadland District Council appointing members takes place.
Precept	Adequacy of precept Requirements not submitted to BDC in time Amount not received by BDC.	L	Regular budget review by Full Council. Precept should be considered by Council before the deadline - deadline should be ascertained from Broadland District Council asap. The Clerk informs Council when the monies are received (approx. April/May and September time).
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which set out the requirements.
Banking	Inadequate Checks Bank Mistakes Losses & Charges Loss of signatories	L	The Council has Financial Regulations which set out the requirements for banking and reconciliations of accounts. The clerk reconciles the accounts every <del>week</del> month. Any issues are dealt with promptly. Current Bankers are specialists in dealing with local authorities. Signatories can be changed easily. Council has 4 signatories on accounts to protect against risks.  Drayton Parish Council complies with the Financial Services Compensation Scheme (FSCS) and strives to limit each bank with £85,000 maximum to spread the financial risk.
Internet Banking	Access	L	Access to banking sites is regulated by standing orders. No search engines must be used, and bookmarked favourites is preferable.

# Drayton Parish Council

## Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
			Each signatory has their own log on details which is subject to pin code entry in addition for certain requirements. Councillors can view and release payments. Staff can view and set up payments but not release.
Loss of Cash	Loss through theft or dishonesty	L	Cheques received are banked within 5 banking days. Drayton Parish Council is a no cash council. Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. Corporate Credit Cards also have been insured against fraud or mis use. Employees are required to sign the Credit Card Agreement for Employees and abide by the Credit Card Policy.
Litigation	Potential risk of legal action being taken against the Council.	L	A Clerk's report is produced monthly and presented to Council, discussed and approved at the meeting. This report includes bank reconciliation and a breakdown of receipts and payments balanced against the bank.
Reporting and auditing	Information communication Compliance.	L	Councillors receive full details each month including bank reconciliation. This information is also placed on to the website. Half yearly inspections by the internal auditor are carried out and reports produced. Auditor's reports are considered by <del>Governance</del> Finance & General Purposes eCommittee and recommendations are made to the full council.
DPC run activities	Risk of financial loss	L	Activities previously held have been financed by grants and/or budgeted revenue expenditure prior to events thus reducing the risk of financial loss to DPC. If finance is not secured in advance there may be some financial risk which would need to be covered by the council's reserves. All such expenditure goes through the required Council process of approval and minuted. Grant application form has been devised to keep records of applications.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	The Parish Council has in place a grant application process to approve the issuing of grants to locally based groups/organisations/events within the Parish.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One-off grants received tend to be for activities with conditions attached.

## Drayton Parish Council

### Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Best value Accountability	Work awarded incorrectly Overspend on services	L/M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.
Salaries and on costs	Salary paid incorrectly.	L	Salary rates are assessed annually by Council. <del>Payroll is outsourced and sampled as part of the internal control checks and interim and year end internal audit. The Clerk's report details payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated as and when. All Tax and NI payments are submitted to HMRC via PAYE RTI software.</del> All staff members have a contract of employment and job description. Salaries are paid in arrears at the end of each month.
Employees	Loss of Clerk Fraud by Clerk Actions undertaken by clerk. Health and Safety	L	Reference to a Business Continuity Plan (BCP) should be made in case of loss of key staff. Procedural guides will help to identify tasks required in case of absence. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Health & Safety issues relating to the clerk are with regard to working at home and driving to/from Council meetings. The <del>clerk's own car</del> Council's insurance covers travel to and from a place of work.
Election costs.	Risk of an election cost.	L	Currently there <del>are is one</del> vacancy <del>ies</del> on the council. No Parish Council election has been held in Drayton for many years.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is claimed quarterly and released digitally to HMRC port via Scribe.
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed by the Clerk and submitted online to HMRC within the prescribed time frame.
Audit - Internal	Audit Completion within time limits	L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.

## Drayton Parish Council

### Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. <del>Parish Council has adopted the General Power of Competence.</del>
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.
Members interests	Conflict of interest Register of Members interests	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be included with the budget. Ensure compliance measures are in place
	Fidelity Guarantee	L	Guarantees are provided with insurance cover. Review takes place of necessary documentation.
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. All assets owned by the Parish Council are regularly reviewed and maintained. In the event of a loss of premises/laptop all computer files can be restored from the Cloud. Minutes and financial documents are stored on the website. Temporary accommodation may be required in another building.
Maintenance	Poor performance of assets or amenities Risk to third parties	L	All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at KGV Pavilion. The premises and the facilities are considered adequate for the Clerk, Councillors and Public who attend from a Health & Safety aspect.

## Drayton Parish Council

### Financial Risks Assessment

Subject	Risks Identified	Status H/M/L	Management of Risks
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L	Council's electronic records are stored on the Clerks computer. All data is stored on Microsoft's <del>One</del> <del>Drive</del> Cloud storage. Scribe data is available online and accessed through Scribe's own website which backs up data automatically.

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP10: Asset Register Review</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Local authorities must maintain a register of fixed assets and long-term investments to ensure they are appropriately safeguarded.</p> <p>As defined by the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide, fixed assets mean <i>‘property, plant and equipment with a useful life of more than one year used by the authority to deliver its services.’</i> Long-term investments arise <i>‘where the authority invests money in anything other than a short-term investment.’</i></p> <p>The Asset Register at Drayton Parish Council is maintained on Scribe.</p> <p><u>Valuation Consistency</u></p> <p>Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. The purpose, scope and method of valuation of assets is attached for your information and the minimum value for deciding between fixed assets and general consumables is currently set at £100.00.</p> <p>Authorities may choose an appropriate minimum value for deciding between fixed assets and general consumables and should be reviewed annually.</p> <p>Any change in the basis of reporting should be justified and recorded in the minutes accordingly and the value shown in line 9 for the previous AGAR should also be changed to the new basis and clearly marked as ‘RESTATED’. It is not expected that the basis would change more than once or possibly twice. There are no recommendations for amendment.</p> <p><u>Acquisitions and disposals</u></p> <p><b>Fixed Assets:</b> The attached report reflects the Council’s fixed assets at 31<sup>st</sup> March 2025 including all acquisition and disposal transactions recorded during the year. Assets acquired have been highlighted in green and assets for disposal have been highlighted in red.</p> <p><b>Long-term investments:</b> Council does not hold any long-term investments.</p> <p><u>Insurance Alignment</u></p> <p>The asset register has been compared with the insurance schedule to ensure that all recorded assets are appropriately insured by the authority. No further increase in cover is recommended. For full details of insurance cover please see item 11 of the agenda.</p>	

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

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**For information**

Per 5.120 of the Practitioners Guide, Trust assets held by the authority as custodian or managing trustee should be recorded in the authority's asset register and identified as 'charity assets held by the authority as trustee' with their value excluded from the total.

