Minutes of the Finance & General Purposes Committee held on **29th October 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch, R. Fish, and R. Turner.

In attendance: Amy Pinkham, Parish Clerk & RFO.

Meeting Opened: 7:00pm

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

   Apologies received and accepted for A. Taylor. In A. Taylors absence, the Committee **AGREED** to appoint Cllr. J. Anderson as Chair for the meeting.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th July 2026 for approval [Pg5-8].**

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

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

   None.

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg9-12].**

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

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q2 [Pg13-16].**

   The Committee received the report with no further comments. It was clarified that the outstanding S106 claim related to the KGV Refurbishment project.

7. **To note verification of bank reconciliations for all accounts for Q2 [Pg17].**

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

8. **To receive the Internal Audit Action Plan for monitoring status of agreed corrective action [Pg18-21].**

   The Committee received the report with no further questions. It was noted that the reinstatement valuations for all 3 properties were due in 2027-28 and could be undertaken together following completion of the KGV refurbishment works.

9. **To receive notes and actions arising from the Community Events Advisory Group meeting held on 3rd September 2026 and consider recommendations [Pg22-25].**

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

10. **To review the Asset Register for appropriateness and accuracy [Pg26].**

    The Committee received the report with no further questions. It was noted that the boot brushes purchased for Longdale could be useful for KGV.

11. To receive interim internal audit report and consider recommendations for corrective action for approval by Council [Pg27-48].

Further to the proposed response presented under recommendation 1, it was noted that the Clerk had since consulted with other Scribe users who stated that where the additional features in Scribe were used, these were in addition to the paper records they maintained. The Committee considered the administrative requirements against the proposed benefits and **AGREED** to recommend no further action at this time.
The Committee **AGREED** to recommend the proposed response for corrective action as presented, included the update presented at the meeting for approval by Council.

12. To consider draft FGP budget for 2027-28 for recommendation for approval by Council [Pg49-57].

The Committee **AGREED** to recommend the budget as presented for approval by Council. It was noted that clarification should be sought on whether business rates could be reclaimed during the KGV building works and that Greyfriars should be contacted to confirm possible arrangements for temporary meeting rooms and office accommodation.

13. To note annual review of Standing orders and Financial Regulations and consider recommendations for amendment for approval by Council [Pg58-80].

The Committee **AGREED** to recommend the amendments to the Standing Orders as presented for approval by Council, subject to the following further amendments: Under 3v) to further clarify that the quorum equates to 5. Under 3x) to further clarify that the 15-minute extension is intended as a maximum and could not be extended further. Under 3y) to remove "councillors who are absence and". Under 10axvi) to remove "or".

14. To review Complaints Procedure and make recommendations for amendment for approval by Council [Pg81].

The Committee **AGREED** to recommend the Complaints Procedure as presented for approval by Council.

15. To note update on development and approach towards the Council's 4-year strategic plan.

The Committee **AGREED** to extend the meeting by 15 minutes.
The Committee received a presentation on the development of, and proposed approach to, the Council's 4-year strategic plan. Feedback was positive, with particular recognition of the phased 4-year approach and strong links to the Neighbourhood Plan.
It was noted the Plan should remain flexible and that, when drafting the objectives, care should be taken to ensure the wording reflects an intention to build upon and enhance the Council's existing work and arrangements, where appropriate, without implying that these are not already in place.
The Committee noted it would be beneficial to deliver the presentation to all Council members at the December budget meeting.

16. To consider Councillor recruitment planning.

The Committee **AGREED** to consider the item after item 14.
The Committee received an update on the Council website including a new webpage providing information, advice and guidance on how to become a councillor and how to participate in Council meetings.
The Committee **AGREED** to publish the new webpage as presented.

It was noted that the continued use of the annual newsletter was helpful to publicise any council vacancies.
It was queried whether Councillor expenses could cover childcare costs to make the role of councillor more accessible.

17. **To note exchange of information.**

    None.

18. **To note the date and time of the next meeting is scheduled to take place on Thursday 28th January 2027 at 7pm at King George V Pavilion.**

    Noted.

Meeting closed: 9:15pm

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DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP2:** Declarations of Interest.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

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.

At the start of the meeting, Committee 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.

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.

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.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. 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.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

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.

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.

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.

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.

Recommendation

The Committee is asked to note the paper for information.

Interests Flowchart

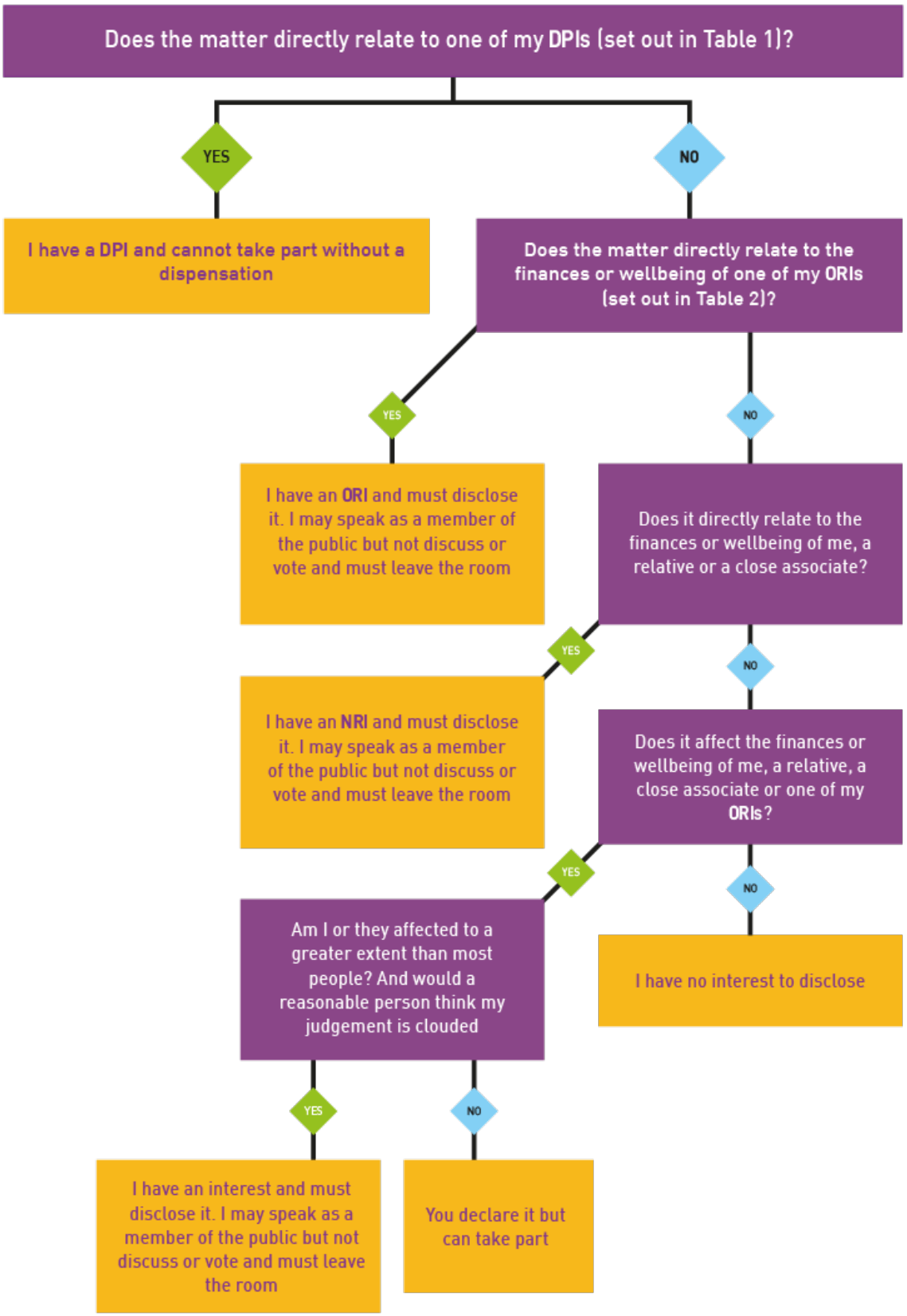


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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

Paper	**FGP3:** To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th July 2026 for approval.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

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.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

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.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

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 **Thursday 30th July 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. A. Crotch, G. Everett (Chair) and A. Taylor.

In attendance: Amy Pinkham, Parish Clerk & RFO, 1 member of the public.

Meeting Opened: 7:00pm

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

   Apologies received and accepted for Cllrs. J. Anderson and R. Turner.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th April 2026 for approval [Pg5-8].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of typographical error under item 20.

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

   Under item 9, thanks were shared to staff regarding the outcome of the internal audit.
   Under item 12, the reserve management approach for Playgrounds was noted with interest including how residents pay for facilities used in the parish.
   Under item 18, concerns were raised regarding how a revised protocol might work in practice noting that the existing protocol for non-committee members to leave for confidential items provided clear consistent governance for all committees.

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg9-12].**

   The Committee received the report with no further questions. It was noted the guidance on public participation would be uploaded to the website as soon as possible and would be removed from the outstanding items upon completion.

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1 [Pg13-16].**

   The Committee received the report with no recommendations for further action.

7. **To note verification of bank reconciliations for all accounts for Q1 [Pg17].**

   The Committee received the report with no further questions. Following the last meeting it was confirmed that Cllr. R. Turner now had view only access to Scribe.

8. **To receive the Internal Audit Action Plan for monitoring status of agreed corrective action [Pg18-19].**

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

9. **To receive year-end internal audit report and consider recommendations for corrective action for approval by Council [Pg20-46].**

   The Committee **AGREED** to recommend the proposed corrective action as presented for approval by Council including both the cyber insurance and risk monitoring quote. Regarding comment 3 the Committee **AGREED** to seek further clarification from the internal auditor on the benefits of obtaining a market valuation.

10. **To review the effectiveness of internal audit arrangements and consider [re] appointment of internal auditor [Pg47-57].**

    In considering the review of effectiveness of internal audit arrangements and the proposed internal audit plan for 2026-27 supplied, the Committee confirmed the arrangements for internal audit remained effective and **AGREED** to re-appoint Mrs. V. Waples to undertake the internal audit for the year ending 31st March 2027.

11. **To receive notes and actions arising from the Community Events Advisory Group meetings held on 26th May 2026 and 15th July 2026 and consider recommendations [Pg58-63].**

    The Committee received the notes and actions arising with no further comments or questions.

12. **To review Earmarked Reserve levels for 2027-28 budget exercise [Pg64-69].**

    The Committee **AGREED** to recommend the proposed approach for Earmarked Reserves for Streetlighting and Play Area Enhancements as presented in the draft 2027-28 budget for consideration and approval by Council.
    It was noted that the Earmarked Reserve for Play Area Enhancements was allocated to the Playing Fields & Property Committee who would have an opportunity to review the recommended approach at its October 2026 meeting.

13. **To consider proposals for new projects for the following financial year [Pg70-75].**

    The Committee **AGREED** the proposals for inclusion as presented including additional costs for alternative meeting room costs as recommended by Council.

14. **To review banking arrangements including bank mandates and consider recommendations for amendment for approval by Council [Pg76].**

    Following a request from Cllr. G. Everett to be removed as signatory for all Council accounts, the Committee **AGREED** to recommend that Cllr. A. Taylor be added as a signatory for all accounts and that Cllr. G. Everett be removed as a signatory from all accounts. It was noted that, to ensure sufficient resilience and continuity in the event of councillor or staff changes that, Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.

