

# DRAYTON PARISH COUNCIL

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Council members are summoned to attend a meeting of Drayton Parish Council to be held on **Thursday 13<sup>th</sup> November 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website [www.draytonparishcouncil.gov.uk](http://www.draytonparishcouncil.gov.uk)



*Amy Pinkham*

Parish Clerk & RFO

*Date of Issue: 7<sup>th</sup> November 2025*

## AGENDA

	Page
<b>1. APOLOGIES</b>	
a) To receive apologies and consider acceptance for absence.	
<b>2. DECLARATIONS OF INTEREST</b>	
a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	<b>1-4</b>
<b>3. MINUTES</b>	
a) To receive minutes of the meeting of the Council held on 9 <sup>th</sup> October 2025 for approval.	<b>5-10</b>
<b>4. PUBLIC FORUM</b>	
a) To receive any questions or comments from members of the public.	
b) To receive report from County Councillor: Cllr. T. Adams.	
c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.	
d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.	
e) To receive reports from any other public bodies.	
i) To receive update from representative Cllr. G. Everett for the Norwich Western Link Local Liaison Group and consider a response to NCC regarding appeal to Department for Transport.	<b>11</b>
<b>5. MATTERS ARISING</b>	
a) To receive Clerk's Report on matters arising from previous meetings of the Council.	<b>12-14</b>
b) To receive feedback on Town and Parish Council Face-to-Face Summit held on 12 <sup>th</sup> November 2025.	
<b>6. PLANNING MATTERS</b>	
a) To consider response to <a href="#">planning applications</a> as follows:	
i) <b>2025/3134:</b> Land Adjacent to Manor Farm Close Hall Lane (Non-Material Amendment).	
ii) <b>2025/2933:</b> Land between Fir Cover Road and Reephams Road Breck Farm Lane Taverham (Reserved Matters).	

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- b) To note planning decisions by Broadland District Council as follows:
- i) **2025/2195:** 50 Drayton High Road, NR8 6AG – Approval with Conditions (Delegated).
  - ii) **2025/2549:** 5 Taverham Road, NR8 6RU – Approval with Conditions (Delegated).
  - iii) **2025/0392:** 15 Manor Farm Close, NR8 6EE – Approval with Conditions (Delegated).
  - iv) **2025/2654:** 29 Littlewood, NR8 6FB, works to TPO trees - Approval in part, refusal in part (Delegated).
  - v) **2025/2790:** 9-11 Drayton High Road, works to TPO trees – Refusal (Delegated).
  - vi) **2025/3084:** 39 Delane Road, NR8 6DL – Approval with Conditions (Delegated).

### 7. FINANCIAL MATTERS

- a) To receive bank reconciliation for approval. **15-16**
- b) To receive list of receipts and approved payments for October 2025. **17-21**
- c) To receive list of payments for authorisation. **22-23**

### 8. FINANCE & GENERAL PURPOSES COMMITTEE

- a) To receive minutes of the Committee held on 30<sup>th</sup> October 2025. **24-27**
- b) To consider recommendation to approve amendments to Internal Controls Document as presented. **28-38**
- c) To receive 2025-26 interim internal audit report and consider recommendation for corrective action for approval. **39-56**

### 9. PLAYING FIELDS & PROPERTY COMMITTEE

- a) To note no meeting of the Committee since the last meeting of the Council.

### 10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) To note meeting of the Committee held on 6<sup>th</sup> November 2025.

### 11. STAFFING COMMITTEE

- a) To note no meeting of the Committee since the last meeting of the Council.

### 12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) To consider nominations for Trustees for the Bob Carter Centre. **57-58**
- b) To consider response to Horsford Parish Council Pre-Submission Neighbourhood Plan Consultation. **59**

### 13. EXCHANGE OF INFORMATION

- a) To note any other matters raised.