Records held, demonstrate that Drayton Parish Council is the custodian Trustee of the Bob Carter Memorial Youth and Leisure Centre and the asset register has been updated accordingly and highlighted in yellow for information.

**Recommendation**

The Committee is asked to review:

1. The purpose, scope and method of asset valuation for appropriateness
2. The acquisitions and disposals for accuracy

## Drayton Parish Council Asset Register

Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The purpose of the Fixed Asset Register is as follows:

- It forms a basis for decisions on risk and insurance issues
- It provides information on the age and potential lifespan of certain items
- It provides assurance of the continued existence of Council's property
- It forms a basis for completion of box 9 in the 'Annual Return'

The Register is presented to Council at the end of each financial year for information but is a working document which Officers of the Council update and amend as necessary. The last review of the Asset Register was considered by the Finance & General Purposes Committee on 25<sup>th</sup> April 2024.

### Scope of Asset Register

In order to ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council;
- community assets;
- vehicles, plant and machinery;
- assets considered portable, attractive or of community significance;
- other assets estimated or known to have a minimum purchase or resale value of one hundred pounds;
- long term investments, shares and loans made by the Council;
- assets held in trust.

The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held in trust.

The following items fall outside the definition for inclusion and are, therefore, **excluded** from the Council's asset register:

- land and buildings held on short term lease or rented;
- land and buildings maintained or serviced but not owned by the Council;
- assets rented by or loaned to the Council;
- stock items intended for resale;
- stationery and other consumable items;
- boundaries of land owned (e.g. fences, hedges and gates);
- floor or land surfaces and drainage;
- plants and trees;
- assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register);
- repairs;
- cash, short term investments and other current assets;
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights);
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities).



## **Valuation of Assets**

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2024 para. 5.68)

Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

Where it is not possible to trace the purchase price of the asset, the insurance valuation should be applied. As a last resort, a nominal value of one pound may be applied. This should also be used for assets gifted to the Council.

Description	Status	Date Acquired	Purchase Value	Insurance Value	Location/Responsibility
Bob Carter Memorial Youth and Leisure Centre	Active				Charity assets held by the authority as trustee
Eco Tumble Surfacing - Wicksteed	Active	02/12/2021	£ 7,026.80		FCMP
2 x Litter Bins	Active	21/11/2022	£ 1,058.42		FCMP
Derby type litter bins x 3	Active	2019/20	£ 1,496.00		FCMP
Eco benches x 3	Active	2019/20	£ 2,095.00		FCMP
Play equipment	Active	2019/20	£ 83,855.00		FCMP
Slide Safagrass	Active	Pre Sept 2015	£ 150.00		FCMP
Litter Bins	Active	17/08/2020	£ 141.17		Green Lanes
Boardwalk & Steps	Active	08/06/2023	£ 2,000.00		Green Lanes
Bench	Active	14/03/2024	£ 280.99		Green Lanes
Bowls Club	Active	Pre 2000	£ 1.00	£ 663,000.00	KGV
KGV Pavilion	Active	Pre Sept 2015	£ 205,250.00	£ 685,000.00	KGV
HP laptop & bag	Active	19/05/2020	£ 642.49		KGV
Ladder	Active	16/11/2023	£ 108.33		KGV
Strimmer	Active	18/03/2024	£ 158.29		KGV
Projector	Active	18/12/2023	£ 236.67		KGV
Laptop	Active	16/04/2024	£ 399.17		KGV
Laptop	Active	16/04/2024	£ 399.17		KGV
Round bench	Active	07/09/2020	£ 585.00		KGV
Bench	Active	13/07/2023	£ 576.99		KGV
LED Floodlights	Active	2016/17	£ 680.00		KGV
120 ltr Litter Bin	Active	2017/18	£ 256.00		KGV
Lenovo Ryzen 5 laptop	Active	2019/20	£ 494.00		KGV
KGV Playing Field	Active	Pre Sept 2015	£ 1.00		KGV
Chair	Active	Pre Sept 2015	£ 150.00		KGV
Vacuum Cleaner	Active	Pre Sept 2015	£ 185.00		KGV
Three Drawer Cabinet	Active	Pre Sept 2015	£ 150.00		KGV
Bookshelving	Active	Pre Sept 2015	£ 100.00		KGV
CCTV Equipment	Active	Pre Sept 2015	£ 950.00		KGV
Desk	Active	Pre Sept 2015	£ 520.00		KGV
LG Monitor	Active	Pre Sept 2015	£ 350.00		KGV
Cooler Master Computer	Active	Pre Sept 2015	£ 300.00		KGV
Fencing	Active	Pre Sept 2015	£ 10,000.00		KGV
Large Office Desk	Active	Pre Sept 2015	£ 250.00		KGV
Football Posts & Nets	Active	Pre Sept 2015	£ 600.00		KGV
Two Drawer Cabinet	Active	Pre Sept 2015	£ 100.00		KGV
Paper Shredder	Active	Pre Sept 2015	£ 225.00		KGV
Garage	Active	Pre Sept 2015	£ 3,800.00		KGV
Picnic bench	Active	08/02/2024	£ 782.99		KGV
Litter Bin	Active	14/12/2023	£ 637.64		KGV
Laptop	Active	Pre Sept 2015	£ 400.00		KGV
Three Drawer Cabinet	Active	Pre Sept 2015	£ 1.00		KGV
Four Drawer Cabinets x 2	Active	Pre Sept 2015	£ 2.00		KGV
Shelving	Active	Pre Sept 2015	£ 120.00		KGV
Lawn Mower	Active	16/12/2024	£ 199.17		KGV
Henry Hoover	Active	10/05/2021	£ 140.00		KGV
Round Picnic Table with Seat E	Active	25/05/2021	£ 5,610.18		KGV
Telescopic posts	Active	2019/20	£ 237.00		KGV
KGV Play equipment	Active	2022/23	£ 146,902.30		KGV
Multi-tool Sander	Active	17/08/2020	£ 120.00		KGV
COSHH Cabinet	Active	17/08/2020	£ 224.07		KGV
Pressure Washer	Active	14/10/2020	£ 191.65		KGV
Hedge Trimmer	Active	2019/20	£ 129.00		KGV
50 No Parking Cones	Active	2019/20	£ 111.00		KGV
Tools & Equipment	Active	Pre Sept 2015	£ 2,500.00		KGV
Pro Mac Brushcutter	Active	Pre Sept 2015	£ 200.00		KGV
Jubilee Beacon	Active	10/03/2022	£ 490.00		KGV
Water Bowser	Active	02/11/2022	£ 333.00		KGV
Grit bin	Active	Pre Sept 2015	£ 144.00		Location: Acres Way
Bench	Active	2017/18	£ 465.00		Location: Bellomonte Crescent
War Memorial	Active	Pre Sept 2015	£ 1.00		Location: Churchyard
Bench Seat	Active	10/05/2022	£ 615.02		Location: Fakenham Rd/Marriotts Way junction
Christmas Tree lights	Active	19/11/2020	£ 2,163.00		Location: Held by TT Jones
Christmas Lights	Active	16/01/2025	£ 650.00		Location: Held by TT Jones
Noticeboard	Active	2017/18	£ 909.00		Location: Hurn Road
Grit bin	Active	14/12/2020	£ 148.19		Location: Layton Close
Village Sign	Active	Pre Sept 2015	£ 1.00		Location: School Road
Drayton Cross	Active	Pre Sept 2015	£ 1.00		Location: School Road
Defibrillator	Active	2017/18	£ 2,180.00		Location: TMVH
Longdale Pavilion	Active	Pre Sept 2015	£ 249,653.00	£ 615,000.00	Longdale
Football Brushes kit	Active	09/06/2020	£ 170.23		Longdale
Heavy Duty Mat	Active	14/07/2020	£ 159.98		Longdale
Wooden Boundary Fence	Active	02/10/2020	£ 16,987.80		Longdale
Safety Surfacing - Premier Playgrounds Ltd	Active	07/10/2021	£ 17,533.00		Longdale
Pic-Nic Benches	Active	10/05/2022	£ 3,469.37		Longdale
LED Floodlights	Active	2016/17	£ 8,162.00		Longdale
Post Bin	Active	2017/18	£ 100.00		Longdale
Fido 35 dog bins x 2	Active	2019/20	£ 292.00		Longdale
Nilfisk Scrubber/Dryer	Active	2019/20	£ 719.00		Longdale