15. **To review Councillor Code of Conduct and make recommendations for amendment for approval by Council [Pg77-94].**

    The Committee **AGREED** to recommend amendments to the Councillor Code of Conduct as presented for approval by Council.
    It was noted that the review reinforced the importance of the Code of Conduct and that this could be highlighted when presenting the proposed amendments to Council for approval.

16. To consider quotes for Streetlighting Maintenance contract for appointment [Pg95-108].

The Committee **AGREED** to appoint contractor B on a 5-Year term. It was noted that the Clerk would arrange a meeting with the contractor to discuss a streetlighting replacement programme to further support the approach for management of the Earmarked Reserve for streetlights.
The Committee **AGREED** to extend the meeting for 15 minutes.
It was noted that it would be helpful to confirm arrangements for the transfer of lights from Hopkins Homes to Drayton Parish Council as the lighting authority under the s38 agreement and any other arrangements agreed between the Council and the developer.
The Committee **AGREED** to extend the meeting by a further 15 minutes.

17. To consider Councillor recruitment planning.

The Committee noted that the Annual Council Newsletter had successfully resulted in the co-option of two new councillors and that an election/co-option strategy would be beneficial in helping ensure the Council maintain its full complement of councillors.
The item was deferred to the next meeting to allow for a full discussion.

18. To consider protocol for Councillor attendance at Committee meetings considering confidential items where they are not a Committee member [Pg109-110].

The Committee **AGREED** to discuss the item after item 5.
Following a review of the advantages and disadvantages presented the Committee **AGREED** to propose no changes to the protocol for Councillor attendance at Committee meetings considering confidential items where they are not a committee member.

19. To note exchange of information.

That the Committee would consider a policy for Councillor training at a future meeting.
That the Committee would review attendance protocols for committee members at a future meeting.
That Cllr. G. Everett would be resigning from the Finance & General Purposes Committee.
It was noted that the Committee vacancy and appointment of a new Chair would be presented at the next meeting of the Council for consideration.

20. To note the date and time of the next meeting is scheduled to take place on Thursday 29th October at 7pm at King George V Pavilion.

Noted.

Meeting closed: 9:26pm

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DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

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.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

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.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

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.

Recommendation

The Committee is asked to receive the report for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
31.07.2025	17	To consider amendment to Standing Order 3e subject to draft guidance on public speaking	The Committee **AGREED** not to pursue the A4 style guidance on the public forum and use the more detailed guidance as presented for both the website and at meetings subject to the following amendments: Under item 3 bullet point 2 to remove reference to "allow time for everyone" and include a maximum of 20 minutes in total, remove section 6 and separate guidance on requesting agenda items, amend the heading for section 9 to read "Meeting Code of Conduct", add more information on how to contact the Parish Clerk.	**Complete:** Guidance laminated and available at all Council meetings for information. Guidance drafted on Council website for consideration under item 16 of the October 2026 agenda.
02.02.2026	14	To consider draft leaflet for publication outlining the annual budget and reasoning	It was noted that the leaflet assumes a level of familiarity with council language that many readers may not have and the Committee **AGREED** the leaflet could be further improved next year by amending the overall tone to be more accessible to the general public and emphasising aspirations and agreed projects for the year ahead.	**Ongoing:** Revised leaflet to be drafted for presentation at January 2027 meeting of Committee
30/07/2026	3	To receive minutes of the meeting of the Finance & General Purposes Committee held on 30th April 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of typographical error under item 20.	**Complete:** Minutes amended and published on Parish Council website.
30/07/2026	9	To receive year-end internal audit report and consider recommendations for corrective action for approval by Council	The Committee **AGREED** to recommend the proposed corrective action as presented for approval by Council including both the cyber insurance and risk monitoring quote. Regarding comment 3 the Committee **AGREED** to seek further clarification from the internal auditor on the benefits of obtaining a market valuation.	**Complete:** Recommendations for corrective actions presented and agreed at August 2026 meeting of the Council.
30/07/2026	10	To review the effectiveness of internal audit arrangements and consider [re] appointment of internal auditor	In considering the review of effectiveness of internal audit arrangements and the proposed internal audit plan for 2026-27 supplied, the Committee confirmed the arrangements for internal audit remained effective and **AGREED** to re-appoint Mrs. V. Waples to undertake the internal audit for the year ending 31st March 2027.	**Complete:** Letter of engagement signed and confirmed by interal auditor via email 3rd August 2026.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
30/07/2026	12	To review Earmarked Reserve levels for 2027-28 budget exercise	The Committee **AGREED** to recommend the proposed approach for Earmarked Reserves for Streetlighting and Play Area Enhancements as presented in the draft 2027-28 budget for consideration and approval by Council.	**Complete:** Proposed approach incorporated into draft budget and scheduled for consideration at December 2026 meeting.
30/07/2026	13	To consider proposals for new projects for the following financial year	The Committee **AGREED** the proposals for inclusion as presented including additional costs for alternative meeting room costs as recommended by Council.	**Complete:** project proposals included in draft budget presented under item 12 of the October 2026 agenda.
30/07/2026	14	To review banking arrangements including bank mandates and consider recommendations for amendment for approval by Council	Following a request from Cllr. G. Everett to be removed as signatory for all Council accounts, the Committee **AGREED** to recommend that Cllr. A. Taylor be added as a signatory for all accounts and that Cllr. G. Everett be removed as a signatory from all accounts. It was noted that, to ensure sufficient resilience and continuity in the event of councillor or staff changes that, Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.	**Ongoing:** Recommendation presented and approved at the August 2026 meeting of the Council. Confirmation of mandate change received for 4 out of 5 accounts.
30/07/2026	15	To review Councillor Code of Conduct and make recommendations for amendment for approval by Council	The Committee **AGREED** to recommend amendments to the Councillor Code of Conduct as presented for approval by Council.	**Complete:** Presented and approved at the August 2026 meeting of the Council. Published on Council website and document log updated.
30/07/2026	16	To consider quotes for Streetlighting Maintenance contract for appointment	The Committee **AGREED** to appoint contractor B on a 5-Year term. It was noted that the Clerk would arrange a meeting with the contractor to discuss a streetlighting replacement programme to further support the approach for management of the Earmarked Reserve for streetlights.	**Ongoing:** Contract signed and handover arrangements in place. Streetlight replacement programme pending completion of structural and electrical testing of all lights.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
30/07/2026	18	To consider protocol for Councillor attendance at Committee meetings considering confidential items where they are not a Committee member	Following a review of the advantages and disadvantages presented the Committee **AGREED** to propose no changes to the protocol for Councillor attendance at Committee meetings considering confidential items where they are not a committee member.	**Complete:** No further action required.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP6:** To receive quarterly budget report and explanation of variance.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

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.

Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

In addition, per 1.8 of the Council's Internal Controls, the Finance & General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:

- Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

Any recommendations for corrective action are presented to Council for approval as necessary.

Recommendation

The Committee is asked to receive the attached budget report for Q2 and supporting explanation of material variance for the purpose of monitoring progress during the year and consider any recommendations for action.

For the purpose of this exercise "material" shall be in excess of 15% of the budget in line with the Annual Governance and Accountability Return (AGAR).

Recommendation

The Committee is asked to receive the report for Q2 and consider recommendations for action.

Explanation of Material Variances: Accumulative to End of Q2							
Ref.	**Cost Centre**	**Quarter**	**Budgeted**	**Actual**	**Variance**	**Explanation Required**	**Comment**
1	Income	Q2	£136,454.73	£151,275.46	10%	N	
2	Finane & General Purposes	Q2	£24,042.02	£25,559.40	-6%	N	
3	Environment & Highways	Q2	£6,689.26	£7,448.32	-11%	N	
5	Playing Fields & Property	Q2	£21,723.81	£22,653.62	-4%	N	
6	Staffing	Q2	£61,384.34	£58,221.78	5%	N	
8	Earmarked Reserves	Q2	£23,530.32	£44,039.55	-87%	Y	Outstanding S106 claim from Broadland District Council of £26,307.16. received in October 2026.

Drayton Parish Council - Quarter 2

(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd 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)	114,248.50	114,248.50	(0%)			(N/A)
13 Income on Investment	2,500.00	3,217.64	717.64(28%)			(N/A)	5,000.00	6,384.90	1,384.90(27%)			(N/A)
14 Miscellaneous	570.00		-570.00(N/A)			(N/A)	570.00		-570.00(N/A)			(N/A)
21 Insurance Bowls Club Reimburse			(N/A)			(N/A)			(N/A)			(N/A)
22 VAT Refund			(N/A)			(N/A)			(N/A)			(N/A)
51 Grass Pitch Hire	2,940.00	670.00	-2,270.00(-77%)			(N/A)	2,940.00	670.00	-2,270.00(-77%)			(N/A)
53 Pavilion Hire	549.99		-549.99(N/A)			(N/A)	1,099.98	683.00	-416.98(-37%)			(N/A)
55 3G Income	2,000.00	3,703.79	1,703.79(85%)			(N/A)	4,000.00	5,926.50	1,926.50(48%)			(N/A)
56 Cricket Hire			(N/A)			(N/A)	1,600.00	1,590.00	-10.00(-0%)			(N/A)
603 CIL Income			(N/A)			(N/A)		5,132.47	5,132.47(N/A)			(N/A)
8527 NCC Highways Verges	6,996.25		-6,996.25(N/A)			(N/A)	6,996.25	7,290.07	293.82(4%)			(N/A)
8536 KGV Project - S106		9,350.02	9,350.02(N/A)			(N/A)		9,350.02	9,350.02(N/A)			(N/A)
Sub Total for 1. Income	**15,556.24**	**16,941.45**	**1,385.21(8%)**			**(N/A)**	**136,454.73**	**151,275.46**	**14,820.73(10%)**			**(N/A)**
2. Finance & General Purposes												
26 Office Equipment			(N/A)			(N/A)			(N/A)			(N/A)
27 Utiliites & Services			(N/A)	2,622.50	1,714.95	907.55(34%)			(N/A)	7,380.00	6,336.85	1,043.15(14%)
28 Handyman Equipment & Consuma			(N/A)	157.50	131.64	25.86(16%)			(N/A)	315.00	284.64	30.36(9%)
201 Stationery & Software			(N/A)	1,062.50	1,045.30	17.20(1%)			(N/A)	3,773.00	3,419.18	353.82(9%)
204 Subscriptions			(N/A)			(N/A)			(N/A)	1,975.00	1,884.38	90.62(4%)
205 Insurance			(N/A)		715.69	-715.69(N/A)			(N/A)	5,410.00	6,001.53	-591.53(-10%)
208 Community Event			(N/A)			(N/A)			(N/A)			(N/A)
212 Grants			(N/A)		1,100.00	-1,100.00(N/A)			(N/A)		1,320.00	-1,320.00(N/A)
215 Bank Charges			(N/A)	62.00	69.40	-7.40(-11%)			(N/A)	124.00	140.45	-16.45(-13%)
216 Member Training			(N/A)		136.00	-136.00(N/A)			(N/A)		136.00	-136.00(N/A)
282 Community Newsletter			(N/A)	215.00		215.00(N/A)			(N/A)	430.00	976.00	-546.00(-126%)
284 Website			(N/A)			(N/A)			(N/A)	230.00	220.00	10.00(4%)
8522 Street Lighting Energy			(N/A)	1,925.01	1,393.02	531.99(27%)			(N/A)	3,850.02	3,098.74	751.28(19%)
8523 Street Lighting Maintenance			(N/A)	112.50	1,356.69	-1,244.19(-1105%			(N/A)	555.00	1,741.63	-1,186.63(-213%)
Sub Total for 2. Finance & General Purpos			**(N/A)**	**6,157.01**	**7,662.69**	**-1,505.68(-24%)**			**(N/A)**	**24,042.02**	**25,559.40**	**-1,517.38(-6%)**
3. Environment & Highways												
31 NCC Highways Verges			(N/A)	3,103.38	3,103.38	(0%)			(N/A)	6,206.76	5,172.30	1,034.46(16%)
33 Residents Competitions			(N/A)	250.00		250.00(N/A)			(N/A)	250.00		250.00(N/A)
35 Tree Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
36 Street Scene Maintenance			(N/A)	116.25	212.22	-95.97(-82%)			(N/A)	232.50	1,556.02	-1,323.52(-569%)
38 Green Lanes			(N/A)		720.00	-720.00(N/A)			(N/A)		720.00	-720.00(N/A)
Sub Total for 3. Environment & Highways			**(N/A)**	**3,469.63**	**4,035.60**	**-565.97(-16%)**			**(N/A)**	**6,689.26**	**7,448.32**	**-759.06(-11%)**
5. Playing Fields & Property												
57 Play Area			(N/A)		122.00	-122.00(N/A)			(N/A)		2,622.00	-2,622.00(N/A)