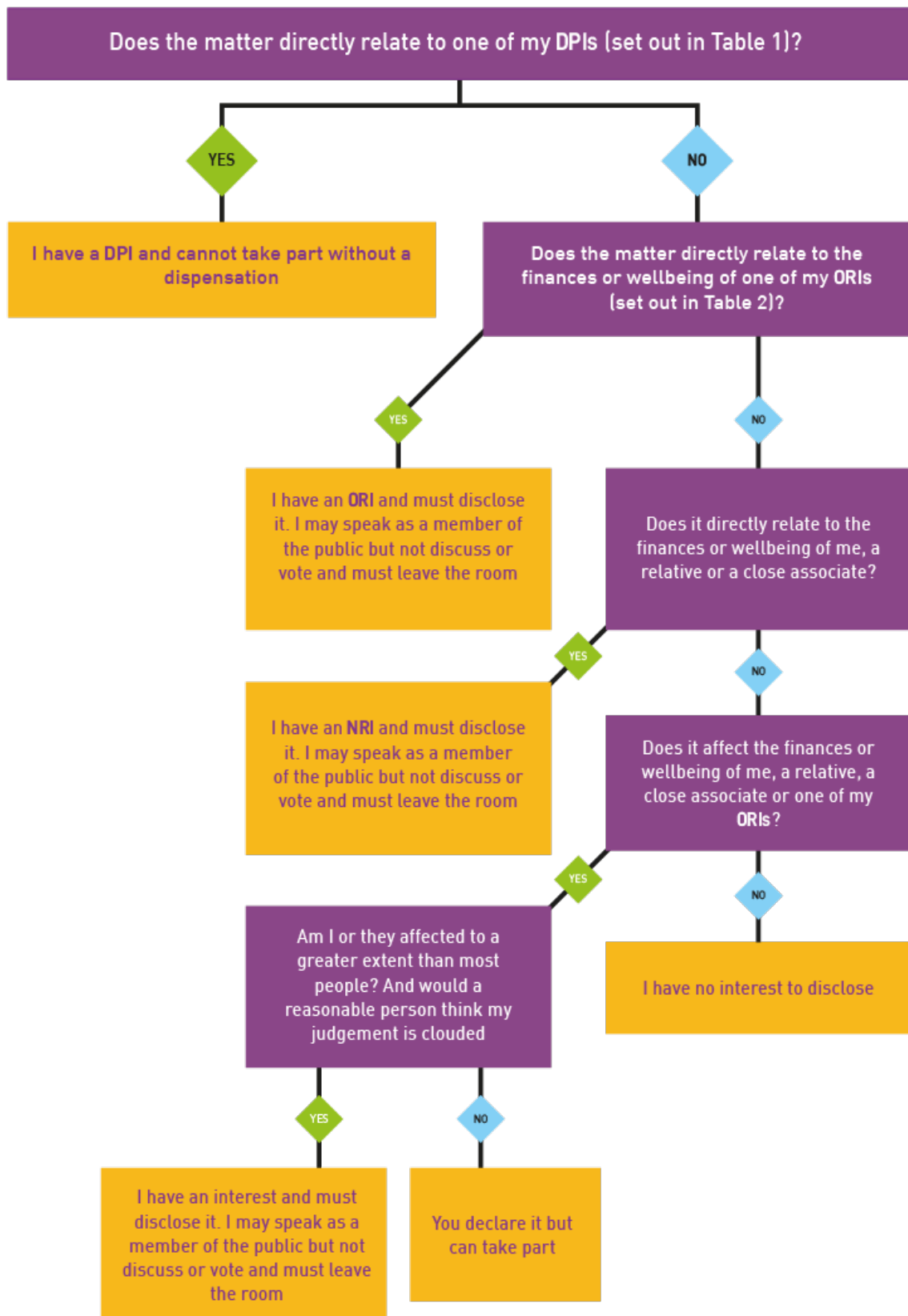
### 14. UPCOMING MEETING DATES

- a) Staffing Committee Thursday 20<sup>th</sup> November 2025.
- b) Playing Fields & Property Committee Thursday 4<sup>th</sup> December 2025.
- c) Parish Council Meeting 11<sup>th</sup> December 2025.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC2a: Declarations of Interest.</b>
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
<b>Recommendation</b>	
Council is asked to note the paper for information.	

## Interests Flowchart



**Table 1: Disclosable Pecuniary Interests**

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

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

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

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

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

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

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

You must register as an Other Registrable 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

<b>Paper</b>	<b>DPC3a:</b> To receive minutes for approval.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"><li>i. the time and place of the meeting;</li><li>ii. the names of councillors who are present and the names of councillors who are absent;</li><li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li><li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li><li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li><li>vi. if there was a public participation session;</li><li>vii. and the resolutions made.</li></ul>	
<b>Recommendation</b>	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

Minutes of the meeting of Drayton Parish Council held on **Thursday 9<sup>th</sup> October 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, K. Morgan, R. Turner.

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager, 6 members of the public.

## **1. APOLOGIES**

### **a) To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllrs. A. Crotch, C. Brown, N. Quinsey and A. Taylor.

## **2. DECLARATIONS OF INTEREST**

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

None.

## **3. MINUTES**

### **a) To receive minutes of the meeting of the Council held on 11<sup>th</sup> September 2025 for approval [Pg5-10].**

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

## **4. PUBLIC FORUM**

### **a) To receive any questions or comments from members of the public.**

The founders of Norfolk based family charity, Amber's Army, confirmed that a shop and family support hub would be opening on School Road in the coming months. It was reported that the Charity aimed to support Norfolk families who have a child with a terminal cancer diagnosis and that the family support hub was being created as a welcoming space for families to come and talk. The charity founders advised that they were interested in engaging with the local community and would welcome volunteers who wanted to assist with the charities work.

The Treasurer and Secretary for Drayton Drewray Relief in Need Charity outlined the financial situation of the charity, in support of the grant application presented under item 12b.

It was noted that there were difficulties with access to Drayon Drewray since the closure of a local car park. It was confirmed that the Charity had reached out to Broadland Country Park with the aim of working with them on an integrated approach to local woodland. The Charity acknowledged the need to generate revenue from the Drewray land and advised that they were in the process of applying for various grants.

County Councillor for Taverham and Broadland District Councillor for Taverham South outlined the background of planning consent regarding item 6av and clarified that the scale of the proposed Marriott's Park development was approximately the same size as Thorpe Marriott. It was suggested that there had been insufficient evidence for the allocation of the site and concerns were raised in regards to the adequacy of supporting infrastructure. It was noted that work was currently underway to re-institute the Norwich Western Link proposal, but that it remained uncertain whether



the project would go-ahead. It was reported that residents had raised concerns regarding whether highways infrastructure and proposed access to Marriotts Park was sufficient or whether increased congestion was likely, and whether capacity at local schools and medical providers would be impacted.