Description	Status	Date Acquired	Purchase Value	Insurance Value	Location/Responsibility
Vortex	Active	Pre Sept 2015	£ 150.00		Longdale
Polynesia Springer	Active	Pre Sept 2015	£ 150.00		Longdale
Longdale Playing Fields	Active	Pre Sept 2015	£ 1.00		Longdale
3G Surface & Fencing	Active	Pre Sept 2015	£ 52,000.00		Longdale
Meeting Point	Active	Pre Sept 2015	£ 4,096.00		Longdale
Lighting 3G Surface	Active	Pre Sept 2015	£ 3,500.00		Longdale
Mini Soccer Goal	Active	Pre Sept 2015	£ 458.00		Longdale
Equipment Longdale	Active	Pre Sept 2015	£ 300.00		Longdale
Flat & Mirage Swing	Active	Pre Sept 2015	£ 150.00		Longdale
Football Posts & Nets	Active	Pre Sept 2015	£ 900.00		Longdale
Orbiter	Active	Pre Sept 2015	£ 150.00		Longdale
Delta Swing	Active	Pre Sept 2015	£ 150.00		Longdale
Nexus Freeride	Active	Pre Sept 2015	£ 150.00		Longdale
Bravo Modular	Active	Pre Sept 2015	£ 200.00		Longdale
CCTV Equipment	Active	Updated Sept 2021	£ 19,767.31		Longdale
Padlock for 3g Pitch	Active	17/06/2024	£ 141.64		Longdale
Kickwall	Active	14/12/2023	£ 1,596.00		Longdale
Goal Nets	Active	14/12/2023	£ 116.20		Longdale (3G Pitch)
Goalposts & Sockets	Active	2019/20	£ 1,916.00		Longdale/KGV
SAM2 Device	Active	13/03/2025	£ 3,710.00		Various locations: See notes
7 Bus Shelters	Active	Pre Sept 2015	£ 30,000.00		Various locations: See notes
Noticeboard x 6	Active	2016/17	£ 6,808.00		Various locations: See notes
Public Seats/Benches	Active	Pre Sept 2015	£ 1,653.00		Various locations: See notes
Grit bins x 9	Active	Pre Sept 2015	£ 975.00		Various locations: See notes
Wheeled Goals	Active	10/10/2024	£ 7,144.75		Various locations: See notes
Streetlighting	Active	01/08/2022	£ 1.00	£ 282,000.00	Various locations: See schedule
<b>Total</b>			<b>£ 925,609.98</b>		

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP11: Insurance Needs</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>At the May 2023 meeting of the Council it was agreed to enter into a 3 year long-term agreement with BHIB (now Clear Councils) until 31<sup>st</sup> May 2026.</p> <p>Confirmation of the fee for 2025-26 is expected w/c 15<sup>th</sup> April and renews on 1<sup>st</sup> June 2025.</p> <p>The insurance policy is structured as a 'package' providing a set minimum level of cover according to the population size. This is the 'declared value' as presented on the attached policy schedule.</p> <p>The current policy adopts the minimum level of cover provided as standard by BHIB for our population size with the exception of the following amendments made by Drayton Parish Council:</p> <ul style="list-style-type: none"> <li>• Buildings – increased to reflect latest reinstatement surveys</li> <li>• Playground equipment – increased to accommodate KGV refurbishment</li> <li>• Street furniture – increased to accommodate streetlighting</li> <li>• CCTV – added to the policy as this does not apply a set minimum level of cover</li> <li>• Ground Surfaces – increased to accommodate 3G surface</li> </ul> <p><u>Review of Minimum levels of Cover</u></p> <p>The minimum level of cover should be reviewed at least annually to ensure the level of cover remains adequate.</p> <p>The insurance schedule has been reviewed against the acquisitions, disposals and reinstatement valuations recorded in the asset register as at 31<sup>st</sup> March 2025 to ensure cover remains adequate for the Council's needs, and it is recommended that no further increase in cover is required.</p> <p><u>For information</u></p> <p>Fidelity guarantee, protects the council against acts of fraud or dishonesty by employees or councillors. The level of cover usually reflects the maximum sums at risk, so for most councils it would be half the precept plus the running account and reserves when the half precept is received. The level of cover was reviewed by Council at the February 2025 and agreed the current level of cover was sufficient.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to note the report and consider recommendations for amendment to the insurance schedule for approval by Council.</p>	

## Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£1,000,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

### Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

### Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

**Part A - Property Damage and Business Interruption**

**Section 1 - Property Damage**

<b>Property Insured</b>	<b>Declared Value</b>	<b>Sum Insured</b>
Buildings	£1,963,000	£2,355,600
Contents	£90,000	£108,000
<b>Other Property Insured away from the Premises</b>		
Street Furniture	£309,103	£370,923
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£232,007	£278,408
CCTV Equipment	£20,563	£24,675
War Memorials	£75,000	£90,000
Ground Surfaces	£77,945	£93,534
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

**Section Excess:** £125

**Excess in respect of all Subsidence claims:** £1,000

**Excess in respect of all Terrorism claims:** Nil

**Territorial Limits:** Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Buildings Insured	
<b>Location (1):</b>	Bowls Club George, Drayton High Road, Drayton, Norwich, Norfolk, NR8 6AW
<b>Buildings Declared Value:</b>	£663,000
<b>Buildings Sum Insured:</b>	£795,600
<b>Construction Type:</b>	Standard Construction Buildings incl Listed Buildings & Pavilions
<b>Subsidence Cover:</b>	Included

Buildings Insured	
<b>Location (2):</b>	The Pavilion, King George V Playing Field, Drayton High Road, Drayton, Norwich, Norfolk, NR8 6AW
<b>Buildings Declared Value:</b>	£685,000
<b>Buildings Sum Insured:</b>	£822,000
<b>Construction Type:</b>	Standard Construction Buildings incl Listed Buildings & Pavilions
<b>Subsidence Cover:</b>	Included



Buildings Insured	
Location (3):	Longdale Pavilion, Drayton, Norwich, Norfolk, NR8 6AW
Buildings Declared Value:	£615,000
Buildings Sum Insured:	£738,000
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PUPOSES COMMITTEE**

<b>Paper</b>	<b>FGP12: List of Regular Payments</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>For each financial year, the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that a list of such payments shall be submitted to the next appropriate meeting of Council (Section 5.6 of DPC Financial Regulations).</p> <p>The approval of the use of a variable direct debit/standing order shall be renewed by resolution of the Council at least every two years (Section 6.7 &amp; 6.8 of DPC Financial Regulations).</p> <p><u>Recommendation</u></p> <p>The attached payment list, including payment types, has been drawn up against the approved budget for 2025-26 for review and amendment by the Committee as necessary and approval by Council.</p> <p>Contracts no longer in effect are highlighted in red and new contracts have been highlighted in green.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to review the list of regular payments for the 2025-26 financial year for accuracy.</p>	

DRAYTON PARISH COUNCIL  
REGULAR PAYMENTS

Supplier	Description	Tender	Bank	Payment Frequency
Openstrike	.gov.uk domain	BACS	Unity Trust Bank	5 yearly
Broadland District Council	Litter and dog bin collection	BACS	Unity Trust Bank	Annual
Broadland District Council	Business rates for KGV	BACS	Unity Trust Bank	Annual
Clear Councils	Insurance	BACS	Unity Trust Bank	Annual
Clubspark	Fee for sports booking system	BACS	Unity Trust Bank	Annual
The Conservation Volunteers	Balsam Weed pulling at Green Lanes	BACS	Unity Trust Bank	Annual
Fringe Project	Green Lanes Maintenance	BACS	Unity Trust Bank	Annual
Norfolk ALC	Payroll Services	BACS	Unity Trust Bank	Annual
Norfolk ALC	Membership	BACS	Unity Trust Bank	Annual
Norfolk Parish Training & Support	Annual Subscription	BACS	Unity Trust Bank	Annual
Parish Online	Mapping software	BACS	Unity Trust Bank	Annual
PKF Littlejohn	External Audit	BACS	Unity Trust Bank	Annual
ROSPA	Play Area inspections	BACS	Unity Trust Bank	Annual
Scribe	Accounting Software	BACS	Unity Trust Bank	Annual
Trevor Brown	Internal Audit Fee	BACS	Unity Trust Bank	Annual
Victoria Waples	Internal Audit Fee	BACS	Unity Trust Bank	Annual
HMRC	Employer Tax and National Insurance	BACS	Unity Trust Bank	Monthly
Norfolk Copiers	Printer servicing	BACS	Unity Trust Bank	Monthly
Norfolk Pension Fund	Employee Pension contributions	BACS	Unity Trust Bank	Monthly
Norse Commercial Services Ltd.	Barrier at KGV and Longdale	BACS	Unity Trust Bank	Monthly
Salaries	Employee salaries	BACS	Unity Trust Bank	Monthly
The Garden Guardian Ltd.	Grass Verge and Grounds Maintenance	BACS	Unity Trust Bank	Monthly
APC Pest Control	Pest Control for KGV	BACS	Unity Trust Bank	Quarterly
Closed Secure Storage	Storage of archived documents.	BACS	Unity Trust Bank	Quarterly
Heritage Contract Services Ltd.	Bus Shelter Cleaning	BACS	Unity Trust Bank	Quarterly
TT Jones Electrical	Streetlighting Maintenance	BACS	Unity Trust Bank	Quarterly