Drayton Parish Council - Quarter 2

(01/07/2026 to 30/09/2026 - All Cost Centres and Codes)

	2nd Quarter						Accumulative to end of 2nd 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
58 Sports Facilities			(N/A)	7.50	1,144.48	-1,136.98(-15159			(N/A)	1,455.00	1,344.84	110.16(7%)
501 Pavilion Maintenance			(N/A)	195.83	12.10	183.73(93%)			(N/A)	608.33	436.05	172.28(28%)
502 Play Area Inspections			(N/A)	330.00	321.00	9.00(2%)			(N/A)	330.00	321.00	9.00(2%)
503 Grounds Maintenance			(N/A)	5,043.08	5,058.09	-15.01(-0%)			(N/A)	10,086.16	8,840.59	1,245.57(12%)
504 Security			(N/A)	3,257.50	4,156.50	-899.00(-27%)			(N/A)	6,515.00	7,232.10	-717.10(-11%)
511 3G Surface Maintenance			(N/A)	1,128.41	1,128.39	0.02(0%)			(N/A)	2,256.82	1,857.04	399.78(17%)
514 Pest Control			(N/A)	236.25		236.25(N/A)			(N/A)	472.50		472.50(N/A)
Sub Total for 5. Playing Fields & Property			**(N/A)**	**10,198.57**	**11,942.56**	**-1,743.99(-17%)**			**(N/A)**	**21,723.81**	**22,653.62**	**-929.81(-4%)**
6. Staffing												
61 Salaries			(N/A)	21,392.45	21,588.06	-195.61(-0%)			(N/A)	42,784.90	41,829.84	955.06(2%)
65 Employer Pension Contributions			(N/A)	4,171.53	4,209.71	-38.18(-0%)			(N/A)	8,343.06	8,156.90	186.16(2%)
68 Staff Training & Development			(N/A)	75.00	60.00	15.00(20%)			(N/A)	947.00	60.00	887.00(93%)
69 Recruitment			(N/A)			(N/A)			(N/A)			(N/A)
601 Expenses/Mileage			(N/A)	795.82	763.47	32.35(4%)			(N/A)	1,691.64	1,726.51	-34.87(-2%)
602 Consultancy Services			(N/A)			(N/A)			(N/A)	1,200.00	1,300.00	-100.00(-8%)
8529 Locum Clerk Services			(N/A)			(N/A)			(N/A)			(N/A)
8531 Employer NI Contributions			(N/A)	3,208.87	2,675.24	533.63(16%)			(N/A)	6,417.74	5,148.53	1,269.21(19%)
Sub Total for 6. Staffing			**(N/A)**	**29,643.67**	**29,296.48**	**347.19(1%)**			**(N/A)**	**61,384.34**	**58,221.78**	**3,162.56(5%)**
8. Earmarked Reserves												
80 KGV Project - CIL			(N/A)			(N/A)			(N/A)			(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)		1,034.00	-1,034.00(N/A)			(N/A)	5,000.00	2,020.00	2,980.00(59%)
611 Election Reserve			(N/A)			(N/A)			(N/A)			(N/A)
613 Longdale Pavilion Enhancement			(N/A)			(N/A)			(N/A)			(N/A)
8528 KGV Project - S106			(N/A)	7,457.16	26,307.16	-18,850.00(-252%)			(N/A)	14,914.32	35,657.18	-20,742.86(-139%)
8530 Streetlighting			(N/A)			(N/A)			(N/A)		1,700.00	-1,700.00(N/A)
8532 Tree Works			(N/A)			(N/A)			(N/A)			(N/A)
8533 Cyclical Payments			(N/A)	400.00		400.00(N/A)			(N/A)	616.00	216.00	400.00(64%)
8534 Projects			(N/A)	1,500.00	1,646.37	-146.37(-9%)			(N/A)	3,000.00	4,446.37	-1,446.37(-48%)
8535 Pitch Improvements			(N/A)			(N/A)			(N/A)			(N/A)
8537 Street Scene Furniture			(N/A)			(N/A)			(N/A)			(N/A)
8538 Allotments			(N/A)			(N/A)			(N/A)			(N/A)
8539 3G Deposits		1,258.15	1,258.15(N/A)			(N/A)		1,346.95	1,346.95(N/A)			(N/A)
Sub Total for 8. Earmarked Reserves		**1,258.15**	**1,258.15(N/A)**	**9,357.16**	**28,987.53**	**-19,630.37(-209%)**		**1,346.95**	**1,346.95(N/A)**	**23,530.32**	**44,039.55**	**-20,509.23(-87%)**
TOTALS.....	**15,556.24**	**18,199.60**	**2,643.36(16%)**	**58,826.04**	**81,924.86**	**-23,098.82(-39%)**	**136,454.73**	**152,622.41**	**16,167.68(881%)**	**137,369.75**	**157,922.67**	**-20,552.92(-168%)**
			NET Variance Quarter 2			**-20,455.46**			**NET accumulative variance to END of Quarter 2.....**			**-4,385.24**

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP7:** Verification of Bank Reconciliations.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

Per 2.6 of the Council's Financial Regulations, a member other than the Chair, shall be appointed to verify bank reconciliations for all accounts produced by the Responsible Financial Officer.

In line with 1.15 of the Council's adopted Internal Controls, this member is appointed annually from the Finance & General Purposes Committee who signs and dates the reconciliations and the original bank statements as evidence of verification.

This activity, including any exceptions, is reported to and noted by the Finance & General Purposes Committee quarterly.

Verification of Bank Reconciliations

Verification of Bank Reconciliation for Q2 was completed by Cllr. Turner on 12th October 2026 with no recommendations for action.

Recommendation

The Committee is asked to note completion of verification of bank reconciliations for Q2 and consider any recommendations for action.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP8:** To receive the internal audit plan for monitoring.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

Per the Council's Statement of Internal Controls, the Finance & General Purposes Committee is responsible for monitoring progress of action taken in response to internal and external audit reports.

Recommended action to be taken in response to internal audit reports are approved by Council and the attached audit plan sets out:

- The areas for improvement identified in an internal and/or external audit report
- Corrective action agreed by Council
- Status update on action taken to date

Status updates on corrective action from previous reports will continue to appear in the audit action plan until such a time that the item is complete where it will be removed from the report.

The Committee is asked to receive the attached audit action plan for monitoring purposes to note the status updates and ensure actions are addressed as agreed by Council and in a timely manner.

Recommendation

The Committee is asked to receive the attached audit action plan for information.

Year End Audit 2025-26

The Internal Audit Plan has been developed in response to recommendations arising from the Year End Internal Audit which took place on 27th May 2026. Corrective actions proposed by the Finance & General Purposes Committee were approved by Council at the August 2026 meeting.

Year End Internal Audit 2025-26			
Ref.	**Recommendation**	**Agreed Corrective Actions**	**Status Update**
Pg 9	A review of the insurance cover indicates that the current policy does not include cyber insurance nor are there provisions for the recovery of lost or corrupted data and cover for operational expense if a cyber incident occurs. Council might wish to consider whether appropriate cyber insurance should be in place to provide financial protection against cyber threats, and covers costs related to data breaches, legal liabilities, and recovery efforts.	To add cyber insurance provision including cyber risk monitoring to the Council's Insurance Policy with Clear Councils at an annual cost of £715.69.	**Complete:** Clear Council's Cyber Plus Insurance cover approved by Council at August 2026 meeting and in place.
Ref.	**Other Comments of Note from the Report**	**Agreed Corrective Actions**	**Status Update**
Pg 16	[Regarding Investment Policy] Council might wish to ensure that the supporting documentation references the steps taken by the Council to assess any counterparty for any such investments and satisfy themselves that the sum invested is not subject to unreasonable risk.	To amend Section 1 of the Council's Investment Policy to include the following: *When considering short term investment with any counterparty, the Council will record its assessment of the institution, including consideration of its regulatory status, financial standing, applicable protection arrangements, investment terms and the level of risk to public funds. The Council will ensure that the amount*	**Complete:** Policy updated as agreed and uploaded to Council website. Template FGP Cover Paper will be drafted for use by the Committee when considering any short-term investments.

Year End Internal Audit 2025-26			
Ref.	**Recommendation**	**Agreed Corrective Actions**	**Status Update**
		invested is proportionate and does not expose Council funds to unreasonable risk. A template FGP Cover Paper will be drafted for use by the Committee when considering any short-term investments.	
Pg 16	Whilst there is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost, to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, it may be prudent to obtain a market value supplied by a qualified surveyor.	Clerk to seek further advice and guidance from internal auditor for consideration at a later date.	**Ongoing:** Discussed at Interim Audit held on Tuesday 6th October 2026. Current valuation will remain on the asset register with construction costs added as a separate line (excluding professional fees etc.) pending completion of project.

Interim Internal Audit Report 2025-26

The Internal Audit Action Plan has been developed in response to recommendations and comments arising from the interim internal audit which took place on 16th October 2025. The report, together with corrective actions proposed by the Finance & General Purposes Committee at the October 2025 meeting were approved by Council at the November 2025 meeting.

Interim Internal Audit 2025-26			
Ref.	**Recommendation**	**Agreed Corrective Actions**	**Status Update**
Pg2	The Clerk should seek to explore the implementation of the use of the "power used to spend" within the accounting system to make reference to the powers used to incur expenditure.	In discussion with the Internal Auditor it is proposed to introduce "power used to spend" in phases, starting with applying powers used for all regular payments within Scribe.	**Ongoing:** Work on adding powers used for regular payments within Scribe started. Powers used for spend will be included in the annual budget.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP9:** To receive notes and actions arising of the meeting of the Community Events Advisory Group held on 3rd September 2026.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

The Community Events Advisory Group is a Working Group of the Finance & General Purposes Committee. The aim of the Group is to oversee the planning, delivery and promotion of an agreed annual progamme of events.