**b) To receive report from County Councillor: Cllr. T. Adams.**

It was reported that the Highways Engineer had been informed of reports of loose, rattling drains in Drayton and that this issue would be followed up.

**c) To receive reports from any other public bodies.**

None.

**5. MATTERS ARISING**

**a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg11-13].**

Council received the report with no further questions. It was further noted that permission had been received from the land owner, Norfolk County Council(NCC), for Parish Council CCTV cameras to film the car park at Green Lanes, that the Parish Council's application to Stage 2 of NCC's bus shelter funding scheme had been successful, that the office were awaiting confirmation from the contractor regarding scheduling of Priority 3 Tree Works and that two play boards had been stolen from the KGV play area. It was noted that the theft has been reported to the police, a quote for replacement boards had been obtained and that the office was exploring whether costs for replacement boards could be claimed on the insurance policy.

**b) To receive feedback on Town and Parish Council Forum held on 7<sup>th</sup> October 2025.**

Cllr. G. Everett attended the Forum and reported that discussions had focused on Local Government Reorganisation and that NCC had put forward proposals for one unitary, Broadland District Council for a three unitary, and South Norfolk Council a two unitary model. It was noted that County elections expected to run alongside mayoral elections in May 2026.

**6. PLANNING MATTERS**

**a) To consider response to [planning applications](#) as follows:**

**i) 2025/2835:** Drayton Hall, 73 Drayton Hall Lane, NR8 6DP  
Council **AGREED** to support the application.

**ii) 2025/2790:** 9-11 Drayton High Road – Works to TPO trees  
Council **AGREED** to submit no comments.

**iii) 2025/2654:** 29 Littlewood, NR8 6FB – Works to TPO trees  
Council **AGREED** to submit no comments.

**iv) 2025/2657:** Land North of Drayton High Road, East of Sidney Bunn Way – Approval of Condition Details  
Council **AGREED** to submit no comments.

**v) 2025/2531:** Land between Fir Covert Road and Reephams Road Breck Farm Lane Taverham (Submission of reserved matters pursuant to outline planning permission 20220455).

Council **AGREED** to submit the following comment:

When the outline planning application numbered 20220455 for the Marriott's Park development was approved it was anticipated that the Norwich Western Link (NWL) would be built as it would help alleviate much of the additional traffic generated from the development. It has subsequently been confirmed that the NWL will not be built and despite Highways best efforts it is becoming clear that a suitable alternative road option will be extremely difficult to achieve.

Without a new road directly connecting the A1067 and the A47 the additional traffic generated by the development will put unacceptable levels of traffic on the existing local highways network. This is in direct conflict with Policy TS3 -Highway Safety, of the Development Management DPD which states 'Development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning of the highways network.

Drayton Parish Council (DPC) acknowledges that it might be difficult to overturn the outline planning permission already granted but believes highway mitigation measures must be put in place to address the large number of additional traffic movements created by the new development. As a minimum DPC requests that the junction of Reepham Road and School Road is improved with a wider junction and enhanced visibility splay. DPC also requests that the speed limit on the northern end of School Road is reduced as a matter of safety and urgency. At present the speed limit on School Road near the Badger Brook Road junction increases from 30MPH to the national speed limit of 60 MPH along the narrowest part of School Road to the junction with Reepham Road. The speed limit along Reepham Road which is wider than School Road in both directions is 50MPH. As part of any planning approval DPC requests that these highways major concerns are addressed.

With the following revisions:

- Emphasize impact on other roads in Drayton (particularly the A1067 and School Road)
- Note adverse impact on the capacity at Drayton Doctors Surgery if no new surgery is provided in the new development.
- Request that DPC is consulted on all additional application reserve matters for consideration.

vi) **2025/2846:** Drayton and St Faiths Medical Practice, NR8 6EE

Council **AGREED** to submit no comments.

**b) To note planning decisions by Broadland District Council as follows:**

- i) **2025/2212:** 69 Hall Lane, NR8 6DP (Works to TPO trees) – Approval in part, refusal in part (Delegated)
- ii) **2025/2213:** 12 Winners Walk, NR8 6YP – Approval with Conditions (Delegated)
- iii) **2025/2150:** 38 George Drive, NR8 6DU – Approval with Conditions (Delegated)
- iv) **2025/2226:** 9 Fairview Close, NR8 6RT – Approval with no Conditions (Delegated)
- v) **2025/2304:** Millhouse – 188 Drayton High Road (Works to TPO trees) – Approval with Conditions (Delegated)
- vi) **2025/2722:** Land North of Drayton High Road, East of Sidney Bunn Way (Works to TPO trees) – Approval with Conditions (Delegated)
- vii) **2025/2483:** Land North of Drayton High Road, East of Sidney Bunn Way (Works to TPO trees) – Approval with Conditions (Delegated)

viii) **2025/1364:** 55 Carter Road, NR8 6DY – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

## **7. FINANCIAL MATTERS**

### **a) To receive bank reconciliation for approval [Pg14-15].**

The Chair verified and signed the bank reconciliation as evidence of verification.

### **b) To receive list of receipts and approved payments for September 2025 [Pg16-20].**

Council received the list of receipts and payments with no further questions or comments.