DRAYTON PARISH COUNCIL  
REGULAR PAYMENTS

Supplier	Description	Tender	Bank	Payment Frequency
Unit Trust Bank	Bank charges	Charge	Unity Trust Bank	Quarterly
Fasthosts	.gov.uk domain	Credit Card	Lloyds Bank	2 Yearly
Wix	Premium Plan	Credit Card	Lloyds Bank	3 Yearly
Adobe	Acrobat Pro	Credit Card	Lloyds Bank	Annual
Igloohome	Fee to generate codes for Smart Lock for 3G Pitch	Credit Card	Lloyds Bank	Monthly
Stripe	Percentage fee for online payments through sports booking system "Clubspark"	Deducted from Hire Charges		
ICO	Data protection fee	Direct Debit	Unity Trust Bank	Annual
Anglian Internet	Office 365 subscription and support package.	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at KGV	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at Longdale	Direct Debit	Unity Trust Bank	Monthly
Comm Tech	Office Broadband and phone system	Direct Debit	Unity Trust Bank	Monthly
Lebara Mobile	Tablet data for Maintenance Operative and Clerk Mobile	Direct Debit	Unity Trust Bank	Monthly
Lloyds Bank	Credit card payments	Direct Debit	Unity Trust Bank	Monthly
N Power	Streetlights	Direct Debit	Unity Trust Bank	Monthly
Norwich Waste Disposal Ltd.	Waste collection at KGV, Longdale and Bob Carter Centre.	Direct Debit	Unity Trust Bank	Monthly
O2	Assistant Clerk Mobile Phone Contract	Direct Debit	Unity Trust Bank	Monthly
Smartest Energy	Electricity at Longdale	Direct Debit	Unity Trust Bank	Monthly
Zen Internet	Office Broadband	Direct Debit	Unity Trust Bank	Monthly
Wave Utilities	Water and sewerage charges for Longdale and KGV	Direct Debit	Unity Trust Bank	Quarterly
Personnel Advice & Solutions	HR Consultancy Support	Standing Order	Unity Trust Bank	Monthly

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP13:</b> To note the year end position on income and expenditure and consider fund transfers
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO

**Summary**

General Fund Position

The attached report summarises the accounts for the year on an income and expenditure basis with last year shown for comparison. It shows the total income for the year and the total expenditure, taking into account any adjustments made.

Per the Council's adopted Reserves Policy, the General Fund Position of £155,328.47 is considered high and the Council is currently utilising the General Fund to offset the precept each year with a view to reducing the overall balance to more appropriate levels.

In addition, any surplus funds at year end (compared to the budget) are assumed by the General Fund unless, upon resolution by Council, they are transferred to Earmarked Reserves.

The following table summarises the total surplus as at 31<sup>st</sup> March 2025 with a brief explanation of variance for information.

<b>YE Surplus/Deficit</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>
<b>Income</b>	£223,080.30	£271,816.74	£48,736.44
<b>Expenditure</b>	£202,571.84	£230,603.55	£-28,031.71
<b>ER Transfers Balance</b>	£44,785.50	£45,081.73	£-296.23
<b>Total Surplus</b>			<b>£20,408.50</b>

Year End Income Variance

This was largely due to receipt of Community Infrastructure levy, S106 for Layton Close Steps and Grants received for wheeled goals and SAM2 device. The receipt of income on investment was also greater than anticipated.

Year End Expenditure Variance

Overhead spending on items including staffing and general purpose items such as utilities and insurance remained substantially on budget. Overspends can be largely attributed to significant increase for waste collection, increase in grounds maintenance fees, streetlight repairs, play area re-paint and set-up costs for the operation of the 3G pitch which was not originally anticipated as part of the 2024-25 budget setting exercise.

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

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**Reserve Transfer**

Per 2.2 of Council's adopted Reserves Policy, Earmarked Reserves may be used to carry forward expenditure committed to a project but not spent in the budget year. For 2024-25 the following agreed projects were not undertaken and it is recommended that an earmarked reserve is established in the amount of £2000 to cover the costs of the associated works:

- Remaining priority 2 works (tree decay survey) £340
- Legionella Risk Assessment at Bowls Club £552
- EICR at Bowls Club £380
- Fire Risk Assessment Bowls Club £300

The Committee is asked to further consider recommendation to transfer the remaining £18,408.50 to the earmarked reserve for 3G pitch resurfacing which is scheduled for completion in 2025-26.

**Recommendation**

The Committee is asked to consider the report and make a recommendation to council.

**Drayton Parish Council**  
**Income & Expenditure Account**  
**01/04/2024 to 31/03/2025**

*(Last) Year Ended*  
*31 Mar 2024*

*(Current) Year Ended*  
*31 Mar 2025*

**Income**

751,535.36	1. Income	269,836.74
2,692.75	3. Environment & Highways	1,855.00
-170.00	5. Open Spaces & Property	
	8. Earmarked Reserves	125.00
<b>£754,058.11</b>		<b>£271,816.74</b>

**Expense**

37,392.84	2. Finance & General Purposes	39,545.20
17,888.28	3. Environment & Highways	25,161.84
36,230.27	5. Open Spaces & Property	47,343.08
78,102.05	6. Staffing	95,311.73
118,473.96	8. Earmarked Reserves	12,001.70
	1. Income	11,240.00
<b>£288,087.40</b>		<b>£230,603.55</b>

**General Fund**

<b>111,637.36</b>	Balance at 01 Apr 2024	<b>159,197.01</b>
754,058.11	ADD Total Income	271,816.74
865,695.47		431,013.75
288,087.40	DEDUCT Total Expenditure	230,603.55
577,608.07		200,410.20
418,411.06	DEDUCT Reserves Balance	45,081.73
<b>£159,197.01</b>	Balance at 31 Mar 2025	<b>£155,328.47</b>

Reserves:

Earmarked Reserve Balance £968250.00

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP14:</b> To review Model Publication Scheme
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Model Publication Scheme</u></p> <p>In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to the Freedom of Information Act 2000 (FOIA).</p> <p>It sets out an organisations high-level commitment to proactively publish information. It is suitable for all sectors and consists of seven commitments and seven classes of information.</p> <p>Council's must adopt and publish the Model Publication Scheme produced by the ICO in full and unedited.</p> <p>The model scheme is attached for information, was adopted by Council and available on the Parish Council website.</p> <p><u>Guide to Information</u></p> <p>The model publication scheme commits the Council to <i>'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'</i>.</p> <p>This is typically referred to as the 'Guide to Information' and must be published <i>alongside</i> the Model Publication Scheme.</p> <p>The ICO has produced a template Guide to Information for use by Parish Councils and it gives examples of the kind of information the ICO would expect Council's to provide in order to meet their commitment under the model publication scheme.</p> <p>The ICO Guide to Information was reviewed and adopted by Council in May 2021 and is now scheduled for review.</p> <p><u>Review</u></p> <p>The template Guide to Information has been used to conduct the review and covers information currently held by Council. If we do not hold some of the information listed, it has been marked as 'not held' in the table.</p> <p>The template is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme and Council's should look to provide as much information as possible on a routine bases, which must include all information that is required by statute.</p> <p>As a result, the template has been reviewed against the Transparency Guide for Local Authorities 2015, and under 'additional information', applicable publication requirements have been included along with any other information historically published by the Council.</p>	



**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

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Consideration

All amendments to the template have been tracked changed for consideration by the Committee. In particular, the Committee is asked to consider the following:

- **Fees and charges:** Information available through the Councils publication scheme should be readily available at a low cost or at no cost to the public. If the Committee recommends a charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.
- **Additional Information:** Any additional information for consideration for publication.