In line with the Groups Terms of Reference, notes and actions arising are reported at the next meeting of the parent body.

Recommendations to the parent body must be made in writing and presented to the Finance & General Purposes Committee for consideration.

Recommendation

The Committee is asked to receive the notes and actions arising for information and consider any recommendations.

DRAYTON PARISH COUNCIL
COMMUNITY EVENTS ADVISORY GROUP

Meeting Date	3rd September 2026	**Time**	4:00pm – 6:00pm
Location	King George V Pavilion, Drayton High Road, NR8 6AW.		
Present	**Council Members:** A. Crotch (Chair), H. Kisby, A. Taylor and R. Turner. **Community Member:** S. Brett		
In attendance	Amy Pinkham; Drayton Parish Council Clerk & RFO Drayton Parish Council Staffing Committee members; N. Quinsey and J. Anderson.		

Recommendations to Parent Body

- To include Community Engagement as part of the Committee's 4-year plan.

Meeting Actions

- Clerk to email group once Christmas Lights Switch-On event date confirmed.
- Group members to continue planning towards a community lunch event as discussed for reporting back at the next meeting.

Meeting Notes

1. **To receive apologies for absence.**
   Council member K. Morgan and Community Member A. Sheehy.
2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**
   None.
3. **To note actions and outcomes arising from the meeting of the Group held on 15th July 2026 for information.**
   Noted.
4. **To consider business case for a Community Engagement Officer or similar role, including any potential funding opportunities.**
   The business case was received with thanks and noted to be thorough and reasoned. The Group considered the business case and identified the following points for further amendment and consideration:
   - Greater emphasis on outward-facing duties and engagement with local businesses, including opportunities to secure sponsorship for events.
   - The extent to which the new role could create additional capacity for existing staff. This could be included under section 8 as an additional benefit to the Council with examples of work that could be undertaken as a result of increased capacity.
   - Reference to "first point of contact" implies a level of seniority that may not be appropriate for the post. Consider describing the role as an initial triage point to filter enquiries, recognising that some enquiries would not be appropriate for the postholder to deal with directly.
   - Confirm with HR Consultant requirements for annual leave as part of the Indicative Workload Assessment.

- Given the broad range of duties proposed, the business case could further clarify the primary purpose and priorities of the role.
- The current order of objectives could give the impression of priority and may need to be re-ordered.
- Further detail could be added to objective 6 to clarify the expected level of involvement in the Neighbourhood Plan and whether this responsibility is proportionate to the post.
- Greater emphasis on events to demonstrate the added value of the role to the community, including alternative job titles to make this clearer.
- Whether CIL funding can be used towards the role.

The Group considered the impact of the proposed new role on the precept and whether the increase could be justified. It was noted that, while the Group and the business case demonstrated potential benefits to the community, further work was required to establish whether members of the public supported the introduction of the role.

The Group noted that its parent body, the Finance & General Purposes Committee, was due to consider a four-year plan setting out the Committee's aims and priorities. The Group considered whether community engagement could be included as one of these priorities.

It was clarified that the individual Committee four-year plans would form part of an overarching four-year plan for approval by Council. The overarching plan would typically be subject to consultation before adoption, providing an opportunity to seek feedback from members of the community on the proposed role.

The Group agreed to recommend to the Finance & General Purposes Committee that community engagement be prioritised as part of its four-year plan.

It was noted that the business case would be revisited, including consideration of the points raised and any amendments, pending the outcome of the Finance & General Purposes Committee's four-year plan.

5. **To review Event Management Plan for 2026 Christmas Lights Switch-On Event.**
   The Group noted updates to the Event Management Plan including proposed change of date for the event.
6. **To receive update on 2027-28 Community Lunch Event.**
   A. Taylor confirmed Age UK could help support promotion and include details of the event in their social media and newsletters. Depending on availability, Age UK noted they may be able to attend on the day to provide advice and guidance on their services. Based on quotes received, approximate costs for entertainers with were noted at under £100.

   A. Crotch confirmed Fish and Chips could be ordered at the standard rate and no definitive price for hall hire at Thorpe Marriott Village Hall was available at this time.

   It was clarified that there was no budget provision for an event in 2026-27 and the Group agreed to continue planning towards an event with a proposed date of Friday 16th April 2027 at 1pm.

   It was noted that the event could provide a useful opportunity to obtain feedback on a Community Engagement role or similar.
7. **Exchange of Information.**

It was noted that there was a quiz night at Thorpe Mariott Village Hall on 10th October and Council member A. Crotch would send details to group members.

8. **To confirm the date and time of the next meeting.**
   Wednesday 7th October at 10am at KGV Pavilion.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP10:** Asset Register 6-month Review
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

Local authorities must maintain a register of fixed assets to ensure they are appropriately safeguarded.

The Asset Register is regularly reviewed and updated by the Parish Clerk to ensure all acquisitions and disposals are adequately recorded and appropriately insured, in line with the Council's adopted Asset Register Statement.

The report summarises the acquisitions and disposals for the 2026-27 financial year to date and the Committee is asked to consider any recommendations for amendment to insurance cover as required.

Acquisitions and Disposals

The Asset Register has been updated to reflect the following acquisitions and disposals:

Acquisitions

- Playing Field & Play Area Signage - £2,020.00
- Longdale Boot Brushes - £195.86

Disposals

- Football brushes - £170.23

Insurance Alignment

The acquisitions and disposals have been compared with the insurance schedule to ensure that all recorded assets are appropriately insured. It is recommended that no further amendment to the Council's insurance cover is required.

Recommendation

The Committee is asked to note the review undertaken by the Parish Clerk for information and consider any recommendations for amendment to insurance.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP11:** Interim Internal Audit Report
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

The Interim Internal Audit was conducted by V. S. Waples on 6th October 2026. A copy of the report, received on 16th October 2026, is attached for your information and a summary response to recommendations is provided below.

Per item 13 of DPC's Scheme of Delegation, action to be taken in response to recommendations in any report from the internal audit is reserved for Council.

Recommendation 1 [pg6]: Council is advised to utilise the suit of tools within the system to allow a full audit trail for internal audit purposes thereby ensuring that every resolution for payment is provided with a permanent auditable and referenced record.

Proposed Response: The Clerk will consult with other Scribe users who currently utilise the invoice attachment and minute reference features to understand how these are used in practice and the benefits they provide. This will inform an assessment of the potential benefits of adopting these features, including improvements to the audit trail and accessibility of supporting evidence for the Clerk, Councillors and internal auditor, alongside the associated administrative requirements.

Other comments of note from the report

Comment Pg7: [Regarding payments for authorisation with Unity Trust Bank] Council might wish to ensure that there is documentary evidence to show that the instructions are signed/approved by two authorised members.

Proposed Response: Unity Trust Bank Online Banking retains a full audit trail for individual payment transactions, identifying the person who submitted the payment for authorisation and the two authorised signatories who subsequently approved it, together with the relevant dates and times.

Although this information can be viewed online for individual transactions, the system does not currently provide for a single report containing the authorisation details for all payments.

As the required evidence is available through the existing banking system, it is not considered proportionate to introduce an additional process for separately recording individual payment authorisations at this time.

Evidence can however be made available for review by the auditor or any Councillor upon request during interim or year-end visits.

Recommendation

The Committee is asked to consider the proposed response to recommendations for approval by Council.

Report to Drayton Parish Council

Interim Internal Audit of the Accounts for the Year Ending 31 March 2026

The primary objective of Internal Audit is to independently review, appraise and provide assurance upon the control environment, making sure that controls are mitigating the Council from increased risk exposure, and to achieve this, the internal auditor will adopt a system-based approach to audit.

The Interim Accounts at the audit review of 30 September 2026 can be summarized as follows:

Income to date:	**£171,139.78**
Expenditure to date:	**£175,288.98**
Precept figure:	**£114,248.50**
General reserves:	**£19,603.79**
Earmarked reserves:	**£439,487.04**
Restricted reserves: (CIL)	**£678,463.87**

The following Internal Audit work was conducted on the adequacy of systems of internal control in accordance with the scope previously approved by the Council with particular emphasis upon the following:

- Review and assess the soundness, adequacy, effectiveness, and reliability of financial and performance management systems.
- Review and assess the efficiency and effectiveness of internal control arrangements and working practices and make recommendations to improve these where appropriate.
- Review and assess the adequacy of procedures to ensure the Council's assets and interests are adequately protected, and risks are identified and effectively managed.
- Check for compliance with legislation and the Council's integrity and ethical standards, policies, and procedures.

Comments and any recommendations arising from the review are made below.

Summary
The Internal Auditor offers her appreciation for the assistance given by the Clerk in the completing of this audit. The internal audit review has provided evidence of the overall adequacy of the financial arrangements in place within the council. The examination of the period-end accounts and supporting documentation has further confirmed that the Clerk acting as Responsible Financial Officer has undertaken the administration of the Council's financial affairs in a sufficient manner to ensure that standards are being met that the provision of financial management information has enabled the Council to make well-informed decisions. Recommendations made and/or commentary provided are to enhance the governance systems in place as opposed to detract from the positive assurance that can be given as to the way the council's finances are being managed. For further information and for the year effective 1 April 2026 please refer to the Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2026.

Subject & tests conducted	Comments/Recommendations
1. Proper bookkeeping. Examination of • Cashbook • Reconciliations of cashbook	The Council continues with its use of the Scribe Accounting Financial Package to produce reports on an Income and Expenditure basis. In accordance with Regulation 11(2) of the Accounts and Audit Regulations 2015, as Council's gross income and expenditure has been above the threshold of £200,000 for three (3) continuous years, it has prepared its accounts on an income and expenditure basis. Council is aware that it must record income and expenditure in the financial year to which they relate, which will be based on when goods and services are provided or received rather than when payment is actually made or received.