### **c) To receive list of payments for authorisation [Pg21-22].**

Council received and authorised the list of payments to be made.

## **8. FINANCE & GENERAL PURPOSES COMMITTEE**

### **a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

## **9. PLAYING FIELDS & PROPERTY COMMITTEE**

### **a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

## **10. ENVIRONMENT & HIGHWAYS COMMITTEE**

### **a) To note no meeting of the Committee since the last meeting of the Council.**

Noted.

## **11. STAFFING COMMITTEE**

### **a) To receive minutes of the Committee held on 4<sup>th</sup> September 2025 [Pg23-25].**

Council received the minutes with no further comments or questions.

### **b) To consider recommendation to adopt Lone Working Policy and Risk Assessments as presented for approval [Pg26-37].**

The Council noted that suggestions regarding costs for a panic button for the Parish Ranger and ring doorbell for the KGV Pavilion should be referred to the Staffing Committee.

Council **AGREED** to adopt the Lone Working Policy and Risk Assessments as presented.

## **12. OTHER MATTERS FOR DISCUSSION AND DECISION**

### **a) To note correspondence received from Norfolk County Council and Broadland District Council regarding Local Government Reorganisation for information [Pg38-41].**

Council noted the update with no further comments or questions.

### **b) To consider grant application from Drayton Drewray Relief in Need Charity [Pg42-45].**

Council noted that the insurance quote for 2024 and bank statements had been received.

Council considered the grant application together with supporting evidence of bank statements and insurance quote and **AGREED** to award up to £500 per the application, subject to receipt of an up-to-date insurance premium.

- c) **To consider appointment of Cllr. R. Turner to Finance & General Purposes Committee [Pg46].**

Council **AGREED** to appoint Cllr. R. Turner to the Finance & General Purposes Committee.

- d) **To note correspondence received on behalf of Cornerstone Telecommunications and consider a response [Pg47-55].**

Council noted the correspondence received and **AGREED** to submit no comments.

- e) **To note correspondence received from Transport Made Simple and consider a response [Pg56].**

Council noted the correspondence received and **AGREED** to submit no comments.

- f) **To note correspondence received from NCC Flood and Water Management Team and consider a response [Pg57-74].**

Council noted the correspondence received and **AGREED** to submit the following response to the questionnaire:

1. **Yes**
2. **A**
3. **A**

### **13. EXCHANGE OF INFORMATION**

- a) **To note any other matters raised.**

It was noted that whole Council Training was scheduled for Thursday 16<sup>th</sup> October at 6pm at KGV Pavilion.

It was noted that tree roots had damaged and lifted pavements near Drayton Grove and the Red Lion car park.

It was noted that residents had raised safety concerns regarding the entering and exiting of Binney Road.

It was noted that Remembrance Sunday was taking place 9<sup>th</sup> November and that the commemorative event would commence at 10.15am at the Drayton triangle memorial, before moving to St Margarets churchyard.

### **14. UPCOMING MEETING DATES**

- a) **Finance & General Purposes Committee Thursday 30<sup>th</sup> October 2025.**
- b) **Environment & Highways Committee Thursday 6<sup>th</sup> November 2025.**
- c) **Parish Council Meeting Thursday 13<sup>th</sup> November 2025.**

Noted.

**Meeting Closed: 20:59**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC4ei:</b> To receive update on Norwich Western Link and consider response.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> <p>At the meeting of the Norwich Western Link Local Liaison Group held on 22<sup>nd</sup> October 2025, members received an update on the review of infrastructure projects which is currently being carried out by the Department for Transport (DfT).</p> <p>It was noted that Norfolk County Council (NCC) would not know for certain if DfT would confirm its nearly £1 million of 'in principle' funding towards the Norwich Western Link options assessment work until this review was complete but they had indicated that this process would be complete before the end of the year.</p> <p>To complement the official review process, NCC would like to be able to demonstrate to DfT Ministers that there is strong local support for them to provide this funding, which would enable NCC to complete the options assessment work.</p> <u>Recommendation</u> <p>Drayton Parish Council is asked to confirm before the deadline of Friday 14<sup>th</sup> November if it is happy to add its name to a letter to DfT Ministers coordinated by NCC.</p> <p>The wording of the letter is provided below and Council will receive an update from NCC including a copy of any response from DfT.</p> <u>Letter Wording</u> <p>At a meeting on 22 October 2025, members of the Norwich Western Link Local Liaison Group agreed to submit the following appeal to Department for Transport Ministers:</p> <p><i>"We sit on parish and town councils in communities near the city of Norwich. The transport issues to the west of the city are significant and getting worse, which is negatively impacting our residents' lives on a daily basis. It is vital that an effective solution is delivered as soon as possible.</i></p> <p><i>"We therefore call on the Department for Transport to confirm their funding towards the options assessment work for Norfolk County Council's Norwich Western Link project at the earliest opportunity, to ensure this work can be completed and to avoid further delays."</i></p>	
<b>Recommendation</b>	
Council is asked to note the update and consider adding its name to the letter to DfT Ministers.	