**Recommendation**

The Committee is asked to review the proposed amendments to the Guide to Information for recommendation for approval by Council.

# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



# GUIDE TO INFORMATION

## AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

Drayton Parish Council

Version 1.0

<b>Approval Date:</b>	May 2025	<b>Approval Route:</b>	Council
<b>Review Date:</b>	+4 Years	<b>Policy Holder:</b>	Finance & General Purposes Committee

## Document Change History

This is version 1 of this policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

## Summary of Changes

Version 1	
Ref.	Change
N/A	N/A

**DRAYTON PARISH COUNCIL**  
GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b> <i>Organisational information, structures, locations and contacts. Current information only.</i>		
List of Council members and their responsibilities	<a href="#">Available on Parish Council website</a>	<u>**</u>
List of Council Committees	<a href="#">Available on Parish Council website</a>	<u>**</u>
Details of any representation on local public bodies	<a href="#">Available on Parish Council website</a>	<u>**</u>
Postal and email address	<a href="#">Available on Parish Council website</a>	<u>**</u>
Contact details for Parish Clerk and Council members	<a href="#">Available on Parish Council website</a>	<u>**</u>
Where possible, provide named contacts including contact phone numbers and email addresses	<a href="#">Available on Parish Council website</a>	<u>**</u>
Location of main Council office and accessibility details	<a href="#">Available on Parish Council website</a>	<u>**</u>
Staffing structure	<a href="#">Not held</a>	
<b>Class 2: What we spend and how we spend it</b> <i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</i>		
Statement of accounts and internal audit report in the format included in the Annual Return Form	<a href="#">Available on Parish Council website</a>	<u>**</u>
Finalised budget	<a href="#">Available on Parish Council website</a>	<u>**</u>
Precept	<a href="#">Available on Parish Council website</a>	<u>**</u>
Borrowing Approval letter	<a href="#">Not held</a>	<u>N/A</u>
All items of expenditure above <del>£500*100</del>	<a href="#">Available on Parish Council website</a>	<u>**</u>
Standing Orders	<a href="#">Available on Parish Council website</a>	<u>**</u>
Financial Regulations	<a href="#">Available on Parish Council website</a>	<u>**</u>

\* [Local Government Transparency Code 2015](#)

\*\*[Hard copies will incur a fee - see schedule of charges.](#)



**DRAYTON PARISH COUNCIL**  
GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
Grants given and received*	<a href="#">Available on Parish Council website</a>	<u>**</u>
List of current contracts awarded and value of contract*	<a href="#">Available on Parish Council website</a>	<u>**</u>
Members' allowances and expenses	<a href="#">Not held</a>	<a href="#">N/A</a>
<b>Class 3:</b> What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous years as a minimum.</i>		
Annual Governance Statement in format included in the Annual Return Form	<a href="#">Available on Parish Council website</a>	<u>**</u>
Parish Plan	<a href="#">Not held</a>	<a href="#">N/A</a>
Annual Report to Parish Meeting	<a href="#">Available on Parish Council website</a>	<u>**</u>
Quality Status	<a href="#">Not held</a>	<a href="#">N/A</a>
Local charters drawn up in accordance with DLUHC's guidelines	<a href="#">Not held</a>	<a href="#">N/A</a>
Data protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc. as appropriate and relevant	<a href="#">Available on request to the Parish Clerk</a>	<u>**</u>
<b>Class 4:</b> How we make decisions <i>Decision making processes and records of decisions. Current and previous council year as a minimum.</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="#">Available on Parish Council website</a>	<u>**</u>
Agendas of meetings (as above)	<a href="#">Available on Parish Council website</a>	<u>**</u>
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	<a href="#">Available on Parish Council website</a>	<u>**</u>
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<a href="#">Available on Parish Council website</a>	<u>**</u>
Responses to consultation papers	<a href="#">Available on request to the Parish Clerk</a>	<u>**</u>

\* [Local Government Transparency Code 2015](#)

\*\*[Hard copies will incur a fee - see schedule of charges.](#)

**DRAYTON PARISH COUNCIL**  
GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
Responses to planning applications	<a href="#">Available on Local Planning Authority website</a>	<u>**</u>
Bye-laws	<a href="#">Available on request to the Parish Clerk</a>	<u>**</u>
<b>Class 5:</b> Our policies and procedures. <i>Current written protocols, policies and procedures for delivering our services and responsibilities. Current Information only.</i>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> </ul>	<a href="#">Available on Parish Council website</a>	<u>**</u>
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instruction to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and Safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publications scheme)</li> </ul>	<a href="#">Available on Parish Council website</a>	<u>**</u>
Records management, personal data and access to information policies: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Record retention</li> <li>• Destruction and archive policies</li> <li>• Data protection (including data sharing and CCTV usage policies)</li> </ul>	<a href="#">Available on Parish Council website</a>	<u>**</u>
<b>Class 6:</b> Lists and Registers <i>Currently maintained lists and registers only.</i>		

\* [Local Government Transparency Code 2015](#)

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**DRAYTON PARISH COUNCIL**  
GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Assets register, including details of public land and building assets*	<a href="#">Available on Parish Council website</a>	<a href="#">**</a>
Disclosure log indicating the information provided in response to FOIA and EIR requests. There are recommended as good practice	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Register of members' interests	<a href="#">Available on Local Authority website</a>	<a href="#">**</a>
Register of gifts and hospitality	<a href="#">Not held</a>	<a href="#">**</a>
<b>Class 7: The services we offer</b> <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.</i>		
Allotments	<a href="#">Not held</a>	<a href="#">N/A</a>
Burial grounds and closed churchyards	<a href="#">Not held</a>	<a href="#">N/A</a>
Community centres and village halls	<a href="#">Not held</a>	<a href="#">N/A</a>
Parks, playing fields and recreational facilities	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Seating, litter bins, clocks, memorials and lighting	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Bus shelters	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Markets	<a href="#">Not held</a>	<a href="#">N/A</a>
Public conveniences	<a href="#">Not held</a>	<a href="#">N/A</a>
Agency agreements	<a href="#">Available on request to the Parish Clerk</a>	<a href="#">**</a>
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	<a href="#">Not held</a>	<a href="#">N/A</a>
<b>Additional Information</b> <i>Information not itemised in the lists above</i>		