	The Clerk has continued to use the full accounting package to ensure that transactions are allocated to cost codes to reflect the budgetary responsibility of the council as well as its standing committees. The range of accounting and reporting tools associated with the package enables the Clerk to produce clear financial management information for the council on a regular basis. Spot checks were made and were found to be correct. Cash books are reconciled on a regular basis, and all payments and receipts documentation are referenced with account settlement dates to ensure the integrity of data being input and processed. As has been discussed previously, statutory powers as granted by Parliament, give local councils the choice or opportunity to act and are therefore discretionary. The powers of local councils are defined in detail in legislation and councils must exercise their powers subject to the provisions of the general law. *Recommendation: the implementation of the use of the "power used for spend" within the accounting system to refer to the powers used to incur expenditure is an outstanding audit point but has been confirmed as work in progress.*
2. Bank reconciliation. Examination of: • Reconciliations • Cashbook • Bank Statements • Investment Records • Investment Strategy	Bank reconciliations are completed on a regular basis and are reconciled with the cash sheets. Overall, there is regular reporting of bank balances within the detailed financial reports submitted to Full Council and the Finance and General Purposes Committee Meetings. *Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flow which aids decision-making, particularly when there are competing priorities. In accordance with Proper Practices.* Council can evidence that it is working in accordance with guidance issued within Proper Practices which state that bank reconciliations should be prepared routinely, subject to independent scrutiny and signed by members. Section 2.6 states that "At least once in each quarter, and at each financial

	year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee." The audit log was reviewed with confirmation given that the system of internal control is effective and ensures that there are mitigation measures in place to address the risks associated with the management of public finances. The council's specific control procedures in place for payments by bank transfer or other electronic means as outlined within the adopted Financial Regulations and Standing Orders, demonstrates that council has a process including mitigating actions to protect the council against payment of invoices which may show fraudulent bank account details and that it has taken steps to identify, assess and record the control mechanisms in place to ensure that all reasonable steps are taken to safeguard and protect public finances. Bank balances as of 30 September 2026 agree with the position bank statements (or acknowledging letters of statements) and for the period end stood at £1,143,216.34 across the accounts held in the parish council's name. Drayton parish council currently holds investments with Cambridge Building Society; Nationwide Building Society; Skipton Building Society and Broadland District Council – all of which have been placed in investment strategies that are regarded as short-term investments. Council's Investment Policy (as adopted in August 2025 and seen on the website) states that the council will aim to invest its reserves to maintain the value of these funds in real terms, to support future service delivery. It is confirmed that it is not the policy of the council to have any long-term investments and that funds are accumulated to cover anticipated asset

	replacement costs and to provide for envisaged projects and may be required at short notice. Whilst the policy provides definition as to long-term investments and the procedures in place for monitoring, assessing, and mitigating the risk of loss of invested sums, the Council does not currently hold any funds in long-term investments. *Comment: Council has, following the internal audit for the year 31 March 2026, agreed to amend Section 1 of the Investment Policy to ensure that prior to approving short term investments, the counterparty will be assessed to ensure that the risk is managed and the council does not expose its funds to unreasonable risk*. At the meeting of the Finance and General Purposes Committee of 30 July 2026, the committee carried out a further review of the council's banking arrangements, including the bank mandate in accordance with the approved Terms of Reference for the standing committee and Financial Regulation 7.1. *Comment: in accordance with Proper Practices, council has demonstrated that it is aware that it is the responsibility of the council, or committee under delegated powers, to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates*. In accordance with Financial Regulation 7.10, all payments are made by online banking, in accordance with the resolution first taken by the council. The meeting of 14 May 2026, provided confirmation that council resolved that payments may continue to be made by BACS, noting that this renewal by resolution of the council must take place at least every two years and that each payment is to be approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. Similarly, the same meeting provided confirmation of the continued use of approval of variable direct debit and Standing Orders for the settlement of regular payment. *Comment: council has noted the provisions of Financial Regulations 7.9 and*

	7.11 by providing confirmation that the use of each variable direct debit and banker's standing order shall be reviewed by the council at least every two years.
3. Payment controls. Examination of: • Cashbook entry • Expenditure controls • Internal Banking controls • Audit trail for payments • Processes involved for reclaiming VAT • Credit Card payments • Procurement controls • General power of competence • Grants • Public Works Loans	A selection of random payments (18) including all single payments over £500 were cross checked against payment authorisation slips, cash book, bank statement, and invoices and all were found to be recorded in accordance with Proper Practices. In accordance with its own Financial Regulation 6.8 and 6.10, all expenditure is presented to council monthly for review and authorisation for payment is made by resolution. Access to the Scribe Accounting system supported by a review of the associated paperwork for the settlement of invoices via electronic means, enabled the Internal Auditor to demonstrate that it has in place an effective control over movement through the council's accounts and is operating within Financial Regulation 7.2 thereby ensuring that a full audit trail was for the audit review. The accounting system is also able to allow multiple users to access the details of the financial transactions of the council and is able to track approval dates, notate the spending power, the amount, the purchase order (if applicable) and those authorising release of payment. *Recommendation: council is advised to utilise the suite of tools within the system to allow a full audit trail for internal audit purposes thereby ensuring that every resolution for payment is provided with a permanent auditable and referenced record.* A further spot check of items paid via the BACS/Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements, and invoices. All were found to be in order. A spot check of payments made under contractual terms were further analysed and all were found to be in accordance with agreed schedules and sums approved. *Comment: The council shows good practice by ensuring that standing order payments and direct debits incurred for the month are submitted to full council in accordance with council's own standing orders and financial regulations.*

	In the actions undertaken in committing the council's resources, Council is operating within Financial Regulations (adopted August 2025) 6.2 through to 6.10, Council continues to show good practice by ensuring that, on receipt of invoices, (and in accordance with Financial Regulation 6.3) verification that the relevant goods or services have been received is obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT. *Comment: this system continues to protect the Clerk as well as fulfilling an internal control objective to ensure the safeguarding of public money thereby allowing Council to ensure that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.* A further spot check of items paid via Direct Debit system from the Council's Accounts were cross checked against cashbook, bank statements and invoices. All were found to have an underlying audit trail with appropriate documentation in place. In accordance with Financial Regulation 7.9, payments for utility supplies which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation may be made by variable direct debit. *Comment: Council might wish to ensure that there is documentary evidence to show that the instructions are signed / approved by two authorised members.* VAT is identified in the cash book and reclaimed on a regular basis. The Clerk uses the accounts software to fulfil the Making Tax Digital requirements. The VAT Assessment File for the last quarter to 31 March 2026 (recorded as a year-end debtor on the Scribe accounting system), in the sum of £10,983.02, having been submitted in April 2025, was settled on 20 April 2026. The file for the reclaim for the first quarter (£7,480.72 was settled on 31 July 2026. The Internal Auditor undertook sample tests to ensure that the VAT element within payments is being clearly identified and appropriately accounted for

	within the accounting system. For the period under review, it is reconfirmed that the Clerk has ensured that VAT has been appropriately identified in relation and correctly coded according to the council's business and non-business activities within the financial records of the software used thereby confirming that robust arrangements are in place for managing its responsibilities regarding VAT. *Comment: council has ensured that it has complied with section 33 of the 1994 VAT Act which allows local authorities and other public bodies to recover VAT incurred on costs associated with: non-business activities, taxable business activities where the body is VAT registered (subject to the normal rules), and exempt business activities (where the input tax incurred in relation to exempt activities is considered to be insignificant).* Council, having retained the services of The Parkinson Partnership to advise on the VAT implications of the renovation of the KGV Pavilion and to carry out a review of the council's overall VAT activity. The Playing Fields and Property Committee Meeting were advised at a meeting in April 2026 that an assessment on partial exemption from VAT had been completed indicating that the project for the KGV pavilion fell below the allowable threshold based on a seven-year average and that VAT could be reclaimed on renovation costs. *Comment: in recognising the complexities in relation to the VAT recover on construction and refurbishment projects, council has sought to ensure that it will be able to receive practical advice and expertise in the VAT recovery on specialized projects.* Spot checks were conducted on the Credit Card statements for the period under review and statements were interrogated to ensure a clear audit trail from point of purchase to allocation on the statement. There are three cards in operation, and the account is subject to automatic payment in full at each designated date for the month-end. *Comment: with reference to council's own Financial Regulation 9.1, council has ensured that it adheres to the specific control procedure for the use of any payments by a credit card with the limits authorised by the council.*

	The council, as a contracting authority, has ensured that it has met its contractual requirements for goods, works and services by means of an advertised competitive contract award process that is based on objective, relevant and proportionate criteria. As outlined in the internal audit report for 31 March 2026, the Council having undergone a formal process for the tender of a works contract for Project Management & Cost Consultancy Services for the KGV Pavilion Refurbishment Project, approved the awarding of the contract to Greyfriars Project Management Ltd. Full Council, at its meeting of 23 April 2026, following a recommendation from the Playing Fields and Property Committee (meeting of 16 April 2026), resolved to progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), as presented by the appointed Project Management and Cost Consultancy Contractor, subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers. It further approved the scheme of delegation, pursuant to section 101 of the Local Government Act 1972 (discharge of local authority functions to committee, sub-committee or officer, subject to statutory limits and restrictions on delegation). In connection with the KGV Pavilion project, the council underwent a similar procurement tendering exercise for Mechanical, Electrical and Plumbing Services; Architectural Services; Civil Engineering Services and Asbestos Removal Services during the first quarter of this financial year. Comment: council is aware of the requirement that where the opportunity was not advertised it must still publish the awarding of the contract (over £30,000 thereafter) on the Contracts Finder within a reasonable time limit. The contracts in place for the year 2026-2027, now included in the Quarterly Financial Reports and published on the website, were reviewed and found to be in order. Council's Officers have ensured that, where relevant they have complied with council's adopted Standing Orders and Financial Regulations

	in terms of procurement and where those regulations require an open invitation and a formal tender process, they have followed them. The 2015 Transparency Code legislation requires the publication of any contract, commissioned activity, purchase order, framework agreement and other legally enforceable agreement awarded with a value that exceeds £5,000. Section 32 of the code states "Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000." *Comment: council has reviewed the provisions of the code, and it is confirmed that it is continuing to publish, on a continuing basis, in accordance with the requirements of Section 32.* The council has not confirmed that it is eligible to exercise the General Power of Competence and as such is unable to use the discretionary power to do anything that an individual can do unless specifically prohibited by law. The cashbook details payments made under s137 (Grants) with the Clerk ensuring that payments made are in accordance with the budget set (£3,050.00) and referenced to the statutory limit for such expenditure. Expenditure for the period under review totalled £1,320.00. *Comment: the RFO continues to ensure that the Council is aware that the use of S137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) in granting donations is a capped expenditure and gives the Council the power to incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred and the annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.* The Local Government Transparency Code 2015 requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it

	quarterly, annually or once only, but in many cases encourages more frequent publication. Section 42 provides clarity on the manner in which this information should be produced whilst section 43 details the information that must be published as a minimum: date the grant was awarded; time period for which the grant has been given; local authority department which awarded the grant; beneficiary; beneficiary's registration number (if applicable) summary of the purpose of the grant, and amount. *Comment: council has noted the publication requirements of the Transparency Code, and the Clerk has ensured that it adheres to those prescribed under paragraph 43 of the 2015 Code by publishing grants offered within the Quarterly Data Report.* The council has no outstanding Public Works Board Loans.
4. Budgetary controls. Examination of: • Verification of process of setting of budget • Approval of Precept and impact • Monitoring of budget • Monitoring of Reserves including movement • Approval of Reserve Policy • Monitoring of Investments • Approval of new Investments	The budget for the year 2026 - 2027 was approved at the meeting of 15 January 2026 with the minutes confirming that council resolved to set a revenue budget of £294,498.25 to be funded from the precept and s106 income and existing reserves. The approved precept to be levied on the parish was confirmed as £228,497.00 which would equate to a 6.5% or £6.70 increase for a Band D property over that set for the previous year. *Comment: council has continued to follow best practice by expanding the minutes to show not only the percentage (%) but also the financial increase (£) the precept being set would have on a Band D Council Tax dwelling, taking into account movement in the tax base, over that set for the previous year.* A review of the budget including committee income and expenditure position is reported to all Committees as a standing item in accordance with their adopted Terms of Reference with the Finance and General Purposes Committee receiving quarterly reports for all Committees to allow for overall financial monitoring and refining of the adopted budget. The use of the financial suite to provide detailed budgeting reports on a cost centre as well as at a coding level allows for analysis of the actual figures to date, for both receipts and payments and forecasting values which includes comparisons with previous and future financial years' values with current values.