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC5a:</b> To receive the Clerks Report on matters arising from previous meetings.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
<b>Recommendation</b>	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	9b)	To consider recommendation to appoint contractor for Priority 3 tree works	Council <b>AGREED</b> to appoint contractor for Priority 3 tree works as recommended by the Committee.	<b>Ongoing:</b> Contractor notified. Works scheduled for 24th - 26th November 2025.
14.08.2025	10b)	To consider recommendation for CCTV cameras at Green Lanes	Council <b>AGREED</b> to install CCTV cameras at Green Lanes as recommended by the Committee.	<b>Ongoing:</b> Quote accepted, site visit took place 23rd September. Permissions received from land owner to film car park. Installation date approx. 4 weeks from date of deposit payment issued for authorisation under item 7 of the agenda.
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council <b>AGREED</b> up to £10,000 expenditure for the application as recommended by the Committee. Council <b>AGREED</b> to allocate the expenditure from CIL.	<b>Ongoing:</b> Application succesful. NCC agreed to provide £19,873.60 in grant funding (DPC contribution £4,968.40). Awaiting confirmation of installation dates.
09.10.2025	3a)	To receive minutes of the meeting of the Council held on 11th September 2025 for approval	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chair.	<b>Complete:</b> Approved minutes uploaded to Parish Council website.
09.10.2025	6ai)	To consider response to planning application 2025/2835: Drayton Hall, 73 Drayton Hall Lane, NR8 6DP	Council <b>AGREED</b> to support the application.	<b>Complete:</b> Comments submitted via email on 13th October 2025.
	6av)	To consider response to planning application 2025/2531: Land between Fir Covert Road and Reephams Road Breck Farm Lane Taverham (Submission of reserved matters pursuant to outline planning permission 20220455).	Council <b>AGREED</b> to submit comment (see minutes for full details).	<b>Complete:</b> Comments submitted via email on 13th October 2025.
09.10.2025	11b)	To consider recommendation to adopt Lone Working Policy and Risk Assessments as presented for approval	The Council noted that suggestions regarding costs for a panic button for the Parish Ranger and ring doorbell for the KGV Pavilion should be referred to the Staffing Committee. Council <b>AGREED</b> to adopt the Lone Working Policy and Risk Assessments as presented.	<b>Complete:</b> Lone Working Policy uploaded to Parish Council website. Panic Button and Ring Doorbell included for consideration by Staffing Committee at November meeting.
09.10.2025	12b)	To consider grant application from Drayton Drewray Relief in Need Charity	Council considered the grant application together with supporting evidence of bank statements and insurance quote and <b>AGREED</b> to award up to £500 per the application, subject to receipt of an up-to-date insurance premium.	<b>Complete:</b> Up to date insurance premium received and grant payment issued for authorisation under item 7 of the agenda.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
09.10.2025	12c)	To consider appointment of Cllr. R. Turner to Finance & General Purposes Committee	Council <b>AGREED</b> to appoint Cllr. R. Turner to the Finance & General Purposes Committee.	<b>Complete:</b> Cllr. R. Turner added to membership and distribution list for the Committee.
09.10.2025	12d)	To note correspondence received on behalf of Cornerstone Telecommunications and consider a response	Council noted the correspondence received and <b>AGREED</b> to submit no comments.	<b>Complete:</b> No further action required.
09.10.2025	12e)	To note correspondence received from Transport Made Simple and consider a response	Council noted the correspondence received and <b>AGREED</b> to submit no comments.	<b>Complete:</b> No further action required.
09.10.2025	12f)	To note correspondence received from NCC Flood and Water Management Team and consider a response	Council noted the correspondence received and <b>AGREED</b> to submit the following response to the questionnaire: 1. YES / 2. A/ 3. A	<b>Complete:</b> Response submitted 31st October 2025.



## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7a:</b> To receive Bank Reconciliation for approval.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.</p> <p>Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.</p> <p>The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p> <p>Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance &amp; General Purposes Committee.</p>	
<b>Recommendation</b>	
Council is asked to receive the bank reconciliation for approval.	

## Drayton Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		1,118,311.56
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		288,763.51
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		1,407,075.07
			150,743.83
	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>1,256,331.24</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Unity Trust Bank 31/10/2025	170,189.71	
	Unity Trust Bank - Instant Access (l 31/10/2025	644,584.79	
	BDC Parish Deposit Scheme 31/10/2025	95,593.62	
	Cambridge Building Society 31/10/2025	128,471.14	
	Nationwide Instant Saver Issue 8 31/10/2025	129,550.21	
	Skipton Community Saver 10 A 31/10/2025	87,941.77	
	Credit Card 31/10/2025	0.00	
			<b>1,256,331.24</b>
	Less unrepresented payments		
			1,256,331.24
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>1,256,331.24</b>
	<b>A = B Checks out OK</b>		

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7b:</b> To receive list of receipts and payments.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.</p> <p>Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.</p> <p>The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.</p>	
<b>Recommendation</b>	
Council is asked to receive list of receipts and approved payments.	