\* [Local Government Transparency Code 2015](#)

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**DRAYTON PARISH COUNCIL**

## GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
<a href="#">Requests for quotations and tenders exceeding £5,000 published quarterly*</a>	<a href="#">Available on Parish Council website</a>	<a href="#">**</a>
<a href="#">Information about counter fraud work*</a>	<a href="#">Available on Parish Council website</a>	<a href="#">**</a>
<a href="#">CIL Reporting including income and expenditure</a>	<a href="#">Available on Parish Council website</a>	<a href="#">**</a>
<a href="#">Internal and External Auditor's report</a>	<a href="#">Available on Parish Council website</a>	<a href="#">**</a>
<a href="#">Neighbourhood Plan</a>	<a href="#">Available on Local Authority website</a>	<a href="#">**</a>

Schedule of Charges		
Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ <a href="#">5p</a> per sheet (Black and white)	Estimated actual cost
	Photocopying @ <a href="#">10p</a> per sheet (Colour)	Estimated actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

\* [Local Government Transparency Code 2015](#)

\*\* [Hard copies will incur a fee - see schedule of charges.](#)

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP15:</b> To review Credit Card Policy
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Per page 11 of the Interim Internal Audit Report, it was recommended that;</p> <p><i>“Council might wish to clarify the limits of the credit card within the policy (stated at £1,000) in recognition that the limit is the maximum limit per card at any one time. Council currently operates with three cards as reflected in the limits shown on the credit card statement.”</i></p> <p>Tracked changes have been applied to the attached Credit Card Policy to reflect current practices. An additional change has been included to reflect current staffing arrangements.</p> <p><u>Consideration</u></p> <p>Following a review of the Credit Card Policy it is recommended that further amendments are considered at a later date to adopt a standardised policy format to include the following:</p> <ul style="list-style-type: none"> <li>• Key principles to provide a framework for the policy</li> <li>• Expand responsibilities to clarify Council, Committee and Councillors roles, if any</li> <li>• Introduce supporting procedures for the implementation of the policy</li> <li>• General update to headers, footers, font type, font size and the introduction of a front page to aid version control</li> </ul>	
<b>Recommendation</b>	
<p>The Committee is asked to review the proposed amendments to the Credit Card Policy for recommendation for approval by Council.</p>	

# DRAYTON PARISH COUNCIL

## CREDIT CARD POLICY

### POLICY BRIEF AND PURPOSE

Drayton Parish Council may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us keep track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold Parish Council credit cards will use them properly and will know their limitations and responsibilities.

### SCOPE

This policy applies to all employees who are eligible to use a Parish Council credit card. It also applies to employees who have the right to approve the use of a Parish Council credit card to their employees.

### OPERATION

Drayton Parish Council will take out a credit card in the employee's name. They will be able to use it for business-related expenses and Drayton Parish Council will pay the card bills.

### EMPLOYEE CREDIT CARD AGREEMENT

When Drayton Parish Council gives an employee a credit card, they will need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to Drayton Parish Council and that they can process and investigate charges as they see fit. It will also refer to the employee's responsibilities and the consequences of incorrect use.

### CREDIT CARD HOLDERS

Credit cards may be allocated to:

- **Parish Clerk/RFO**
- **Deputy Clerk & Facilities Manager**
- **Parish Ranger~~Maintenance Operative~~**

### EXPENSES ALLOWED ON THE CREDIT CARD

- Minor expenses that have been approved by the Parish Clerk/Council in the pursuit of their business.

Employees may not use the credit card for non-authorised or personal expenses. Employees may not withdraw cash using the credit card.

Employees may not purchase amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

## CREDIT CARD LIMIT

The limit of the credit card is £1,000 per card, at any one time.-

Drayton Parish Council may adjust the limits based on the job's specific needs.

## EMPLOYEES RESPONSIBILITIES

Employees issued with a credit card will be expected to:

- **Protect it to the best of their ability.** Not leave it unattended or give it to unauthorised people (eg. friends, family, colleagues) even just to hold.
- **Report it lost or stolen as soon as possible.** If, for example, there is a break-in at their home and the credit card is taken, they need to file a police report and call the Council immediately.
- **Use it only for approved reasons.** Follow the instructions in this policy and the employee card agreement, and not to use the card for personal or unauthorised expenses, even if they intend to compensate the charges later.
- **Document all expenses and forward the credit card bills to the Clerk/RFO.** The employee will keep receipts and submit documentation with the date and purpose of the expenses.
- **Authorising and approving credit card invoices.** The Clerk/RFO will authorise and approve credit card invoices within the time limits to avoid late fees.
- **Expenses.** Confirm the particular expense is allowed under this Policy.
- **Credit Card Limit.** Mind the credit card limit and the transaction limit, if any, so that business expenses can be planned properly.
- **Credit Card PIN Number.** Keep the credit card PIN number and physical card secure.
- **Use of the credit card.** Use the card sensibly and avoid unnecessary expenses even if it is allowed under this Policy.

## VIOLATION OF THIS POLICY

Drayton Parish Council expects employees to comply with this Credit Card Policy and the Employee Agreement and may take action if the employee violates the Policy. For example:

- If they incur personal or unauthorised expenses, they will need to pay them themselves. If they do this consistently, they may face disciplinary action that could include the loss of the right to have a credit card or even termination depending on the amount and the type of expenses.
- If they lose a receipt, they will need to inform the Clerk/Council immediately. The Council may find a solution if this happens rarely, but if the employee fails to submit receipts consistently, they may lose the right to hold a credit card.
- If they fail to submit expenses on time, and incur late fees, they will need to pay them themselves. Doing this repeatedly will result in the loss of the use of the credit card.
- Giving the credit card to unauthorised people or abusing the expenses limit may result in suspension or termination.
- Making prohibited purchases as mentioned previously (eg. weapons, drugs) will result in immediate termination, and possibly legal action.

Drayton Parish Council has the right to review the employee's credit card use and withdraw it if there is any inappropriate use.