	Evidence was seen of the detailed budget report to actual with committed expenditure and funds available for the 1 quarter as submitted to the Finance and General Purposes Committee meeting of 30 July 2026. The written report from the Clerk, in accordance with Financial Regulation 4.10, provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. Such reports submitted by the Clerk provide clarity on the day-to-day functioning of the revenue budgets along with transactions to/from Earmarked Reserves allowing for an understanding of the use of the annual precept funds and existing funds in the context of the Council's overall budget assessment process. For the period under review, there were no significant unexplained variances from the budget, and the report was received. *Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year and ensures that in its monitored actual performance against its budget during the year taking corrective action where necessary. Council continues to demonstrate that it shows good practice by following the recommended key stages as to the budgetary process have been followed throughout the year under review.* The council, on 30 September, had overall Reserves of £1,137,554.70. General Reserves stood at £19,603.79 with agreed Earmarked Reserves of £1,117,950.91 (which includes the Restricted Reserves (CIL) of £678,463.87). The Reserve Transfer Report for the period end (as produced from the financial system used by the council) was reviewed during the interim audit. Transactions were verified with the status of each earmarked reserve being noted and explanatory notes give for their movement. Council's Reserve Policy, as adopted in February 2026, states that the level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the parish council. The minimum level of General Reserve shall be recommended to the council by the Clerk and form part of the recommendations for the annual budget and precept request

	approved by council. The policy outlines the current level of General Reserves to be held by the Council which is set at equal to three months of contractual obligations to staff and contractors.
5. Income controls. Examination of: • Precept • CIL • Other income • Review of charges • Debtors	Council received precept in the sum of £114,248.50 from Broadland District Council for the period under review in April 2026 as reported in the quarterly budget monitoring report submitted to the Finance and General Purposes Committee at the July meeting. Evidence was provided showing a full audit trail from precept being discussed and approved to being served on the Charging Authority to remittance advice showing the precept to be paid and receipt of same in the council's bank account. During the period under review, Council received CIL receipts totalling £5,132.47 on 24 April 2026. The Clerk maintains a comprehensive spreadsheet detailing running totals along with expiry date of money received and has an earmarked reserve for retained CIL balances. CIL receipts received are reported within the financial reports submitted to the Finance & General Purposes Committee, the minutes of such meeting being reported to full council, with further analysis within the CIL Project Lists detailing progress against committed funds. During the year under review, council received income from identified sources all of which was banked intact with the transactions identified within the accounting system operated by the Clerk. Randomly selected receipts paid under BACS / Direct Credit into the council's accounts were cross checked against cashbook, bank statements and invoices raised by the council. All were found to be in order with a clear underlying audit trail. The council's minutes show receipt of and approval of a list of receipts occurred during a specified period, which are included within the published minutes of the council's meetings. *Comment: Council has continued to ensure that appropriate control procedures are in place, and documentation is in existence to provide a clear audit trail from invoicing through to recovery of all such income.*

	The council is aware that where it has self-generated income (other than the precept) it should consider situations that may lead to a loss of revenue as well as increased costs and ensure that appropriate measures are put in place to account for significant impacts to this revenue stream. Council is mindful of its own Financial Regulation 13.2 which requires that it will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The Playing Fields and Property Committee, at its meeting on 16 July 2026, conducted a review in its consideration of the hire charges for the open spaces and property under the remit of the council. The Committee considered the Hire Charge Schedule Review and recommended a 6.7% increase for approval by Council as part of the annual budget-setting exercise. The final approved schedule will be considered as part of the budget proposals to be approved in January 2027 to take effect from April 2027. A review of the "Aged debtor" listings as of 30 September 2026 was undertaken with assurances given that appropriate follow up action is in place for those small outstanding accounts with the parish council. There were no accounts that gave cause for concern. *Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the RFO and that such approval should be shown in the accounting records*.
6. Payroll controls. Examination of: • Management of payroll • PAYE/NIC system in place • Compliance with HMRC procedures • Records relating to contracts of employment • Compliance with Pension Duties • Treatment of Expenses	The council's payroll service is outsourced and operated by the Norfolk Association of Local Councils in accordance with HM Revenue and Customs guidelines. The council is a member of the Local Government Pension scheme (LGPS) as administered by Norfolk County Council. At the period end, council had three employees on its payroll – Clerk and Responsible Financial Officer, Deputy Clerk and Facilities Manager and Parish Ranger. Cross-checks were completed on a sample of payments covering salary, PAYE and pension contributions and these were all found to be in order. In

	accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs and Norfolk County Council on or before the dates prescribed. *Comment: Council continues to demonstrate that there are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations*. Salaries are paid in accordance with contracted hours worked and timesheets for office staff and labour including those for overtime were seen. Payroll records including variations to contracts with approval dates of such revisions are accurately maintained and held securely by the Clerk to the council. All staff are paid at the agreed rate of pay as outlined in the 2026 agreement for Local Government Services Pay (as issued by the National Joint Council for Local Government Services). *Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council*. Electronic payments to all staff are made, in accordance with the approved procedure for accounts payable and as outlined under Financial Regulations 11.4-11.64. The payments to staff by bank transfer are ratified at meetings of the Council in accordance with Financial Regulation 7 (Electronic Payments). The Council (as approved at the meeting of the Staffing Committee of 5 March 2026) appointed Council HR and Governance Support for ongoing support on Human Resource matters which includes (inter alia) the updating of employment contracts, staff handbooks and all necessary employment-related documents and written procedures. Amendments to staff contracts are reviewed and overseen by the Staffing Committee under delegated powers with formal approval submitted to full Council as recommendations

	going forward. Council is aware of its pension responsibilities with all members of staff being members of the Norfolk County Council Local Government Pensions Scheme. The council's re-enrolment with The Pension Regulator was submitted on 31 March 2025. *Comment: Council is aware that every three years an employer must put certain staff back into a pension scheme. This is known as 're-enrolment.' This is an employer's legal duty under the Workplace Pensions legislation and council are required to confirm to the Pension Regulator know when they have completed the task by completing and submitting a re-declaration of compliance.*
7. Publication of required documentation Examination of: • Compliance with Transparency code requirements • Compliance with ICO publication requirements	The council is aware that Drayton Parish Council is subject to the Local Government Transparency Code 2015 (for those with annual turnover of income and expenditure exceeding £200,000) and the Clerk is maintaining and monitoring the council's website so that it is updated regularly with pertinent information. Effective 1 April 2025, council fulfilled the requirements to publish, on a quarterly basis, the following data within its financial pages: Individual items of expenditure that exceed £500; Government procurement card transactions; Invitations to tender for contracts over £5,000; Details of contracts that exceed £5,000. Having reviewed the website and documentation provided, the internal auditor is able to confirm that the parish council has ensured compliancy with the minimum datasets that should be published on a quarterly basis as per the requirements as set out in the Local Government Transparency Code (2015), with a range of documents relating to the current year being able to view. *Comment: council is aware that proper practices advise that financial information should be held for a period of four years on a publicly accessible website.* The Freedom of Information Act requires every public authority to have a

	publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by this scheme. Council has such a scheme, which sets out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information and is annually updated.
8. Asset control Examination of • Asset Register • Recording of fixed asset valuations • Cross checking on insurance cover	The Asset Register is held on a computerised system and covers those items listed under insurance and within the parish council's remit for maintenance and ownership. The Asset Register as defined in value for the period ending 30 September 2026 stands at £944,746.81 (as compared to that of 31 March 2026 £942,701) and reflects those items listed under insurance and within the parish council's remit for maintenance and ownership. The Scribe accounting system allows for the recording of assets at a determined cost (acquisition) or at a suitable proxy cost. *Comment: the council has understood the guidance issued in Regulation 4(3)(b) of the Accounts and Audit Regulations 2015, which requires accounting records to include "a record of the assets and liabilities of the authority"* . A spot check of the Asset Register was seen during the Internal Audit Visit and verification is given that the register contains a list of assets against insurance valuations. In some cases, a group of similar items have been included in the fixed asset register. All assets were found to be appropriately insured or where appropriate, self-insured, by the Council. Where assets have been gifted or where there is no known value, assets have been given the proxy value of £1. This value has also been applied to a number of Community Assets, which, in accordance with guidance, are treated in the same manner as gifted assets. *Comment: This current valuation for assets commonly known as community assets is in line with requirements for smaller authorities to record each asset at its original purchase cost or where the original purchase cost is unknown at the time of first recording on the asset register, a current value is recorded, which acts as a proxy value to the original cost and will remain unchanged until disposal.*

	Council is aware that 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. *Comment: the Clerk is aware that refurbishment costs will be an addition to the asset register and in relation to the KGV Pavilion Refurbishment Project, whilst the original asset (e.g. building) does not change, the refurbishment costs can be added to the asset register which essentially becomes a capital improvement register.* There are transparent measures in place to allow for the tracking of additions and disposals from the previous year. The minutes of the Finance and General Purposes Committee having oversight of the register, considered the register for appropriateness and accuracy at its meeting of 30 April 26 (the minutes of which were received by full council at its meeting of 14 May 26) and determined that there were no changes to the Council's insurance schedule required at that time.
9. Internal Audit: Examination of: • Reporting of Previous Internal Audit Reports • Review of internal audit • Appointment of internal auditor • Review of effectiveness of internal audit	The Internal Audit Report for the year ending 31 March 2026 was formally considered and approved by the parish council at the meeting of 11 June 2026. Members resolved to accept the contents of the internal audit report 2025-26 and approved publication on the council's website. At the meeting of 13 August 2026, members approved the proposed actions as recommended by the Finance and General Purposes Committee as appropriate responses to the internal auditor report's recommendations. The following recommendation, as made in the internal audit report for the period ending 31 March 2026, having been considered by full Council, was the subject of a separate action plan which provided commentary on the procedures to be followed by the council to address the recommendations and commentary raised: • Consideration of appropriate cyber insurance provision Matters relating to commentary of note: • Investment Policy – council to reference assessment of short-term investment by any counterparty

	• Review of the reporting of land or buildings subject to substantial renovation and improvement *Comment: Council has followed guidance which confirms that, in accordance with Proper Practices, the annual review of internal audit should be received and recorded as such by the Council (or delegated committee). Any actions planned from the outcomes of the tests undertaken along with the narrative reports from the Internal Auditors should be the subject of an audit plan detailing actions to be undertaken, members or officers responsible for delivering improvement and deadlines for the completion of the actions.* Mrs Waples was confirmed as being reappointed to function as the parish council's independent internal auditor for the year 2026 - 2027 at the meeting of Finance and General Purposes Committee of 30 July 2026 following consideration of the audit plan submitted covering the statutory requirements for internal audit in terms of size, scope and current financial arrangements, all of which were deemed to be sufficient and appropriate for the council's needs. A letter of engagement was provided to the Council detailing the provision of audit services for the year 2026 - 2027 covering the audit work to be conducted in relation to the year ending 31 March 2027. *Comment: Council has understood that it should have a letter of engagement detailing roles and responsibilities for internal audit, audit planning and timing of visits, reporting requirements; access to information; period of engagement and remuneration.*
10. External Audit Examination of: • Reporting of External Audit Report	The External Audit Report and Certificate for the year ending 31 March 2026 having been received by the Council in late August 2026 was submitted to and noted by Full Council with formal adoption at the meeting of 10 September 2026. There were no matters which came to the attention of the external auditor that gave cause for concern that relevant legislation and regulatory requirements that have not been met. Similarly, there were no matters to be brought to the attention of the council. *Comment: Council has noted Regulation 20 (in part) which states that the annual audit letter received from the auditor must be considered by the*

	authority and published (including publication on the authority's website) and to permit copies to be purchased. The Internal Auditor is able to confirm that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council's website. Details as to how copies may be purchased have also been included. *Comment: in order to comply with the Regulation 16 of the Accounts and Audit Regulations 2015, Council has demonstrated that it is aware that, as soon as it is reasonably practical after the conclusion of the audit, it should publish a statement saying that the audit has been concluded, giving the details of the public's rights of inspection under section 25 of the 2014 Act (Local Audit and Accountability Act 2014) and saying where and when those rights may be exercised.*

Victoria S Waples

Date of Internal Audit Visits: 06.10.2026 (Interim) **Date of Internal Audit Report: 15.10.2026**

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DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP12:** To consider draft budget for 2027-28 and make recommendations for amendment.
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget prepared by the Responsible Financial Officer.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting scheduled for 17th December 2026.