**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-10-2025 and 31-10-2025)**

5 November 2025 (2025-2026)

**Cost Centre 1. Income**

**Code Number 22 VAT Refund**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
51	10/10/2025			Unity Trust Bank		VAT Reclaim	HMRC	R		4,695.55	4,695.55
Subtotal for Code: VAT Refund										£4,695.55	£4,695.55

**Code Number 51 Grass Pitch Hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
52	21/10/2025	2025-2026/170		Unity Trust Bank		Grass Pitch Hire	Drayton Youth Football Club	E	1,486.00		1,486.00
53	21/10/2025	2025-2026/169		Unity Trust Bank		Grass Pitch Hire	Drayton Youth Football Club	E	1,310.00		1,310.00
Subtotal for Code: Grass Pitch Hire									£2,796.00		£2,796.00

**Code Number 53 Pavilion Hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
46	06/10/2025	2025-2026/160		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
47	06/10/2025	2025-2026/161		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	250.00		250.00
48	06/10/2025	2025-2026/172		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
49	06/10/2025	2025-2026/173		Unity Trust Bank		Hire KGV Pavilion	Slimming World	E	200.00		200.00
Subtotal for Code: Pavilion Hire									£850.00		£850.00

**Code Number 55 3G Income**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	02/10/2025	2025-2026/164		Unity Trust Bank		3G Pitch Hire	Jim Cavender	S	440.83	88.17	529.00
45	02/10/2025	2025-2026/162		Unity Trust Bank		3G Pitch Hire	Danni Birkin	S	76.67	15.33	92.00
54	31/10/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	E	294.57		294.57
55	01/10/2025	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.08	13.42	80.50
Subtotal for Code: 3G Income									£879.15	£116.92	£996.07
Subtotal for Cost Centre: 1. Income									4,525.15	4,812.47	9,337.62

**Cost Centre 8. Earmarked Reserves**

**Code Number 8534 Projects**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
50	10/10/2025	2025-2026/171		Unity Trust Bank		NHPlan Grant	Broadland District Council	E	4,500.00		4,500.00
Subtotal for Code: Projects									£4,500.00		£4,500.00
Subtotal for Cost Centre: 8. Earmarked Reserves									4,500.00		4,500.00

**TOTALS . . . . . £9,025.15 £4,812.47 £13,837.62**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-10-2025 and 31-10-2025)

**Cost Centre 2. Finance & General Purposes**

**Code Number 27 Utilites & Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
237	09/10/2025	20251324		Unity Trust Bank		External Auditors Fee	PKF Little John	S	630.00	126.00	756.00
245	16/10/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
247	16/10/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
248	16/10/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
258	07/10/2025	811819420		Unity Trust Bank		Electricity Charges KGV	British Gas	L	156.59	7.82	164.41
259	06/10/2025	959434		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
263	20/10/2025	15657351		Unity Trust Bank		Water Charges LD	Wave Utilities	E	112.83		112.83
264	23/10/2025	15671798		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	73.99		73.99
265	22/10/2025	813454247		Unity Trust Bank		Electricity Charges LD	British Gas	L	121.60	6.08	127.68
266	28/10/2025	961932		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
Subtotal for Code: Utilites & Services									£1,219.43	£164.81	£1,384.24

**Code Number 28 Handyman Equipment & Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
255	16/10/2025	Credit Card		Credit Card		PPE for Parish Ranger	Workwear Nation	E	88.32		88.32
Subtotal for Code: Handyman Equipment & Consu									£88.32		£88.32

**Code Number 201 Stationery & Software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
233	09/10/2025	509098		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	138.27	27.66	165.93
260	10/10/2025	51488		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
269	09/10/2025	801575		Unity Trust Bank		Printer Lease	CF Corporate	S	323.00	64.60	387.60
Subtotal for Code: Stationery & Software									£655.77	£131.16	£786.93

**Code Number 208 Community Event**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
246	16/10/2025	Credit Card		Credit Card		Temporary Events Notice	Broadland District Council	E	21.00		21.00
Subtotal for Code: Community Event									£21.00		£21.00

**Code Number 215 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
250	16/10/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
256	16/10/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
257	16/10/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
262	31/10/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	11.25		11.25
Subtotal for Code: Bank Charges									£20.25		£20.25

**Code Number 216 Member Training**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
234	09/10/2025	21805		Unity Trust Bank		Whole Council Training	Norfolk Parish Training Support	S	295.00	59.00	354.00
Subtotal for Code: Member Training									£295.00	£59.00	£354.00

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-10-2025 and 31-10-2025)

**Code Number 8522 Street Lighting Energy**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
267	16/10/2025	10317902		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	3,237.67	647.54	3,885.21
268	30/10/2025	10317902		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	1,005.26	201.05	1,206.31
						Subtotal for Code:	Street Lighting Energy		£4,242.93	£848.59	£5,091.52

**Code Number 8523 Street Lighting Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
235	09/10/2025	328		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
						Subtotal for Code:	Street Lighting Maintenance		£106.69	£21.34	£128.03
						Subtotal for Cost Centre:	2. Finance & General Purposes		6,649.39	1,224.90	7,874.29

**Cost Centre 5. Playing Fields & Property**

**Code Number 58 Sports Facilities**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
249	16/10/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.49		1.49
						Subtotal for Code:	Sports Facilities		£1.49		£1.49

**Code Number 501 Pavilion Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
251	16/10/2025	Credit Card		Credit Card		Bulb replacement LD	Wickes	S	12.50	2.50	15.00
252	16/10/2025	Credit Card		Credit Card		Pavilion Consumables	Power Hygiene	S	51.11	10.22	61.33
253	16/10/2025	Credit Card		Credit Card		Urinal Flush KGV	CellsPlus	E	14.90		14.90
254	16/10/2025	Credit Card		Credit Card		Pavilion Key Cutting	Broadland Group Ltd.	E	7.95		7.95
						Subtotal for Code:	Pavilion Maintenance		£86.46	£12.72	£99.18