Dated: 3<sup>rd</sup> February 2022

Review Date: ~~March-April~~ 2025 (Finance & General Purposes)

Approval Date: May 2025 (Council)



**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP16:</b> To consider member training
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>At the January 2025 meeting of the Committee it was agreed to consider plans for Councillor training at the April meeting.</p> <p>A quote from Norfolk Parish Training &amp; Support is attached for consideration by the Committee. Specifically, the Committee will need to consider:</p> <ul style="list-style-type: none"><li>• Topics for inclusion</li><li>• Provision for refreshments</li><li>• Evening sessions or day session</li></ul> <p><u>Availability</u></p> <p>Should the Committee wish to pursue training with NPTS, it is recommended that a list of available dates from NPTS is circulated to all Council members as a poll. The date will be scheduled in accordance with the outcome of the poll.</p> <p><u>For Information</u></p> <p>The Council has allocated a budget of £550 towards Councillor training.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to consider the quote for Council member training and agree training details.</p>	



# NORFOLK PARISH TRAINING & SUPPORT

## Quotation for whole council training for Drayton Parish Council

Further to your request for a quotation for whole council training, we can deliver a tailored course at a venue local to you. Sessions are usually 2-2.5 hours starting at 7 pm but timings can be to suit you.

Just select a maximum of six out of the eleven topics listed or let us know what you would like us to cover:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Governance and financial management (including transparency rules if relevant)
- Risk management and insurance
- Data Protection
- Freedom of Information
- The Code of Conduct
- Planning overview

If you would like us to cover all subjects this could be done over two evenings or a whole day.

We find that these sessions can be hugely beneficial in giving councillors the opportunity to receive training together, tailored to your council's needs, and allows the time to discuss topics in a relaxed environment. It is also useful if the Clerk, as part of the team, can attend too.

The fee is £295 for one session, or £550 for two sessions or a whole day, we just ask that you book and pay for the venue. Let us know if you would like us to provide the refreshments.

These prices are valid for 90 days from the date of the quotation.

Our course tutors are experienced, practicing clerks and members of the Norfolk PTS support team.

For more information about what we offer, our other courses and profiles about the course tutors, visit our website at <https://www.norfolkpts.org/>

Julie King  
Norfolk Parish Training & Support  
01603 857004  
[team@norfolkpts.org](mailto:team@norfolkpts.org)  
4 April 2025

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP17: Lighting solutions for Herbert Nursey Close</b>
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Purpose of the Report</u></p> <p>To assist the Committee in determining a suitable course of action in regards to lighting solutions for Herbert Nursey Close.</p> <p><u>Background</u></p> <p>In February 2024 residents of Herbert Nursey Close raised concerns regarding safety and visibility as a result of inadequate street lighting. They requested that the Council consider obtaining additional street lighting near the car park on the left.</p> <p>Herbert Nursey Close is a close of approx. 15 housing association bungalows for over 55's/elderly residents. It is reported that it is extremely dark in one particular area near bungalows 5, 7 and 9.</p> <p>Advice was sought from the Council's appointed contractor for street lighting who visited the site and confirmed that there was potential for a new street lighting column approximately 15m away from the existing column at the far end of the grass verge and that power supply could likely be taken from an existing column. In addition, they advised that solar lighting units had been successfully installed for other clients and suggested that the Council could consider this as an alternative option.</p> <p>Quotes for both options outlined above are presented for consideration.</p> <p><u>Considerations</u></p> <p>Section 4.2 of DPC's financial regulations stipulate that no expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.</p> <p>Funding for additional streetlights has not been allocated within the 2025-26 budget, therefore any decisions regarding this expenditure are a matter reserved for Council. However, the Committee is asked to consider the proposal and make a make a recommendation to Council as appropriate.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to consider the proposal for lighting solutions for Herbert Nursey Close and agree a suitable course of action, making a recommendation to Council if any decisions regarding expenditure are required.</p>	

**From:** [Drayton Parish Council](#)  
**To:** [Drayton Parish Clerk](#)  
**Subject:** FW: HERBERT NURSERY CLOSE - ADDITIONAL STREET LIGHTING  
**Date:** 16 April 2025 14:41:10

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**From:** Info <info@ttjones-electrical.co.uk>  
**Sent:** 12 March 2025 16:35  
**To:** Drayton Parish Council <office@draytonparishcouncil.gov.uk>  
**Subject:** Re: HERBERT NURSERY CLOSE - ADDITIONAL STREET LIGHTING

Hi Rachel

Additional Street Lighting for Herbert Nursery Close.

Option 1 DNO (UKPN) supplied.

To Supply and install;-

5M Galv Steel Column

Axia 3 Evo LED lantern

15mtrs UG Supply excavated/Reinstated in grass verge.

Note: The additional asset will have to be added to your existing electricity charge schedule.

The installation will be subject to DNO siting constraints.

10-12 wks Lead time for DNO supply.

£2550 + Vat.

Option 2 Solar/Off grid.

To Supply and Install;-

5M Galv Steel Column

Pro-Lectric AE3 LED lantern

Pro-Lectric Solar Array panel and Battery set.

Note: No electricity charge.

No DNO siting constraints.

2 wks Lead time from order to installation.

£2700.00 Vat.

Any further questions or queries please do not hesitate to contact us.

Thank you

Best Regards

Paul Jones

**DRAYTON PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE**

<b>Paper</b>	<b>FGP18:</b> To appoint Committee member to undertake internal control checks
<b>Meeting</b>	Finance & General Purposes Committee
<b>Date</b>	24 <sup>th</sup> April 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Under section 2.1.1 of DPCs Internal Audit Controls, internal control checks for Proper Bookkeeping are regularly undertaken as a measure to prevent and detect inaccuracy and fraud.</p> <p>At DPC a member of the Finance &amp; General Purposes Committee is appointed to quality assure a sample of financial transactions for each quarter and report findings and any recommendations as appropriate.</p> <p>The role is one of support for the Responsible Financial Officer and to facilitate compliance with Financial Regulations and standardisation of practice as necessary.</p> <p>Internal Control checks for Proper Bookkeeping were completed by Cllr. Taylor:</p> <ul style="list-style-type: none"><li>• 2023-2024</li><li>• 2024-2025</li></ul>	
<b>Recommendation</b>	
<p>The Committee is asked to appoint a member of the Finance &amp; General Purposes Committee to undertake internal control checks for 2025-26.</p>	