In addition to the Committee budget, the draft Income and transfers for Earmarked Reserves for the Committee is also presented for consideration.

Recommendation

The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the annual budget meeting.

2. FINANCE & GENERAL PURPOSES EXPENDITURE								
ID#	Cost Code	2025-26 Budget	2025-26 Actual	2026-27 Budget	Apr - Sep Actual	Year End Forecast	2027-28 Budget	% +/- from Budget
26	Office Equipment	£100.00	£40.88	£100.00	£0.00	£100.00	£250.00	
27	Utilities & Services	£14,420.00	£14,287.67	£14,277.00	£6,280.82	£14,014.36	£14,651.57	
28	Handyman Equipment	£630.00	£696.05	£630.00	£284.64	£630.00	£630.00	
201	Stationary & Software	£3,520.00	£5,011.45	£5,898.00	£3,360.46	£5,058.38	£5,276.92	
204	Subscriptions	£1,580.00	£1,496.50	£2,022.00	£1,668.38	£1,931.38	£1,964.11	
205	Insurance	£4,230.00	£5,150.42	£5,410.00	£6,001.53	£6,001.53	£6,151.57	
208	Community Event	£4,000.00	£2,936.02	£4,000.00	£0.00	£4,000.00	£5,000.00	
212	Grants	£3,050.00	£2,233.04	£3,050.00	£1,320.00	£3,050.00	£3,050.00	
215	Bank Charges	£248.00	£258.40	£248.00	£140.45	£280.90	£258.40	
216	Member Training	£550.00	£295.00	£550.00	£136.00	£550.00	£550.00	
282	Community Newsletter	£1,290.00	£585.00	£1,290.00	£976.00	£1,290.00	£1,290.00	
284	Website	£220.00	£0.00	£230.00	£220.00	£220.00	£221.40	
8522	Streetlighting Energy	£6,500.00	£7,510.42	£7,700.00	£3,098.74	£7,700.00	£8,460.05	
8523	Streetlighting Maintenance	£810.00	£768.61	£780.00	£1,741.63	£2,041.63	£738.00	
	SUB TOTAL EXPENDITURE	**£41,148.00**	**£41,269.46**	**£46,185.00**	**£25,228.65**	**£46,868.18**	**£48,492.02**	5.00%

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26	Office Equipment	Draft Budget	Budget Notes
	Office Equipment	£100.00	General office equipment.
	Room Hire	£150.00	Council meeting room hire.
	Sub Total	**£250.00**	

27	Utilities & Services	Draft Budget	Budget Notes
	PKF Little John	£1,076.25	End of Year External Audit.
	Victoria Waples	£950.00	2025-26 End of Year and 2026-27 interim audit with internal auditor.
	British Gas	£6,300.00	Electricity at Longdale and KGV.
	Broadland District Council	£1,607.20	Business rates for non-domestic properties.
	Wave Utilities	£649.87	Water and sewerage charges for Longdale and KGV.
	Comm-Tech	£745.50	Telephone and Broadband at KGV.
	Lebara	£182.66	SIM Only data for mobile phones and table for Clerk, Deputy Clerk and Parish Ranger.
	Norwich Waste Disposal	£2,549.69	Waste collection at KGV, Longdale and Bob Carter Centre.
	C.G. Duffield & Son Ltd.	£590.40	Septic Tank emptying at KGV.
	Sub Total	**£14,651.57**	

28	Handyman Equipment & Consumables	Draft Budget	Budget Notes
	Handyman expenses	£630.00	New and replacement handyman equipment & consumables.
	Sub Total	**£630.00**	

201	Stationary & Software	Draft Budget	Budget Notes
	Stationery & Postage	£205.00	Paper reems, envelopes, postage etc.
	Norfolk Copiers	£1,300.00	Printer lease charge, service charge, ink, maintenance call out.
	Scribe	£971.70	Accounting Software license
	Anglian Internet	£2,392.35	Office 365 subscription, cloud back up and IT support package
	Adobe	£407.87	Adobe annual subscription for agenda & paper administration.
	Sub Total	**£5,276.92**	

204	Subscriptions	Draft Budget	Budget Notes

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Norfolk ALC	£1,342.11	Annual subscription fee & Payroll Services
Norfolk Parish Training & Support	£575.00	Annual subscription fee
Information Commissioner's Office	£47.00	Annual Data Protection fee
Sub Total	**£1,964.11**	

205	**Insurance**	**Draft Budget**	**Budget Notes**
	Annual Premium	£6,151.57	3 year plan with Clear Councils (Previously BHIB).
	Sub Total	**£6,151.57**	

208	**Community Events**	**Draft Budget**	**Budget Notes**
	Community Events	£5,000.00	Christmas light switch on and scope for additional event(s) as needed.
	Sub Total	**£5,000.00**	

212	**Grants**	**Draft Budget**	**Budget Notes**
	Grant Application	£3,000.00	Funds available for grant application.
	Rememberrance Wreath	£50.00	Donation to the Royal British Legion.
	Sub Total	**£3,050.00**	

215	**Bank Charges**	**Draft Budget**	**Budget Notes**
	Unity Trust Bank	£150.40	Account Fees and additional Service Charges.
	Lloyds Bank	£108.00	Credit card charges
	Sub Total	**£258.40**	

216	**Member Training**	**Draft Budget**	**Budget Notes**
	Training Sessions & events	£550.00	Induction for new councillors and ongoing training etc.
	Sub Total	**£550.00**	

282	**Community Newsletter**	**Draft Budget**	**Budget Notes**
	Just Drayton & Taverham	£1,290.00	6 full page adverts for the year.
	Sub Total	**£1,290.00**	

284	**Website**	**Draft Budget**	**Budget Notes**

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Web development & support	£221.40	Annual website support service provided by preferred supplier Steve Jackman.
Sub Total	**£221.40**	

8522	Streetlight Energy	Draft Budget	Budget Notes
	Npower	£8,460.05	Electricty Charges
	Sub Total	**£8,460.05**	

8523	Streetlight Maintenance	Draft Budget	Budget Notes
	Streetlight maintenance, structural & electrical testing.	£738.00	Annual clean and inspection and LED lantern maintenance and repairs. 5 yearly structural and electrical inspection and testing.
	Sub Total	**£738.00**	

Total Draft Budget	**£48,492.02**

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1. INCOME

ID#	Cost Code	2025-26 Budget	2025-26 Actual	2026-27 Budget	Apr - Sep Actual	Year End Forecast	2027-28 Budget	% +/- from Budget
10	Precept	£ 209,784.00	£ 209,784.00	£ 228,497.00	£ 114,248.50	£ 228,497.00	TBC	
	SUB TOTAL INCOME	**£ 209,784.00**	**£ 209,784.00**	**£ 228,497.00**	**£ 114,248.50**	**£ 228,497.00**	**£ -**	
13	Income on Investment	£10,000.00	£24,803.08	£10,000.00	£6,384.90	£21,384.90	£10,000.00	
14	Miscellaneous	£945.00	£33,011.74	£995.00	£670.00	£1,095.00	£1,105.00	
21	Insurance Bowls Club Reimbursement	£1,200.00	£1,204.61	£1,270.00	£0.00	£1,233.15	£1,280.00	
51	Grass Pitch Hire	£2,300.00	£2,796.00	£2,940.00	£0.00	£2,940.00	£2,118.00	
53	Pavilion Hire	£2,720.00	£2,654.40	£2,200.00	£683.00	£2,500.00	£1,144.00	
55	3G Income	£8,000.00	£10,472.31	£8,000.00	£5,926.50	£8,000.00	£10,000.00	
56	Cricket Hire	£1,520.00	£1,516.00	£1,600.00	£1,590.00	£1,590.00	£1,697.00	
603	CIL Income	£0.00	£12,211.36	£0.00	£5,132.47	£25,132.47	£0.00	
8527	NCC Highways Verges	£5,920.00	£6,996.23	£6,996.25	£7,290.07	£7,290.07	£7,290.07	
8528	S106 Income	£0.00	£0.00	£17,000.00	£9,350.02	£52,657.18	£0.00	
	SUB TOTAL INCOME	**£32,605.00**	**£95,665.73**	**£51,001.25**	**£37,026.96**	**£123,822.77**	**£34,634.07**	-32.09%

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13	Income on Investment	Budget	Budget Notes
	Income on investment	£10,000.00	
	Sub Total	**£10,000.00**	

14	Miscellaneous	Budget	Budget Notes
	R G Carter Bowls Club	£430.00	Lease fee. Paid annually in advance.
	UK Power Networks	£5.00	Wayleaves Agreement
	Larry Gray Fair	£670.00	Longdale Fair
	Parish Partnership Scheme	£0.00	
	Sub Total	**£1,105.00**	

21	Insurance Bowls Club Reimbursement	Budget	Budget Notes
	R G Carter Bowls Club	£1,280.00	Reimbursement for insurance.
	Sub Total	**£1,280.00**	

51	Grass Pitch Hire	Budget	Budget Notes
	KGV & Longdale	£2,118.00	Season hire for Drayton Youth Football Club. Paid annually in advance. 20th August to 31st May (Longdale) 1st Sep to 1st May (KGV)
	Sub Total	**£2,118.00**	

53	Pavillion Hire	Budget	Budget Notes
	KGV	£1,144.00	Regular Wednesday Slimming World hire.
	Sub Total	**£1,144.00**	

55	3G Income	Budget	Budget Notes
	Pitch Hire	£10,000.00	Online and block bookings.
	Sub Total	**£10,000.00**	

56	Cricket Hire	Budget	Budget Notes

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	KGV	£1,697.00	Season hire for Drayton Cricket Club. Paid annually in advance. 1st May to 31st August.
	Sub Total	**£1,697.00**	

603	**CIL Income**	**Budget**	**Budget Notes**
	Community Infrastructure Levy	£0.00	
	Sub Total	**£0.00**	

8527	**NCC Highways Verges**	**Budget**	**Budget Notes**
	Norfolk County Council	£7,290.07	Paid annually in arrears under the delegated grass cutting agreement.
	Sub Total	**£7,290.07**	

8528	**S106 Income**	**Budget**	**Budget Notes**
	Section 106	£0.00	Earmarked for KGV Development.
	Sub Total	**£0.00**	

	Total Draft Income	**£34,634.07**

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ID	Cost Code	Description	Allocated Committee	Opening Balance (01/04/2026)	Transfers to Date (30/09/2026)	Income to Date (30/09/2026)	Expenditure to Date (30/09/2026)	Current Balance (30/09/2026)	Planned Income Remaining	Planned Expenditure Remaining	Year End Forecast	Proposed Transfers (2027-28)
8533	Cyclical Payments	Earmarked Reserve for cyclical payments not paid annually through the revenue budget.	PFP / EH / FGP	£2,969.30	£2,695.00	£0.00	£216.00	£5,448.30	£0.00	£3,059.00	**£2,389.30**	**£3,055.00**
611	Election Reserve	Earmarked Reserve for contested elections.	FGP	£2,500.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	£0.00	**£2,500.00**	**£0.00**
8530	Streetlighting	Earmarked reserve for replacement streetlight lamps and columns.	FGP	£102,712.99	£9,000.00	£0.00	£1,700.00	£110,012.99	£0.00	£0.00	**£110,012.99**	**£0.00**
			Total	**£108,182.29**	**£11,695.00**	**£0.00**	**£1,916.00**	**£117,961.29**	**£0.00**	**£3,059.00**	**£114,902.29**	**£3,055.00**

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DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP13:** Review of Standing Orders & Financial Regulations
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

In line with ref 1.14 of the Council's Internal Controls, Standing Orders and Financial Regulations are reviewed annually by the RFO. The review considers statutory updates, updates to the model versions provided by the National Association of Local Councils (NALC) and alignment with the size and requirements of the Council.