**Code Number 504 Security**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232	09/10/2025	6061		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,020.00	204.00	1,224.00
						Subtotal for Code:	Security		£1,020.00	£204.00	£1,224.00
						Subtotal for Cost Centre:	5. Playing Fields & Property		1,107.95	216.72	1,324.67

**Cost Centre 6. Staffing**

**Code Number 61 Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
239	31/10/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,181.66		1,181.66
240	31/10/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
244	31/10/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,179.50		5,179.50
						Subtotal for Code:	Salaries		£6,747.26		£6,747.26

**Code Number 65 Employer Pension Contributions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
243	31/10/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14

**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-10-2025 and 31-10-2025)**

							Subtotal for Code:	Employer Pension Contribution:	£1,518.14	£1,518.14	
Code Number		601 Expenses/Mileage									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
241	31/10/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	227.01		227.01
							Subtotal for Code:	Expenses/Mileage	£227.01		£227.01
Code Number		602 Consultancy Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
261	06/10/2025	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
							Subtotal for Code:	Consultancy Services	£100.00	£20.00	£120.00
Code Number		8531 Employer NI Contributions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
242	31/10/2025	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
							Subtotal for Code:	Employer NI Contributions	£824.43		£824.43
							Subtotal for Cost Centre:	6. Staffing	9,416.84	20.00	9,436.84
Cost Centre	8. Earmarked Reserves										
Code Number		8534 Projects									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
236	09/10/2025	0794		Unity Trust Bank		NHPlan Consultant	Collective Community Planning	S	1,250.00	250.00	1,500.00
							Subtotal for Code:	Projects	£1,250.00	£250.00	£1,500.00
Code Number		8535 Pitch Improvements									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
238	09/10/2025	662		Unity Trust Bank		Pitch Improvements	Garden Guardian Ltd	S	7,050.00	1,410.00	8,460.00
							Subtotal for Code:	Pitch Improvements	£7,050.00	£1,410.00	£8,460.00
							Subtotal for Cost Centre:	8. Earmarked Reserves	8,300.00	1,660.00	9,960.00
TOTALS .....									£25,474.18	£3,121.62	£28,595.80

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7c:</b> To receive list of payments for authorisation.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p> <p>The authorised schedule shall be initialled below the last item by the person Chairing the meeting.</p>	
<b>Recommendation</b>	
Council is asked to receive the list of payments for authorisation.	



# Drayton Parish Council

6 November 2025 (2025-2026)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
279	Utiiliites & Services	13/11/2025		Unity Trust Bank		Septic Tank Emptying	C. G. Duffield & Son Ltd	S	480.00	96.00	576.00
275	Stationery & Software	13/11/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	33.38	6.68	40.06
276	Street Lighting Maintenance	13/11/2025		Unity Trust Bank		Structural & Electrical Testing	T T Jones Electrical Ltd	S	341.85	68.37	410.22
281	Utiiliites & Services	13/11/2025		Unity Trust Bank		Internal Audit Fee	Mrs. V. S. Waples	E	442.70		442.70
282	Utiiliites & Services	13/11/2025		Unity Trust Bank		Room Hire	Drayton Village Hall	E	66.50		66.50
283	Utiiliites & Services	13/11/2025		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
272	NCC Highways Verges	13/11/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
280	Green Lanes	13/11/2025		Unity Trust Bank		Marsh land cutting Green Lane:	Norwich City Council	S	750.00	150.00	900.00
287	Green Lanes	13/11/2025		Unity Trust Bank		CCTV Green Lanes	TPI Security	S	1,450.00	290.00	1,740.00
286	Community Event	13/11/2025		Unity Trust Bank		Chirstmas Banner	Norwich Print Solutions	S	84.00	16.80	100.80
289	Community Newsletter	13/11/2025		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
288	CIL Expenditure	13/11/2025		Unity Trust Bank		Bus Shelters	GW Shelter Solutions	S	6,601.00	1,320.20	7,921.20
290	Grants	13/11/2025		Unity Trust Bank		Grant for Insurance	Drayton Drewray Charity	E	444.54		444.54
277	Pavilion Maintenance	13/11/2025		Unity Trust Bank		Fire Equipment Service	Fire Assess and Extinguish	S	31.00	6.20	37.20
278	Pavilion Maintenance	13/11/2025		Unity Trust Bank		Fire Equipment Service	Fire Assess and Extinguish	S	31.00	6.20	37.20
284	Grounds Maintenance	13/11/2025		Unity Trust Bank		Fencing & Hedging	Conkers	E	620.00		620.00
270	Grounds Maintenance	13/11/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
273	Security	13/11/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
271	3G Surface Maintenance	13/11/2025		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
274	Pest Control	13/11/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	225.00	45.00	270.00
285	Projects	13/11/2025		Unity Trust Bank		NHPlan Consultant	C. C. Planning	S	1,250.00	250.00	1,500.00
<b>Total</b>									<b>17,054.46</b>	<b>3,084.74</b>	<b>20,139.20</b>

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC8a:</b> To receive minutes for information.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
<b>Recommendation</b>	
Council is asked to note receipt of the minutes of the Committee meeting.	