A summary of the review is provided below for information together with any recommendations for amendment.

Review

Is the Council working from the latest model?

The Council is working from the latest model of Standing Orders incorporating the April 2025 updates.

NALC announced a further review of its Model Standing Orders on 3rd July 2026 and the new model will be reviewed and presented for consideration once published.

The Council is working from the latest model of Financial Regulations incorporating the March 2025 updates.

Are there any recommendations for adaption based on the size and requirements of the Council?

The Standing Orders have been reviewed with the following recommendations for amendment:

- 3v: To add a point of clarity regarding quoracy and the number of seats at Drayton.
- 3x: To add a provision to extend the meeting by a maximum of 15 minutes.
- 3y: To add a point of clarity for arrangements for apologies.
- 10a: To update motions that do not require written notice to include provision to extend the meeting in line with proposal 3x above.

Recommendation

The Committee is asked to note the annual review of the Standing Orders and Financial Regulations for information and consider amendments for recommendation for approval by Council.



STANDING ORDERS

Drayton Parish Council

Version 1.2

Approval Date:	August 2025	**Approval Route:**	Council
Next Review Date:	+ 4 years	**Document Holder:**	Finance & General Purposes Committee

Document Change History

This is version 1.2 of the Standing Orders 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 1.2 August 2025	
Ref.	**Change**
3e	Internal Update: Remove “in respect of the business on the agenda”.
14	NALC update: Model Standing Order 14 updated to better reflect Code of Conduct requirements. 14a-c have been removed. Approved August 2025 meeting of Council.
18	NALC update: Model Standing Order 18 updated to comply with new Procurement Legislation and ensure consistency with NALC’s Model Financial Regulations. Approved August 2025 meeting of Council.
All	NALC update: The language in the document has been updated to be gender-neutral, aligning with NALC policy and the Civility and Respect Project. Approved August 2025 meeting of Council.
Version 1.1 May 2024	
Ref.	**Change**
Cover page	Internal update resulting in change to review period to link to Council Term of Office. Approved as part of internal control document at April 2024 meeting of Council.
Cover page	Internal update resulting from Committee name change to Finance & General Purposes Committee as Policy Holder.
18a.v) 18c)	Statutory update regarding minimum threshold to require the use of the Contracts Finder website increased from £25,000 to £30,000.
18.b	Internal update resulting in change to review period of Financial Regulations to link to Council Term of Office. Approved as part of internal control document at April 2024 meeting of Council.

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the

meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

● d **Meetings shall be open to the public unless their presence is prejudicial**
● **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak and if they so choose to do so may stand when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● l **Subject to standing order 3(m), a person who attends a meeting is**
● **permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report**

or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

  See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor before a vote, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

For the avoidance of doubt, "the whole number of members of the Council" shall refer to the total number of seats (13).

See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours other than by resolution of members present who may extend a meeting by a maximum of 15 minutes.

y *Apologies for absence should be submitted to the Clerk before the meeting. The minutes shall record councillors who are absent and whether apologies have been received.*

Where a councillor's continued absence may result in their office becoming vacant under section 85 of the Local Government Act 1972, the Council shall consider any reason for absence submitted by the councillor and, where appropriate, determine whether to approve that reason before the statutory period expires.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be**

determined by the committee.

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

viii. shall determine if the public may participate at a meeting of a committee;

ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

x. Review of representation on or work with external bodies and arrangements for reporting back;

xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE

GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer, in conjunction with the Chair, as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be advised in advance of the meeting to the proposer and in addition at the meeting.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

~~xvi.~~xvii. to extend the meeting in accordance with standing order 3x

~~xvii.~~xviii. to close the meeting.

11. MANAGEMENT OF INFORMATION

(See also standing order 20).

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

(See also standing order 3(u)).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a ChairChair**Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee,** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a

full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. manage access to information about the Council via the publication scheme; and

xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(See *also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor monthly each financial information to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least once per Council Term of Office for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised by any manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council, committee or sub-committee is subject to standing order 11.

b Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

c In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

(See also standing order 11).

a The Council shall appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

(See also standing orders 15(b)(xii) and (xvii)).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Paper	**FGP14:** Complaints Procedure
Meeting	Finance & General Purposes Committee
Date	29th October 2026
Author	Parish Clerk & RFO

Summary

Background

In line with the Document Review Schedule, the Complaints Procedure is due for review.

Summary of Changes

The Committee is asked to note that the procedure has been re-written and updated to reflect advice and guidance provided by the National Association of Local Councils' Legal Topic Note 9E regarding complaints.

It is recommended that a separate Terms of Reference for a Complaints Panel be developed and presented to a future meeting for consideration and approval.

Recommendation

The Committee is asked to consider the Complaints Procedure for recommendation for approval by Council.

Introduction

Drayton Parish Council aims to provide an effective service to the community and to deal with concerns fairly and promptly.

This procedure explains how formal complaints about the Council's administration, procedures, decisions or services will be handled.

A complaint is an expression of dissatisfaction about the Council's administration, procedures, services, actions or lack of action. Complaints are considered against the Council as a corporate body rather than against individual councillors or employees.

Wherever possible, concerns should first be raised informally with the Parish Clerk to allow them to be resolved without the need for a formal complaint.

Where to Direct your Complaint

- **Complaints about the Council's Administration or Services**
  Formal complaints should be submitted in writing to the Parish Clerk, as the Council's Proper Officer using the guidance provided below.
- **Complaints involving the Parish Clerk**
  These should be submitted in writing to the Chair of the Staffing Committee.
- **Complaints about a councillors conduct**
  Complaints alleging a breach of the Council's Code of Conduct should be submitted to the Monitoring Officer at the relevant principal authority.
- **Other matters**
  Complaints concerning suspected criminal activity or financial irregularities should be referred to the appropriate authority.
  Employees wishing to raise a grievance should use the Council's grievance procedures.
  Where a complaint involves an employee's conduct in connection with the Council's administration or services, it will be considered under this complaints procedure. Any subsequent disciplinary action will be dealt with separately under the Council's employment procedures.
  Where a complaint includes allegations that may give rise to a claim against the Council, including claims for personal injury, property damage or financial loss, the matter may be referred to the Council's insurers and/or legal advisers.

1. Submitting and Investigating a Complaint

1.1. Formal complaints must be submitted in writing, setting out the nature of the complaint, relevant dates and details and the complainant's contact information. Supporting evidence should be provided where available.

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1.2. The Council will handle complaints sensitively and confidentially, restricting access to information to those who need it to investigate and determine the complaint. Information may be shared where necessary for the fair consideration of the complaint or where disclosure is required by law.
1.3. The Parish Clerk will acknowledge receipt within seven working days. The acknowledgement will confirm the next steps and the anticipated timescales.
1.4. The complaint will be investigated fairly, with relevant information and evidence gathered. The investigation should normally be completed within 20 working days. Where additional time is required, the complainant will be informed of the reasons and the revised timescale. The Council will aim to resolve complaints within 12 weeks of receipt.
1.5. The Clerk will investigate the complaint, obtain further information as necessary and provide a suggested resolution. If the complainant is satisfied with the resolution the complaint is closed.
1.6. If the complainant is not satisfied with the proposed resolution, they may request that the matter be referred for consideration by the Complaints panel in accordance with its Terms of Reference.
1.7. The request must be made within 10 working days of the response provided.
1.8. Meetings considering complaints will be held without the public and press in attendance, in accordance with applicable legal requirements. Where it is considered appropriate and helpful in determining a resolution, the complainant will be invited to attend to make representations and may be accompanied.
1.9. The complainant will be notified of arrangements for the meeting, and, seven clear working days prior to the meeting, the complainant will provide the Clerk with copies of any documentation or other evidence, which they wish to be considered at the meeting. The Clerk will provide the complainant with copies of documentation it wishes to rely upon at the meeting, subject to its legal obligations.

2. Complaints Panel Meeting

2.1. The Chair will introduce those present and explain the procedure.
2.2. The complainant, if present, will be invited to outline the grounds for the complaint.
2.3. The panel members may ask questions of the complainant, if present.
2.4. The Parish Clerk will be invited to explain the Council's position, and questions may be asked by the panel members.

2.5. The complainant, if present, and the Parish Clerk will withdraw while the panel members consider the complaint and reach a decision. They may be recalled if further clarification is required.

3. After the Meeting

3.1. The complainant will be informed of the decision in writing, normally within seven working days and will be advised of their right to appeal. The response will explain whether the complaint was upheld, partially upheld, the reasons for the decision and any action the Council intends to take, where appropriate.

3.2. Where a complaint is upheld, the Council may offer an explanation, an apology or other appropriate remedy, and may identify steps to prevent similar issues arising in future. Such actions shall not constitute an admission of legal liability.

3.3. Records of complaints and their outcomes will be retained in accordance with the Council's records management arrangements and applicable data protection requirements.

3.4. An anonymised summary of complaints received, and their outcomes may be reported periodically to the Finance & General Purposes Committee where appropriate.

4. Appeals against decisions

4.1. A complainant who believes the complaint was not handled fairly or that this procedure was not followed properly may appeal in writing within seven working days of receiving the decision. The appeal must explain the grounds on which it is made.

4.2. An appeal will be considered by Councillors who were not involved in the original decision.

4.3. The appeal will normally be limited to consider whether the original complaint was handled fairly and in accordance with this procedure. Where a material procedural failure is identified, the Council may arrange for the complaint to be reconsidered.

4.4. The outcome of the appeal will be confirmed in writing normally within seven working days of the decision. This will constitute the Council's final response under this procedure.

Review

This procedure will be reviewed periodically and amended as necessary to reflect changes in legislation, guidance or the Council's governance arrangements.

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