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

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

**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 Cllr. R. Turner.

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

None.

**3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 31<sup>st</sup> July 2025 for approval [Pg1-4].**

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.**

No members of the public present.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg5-8].**

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 [Pg9-13].**

The Committee received the report with thanks and **AGREED** to use the revised report format moving forward.

**7. To receive internal control check Q2 and consider recommendations for action [Pg14].**

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

**8. To review Internal Controls Document and consider recommendations for amendment for approval by Council [Pg15-25].**

Taking into consideration the range of internal controls in place to prevent and detect inaccuracies and fraud, and the outcomes from recent internal and external audit reports the Committee **AGREED** to cease internal controls checks for Proper Bookkeeping currently undertaken by an appointed member of the Committee, noting the overall risk to the Council was low.

The Committee **AGREED** to recommend the Internal Control Document as presented for approval by Council.

In line with 2.6 of the Council's adopted Financial Regulations, it was noted that checks on bank reconciliations would continue.

**9. To receive the Internal Audit Action Plan for monitoring status of agreed corrective action [Pg26-32].**

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

**10. To receive 2025-26 interim internal audit report and consider proposed response for action for approval by Council [Pg47-64].**

The Committee agreed to discuss item 10 after item 14.

The Committee **AGREED** to recommend the proposed corrective action to the interim internal audit report as presented for approval by Council.

Following discussion of recommendation 2, it was noted that that all Grant applications are considered in meetings held in public and this could be noted in the Council's Grant Policy to aid transparency for applicants.

**11. To review Asset Register for appropriateness and accuracy [Pg33].**

The Committee reviewed the Asset Register and **AGREED** no changes to the Council's insurance schedule was required at this time.

**12. To note update on banking arrangements, including the bank mandate [Pg34].**

The Committee noted the update for information. It was further confirmed that removal of Cllr. S. White and record of current signatories held for Cambridge Building Society had now been received.

**13. To consider draft budget for 2026-27 for recommendation for approval by Council [Pg35-43].**

The Committee **AGREED** to recommend the 2026-27 draft budget as presented for approval by Council.

It was noted that the Council was approaching sufficient Earmarked Reserves for some items and the Committee **AGREED** to consider applying a cap for these items as part of next years budget exercise to ensure reserves held did not exceed required funds.

It was noted that Councillor access to Microsoft Sharepoint may no longer be required following the publication of papers on the Council's website and that licenses should be reviewed by the Clerk to determine if a reduction in fees can be applied.

**14. To consider recommendation to amend Terms of Reference for Events Advisory Group [Pg44-46].**

The Committee **AGREED** to amend the Terms of Reference for the Events Advisory Group as presented.

**15. To note exchange of information.**

The Committee noted positive feedback following the recent whole Council training. Cllr. G. Everett confirmed a wreath would be laid for Remembrance Sunday on 9<sup>th</sup> November 2025.

The Committee noted a funeral service would be held for Alan Ebbage who passed away peacefully aged 103 on Friday 14<sup>th</sup> November 2025 at 1:00pm at St. Margarets Church. Councillors and those that knew him were invited to attend.

The Committee noted that the Charity Amber's Army was scheduled to open its first shop and support hub in Drayton on 15<sup>th</sup> November 2025 and Councillors were invited to attend.

**16. To note the date and time of the next meeting is scheduled to take place on Thursday 29<sup>th</sup> January at 7:00pm at KGV.**

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

**Meeting Closed:** 7:45pm

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## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC8b:</b> Internal Control Document
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> <p>At the October 2025 meeting, the Finance &amp; General Purposes Committee reviewed the Council's Internal Controls Document.</p> <p>Taking into consideration the range of internal controls in place to prevent and detect inaccuracies and fraud, and the outcomes from recent internal and external audit reports the Committee agreed to cease internal controls checks for Proper Bookkeeping currently undertaken by an appointed member of the Committee, noting the overall risk to the Council was low.</p> <p>The relevant control has been removed from assertion 2 of the attached document.</p> <p>As part of the review, further amendments to the format of the document were made to Clearly reference the relevant sections of the 2025 Practitioners Guide published by the Smaller Authorities Proper Practices Panel (SAPPP) and include the Council's response to the new assertion 10.</p> <u>For Information</u> <p>The Internal Control Document provides an overview of the internal controls in place across Council operations. These controls have been designed and implemented to support sound governance in line with the principles and obligations set out in the Practitioners Guide.</p> <p>For more information or to view the 2025 Practitioners Guide, please visit: <a href="https://www.nalc.gov.uk/resource/practitioners-guide-2025.html">https://www.nalc.gov.uk/resource/practitioners-guide-2025.html</a></p>	
<b>Recommendation</b>	
Council is asked to consider the recommendation from the Finance & General Purposes Committee to approve the Internal Controls Document as presented.	

<b>Assertion 1: Financial management and preparation of accounting statements</b> <i>"We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements."</i>	
SAPPP Ref.	Internal Controls
<b>1.8</b> Budgeting	The budget is prepared and presented to each Committee in Q3 for recommendation for approval by Council. The budget and subsequent precept is approved at the December/January meeting pending receipt of Tax Base.
	FGP monitors actual performance against the budget during the year for all Committees and makes recommendations to Council for corrective action as necessary.
	Council carries out financial appraisals before commencing any significant project or entering long-term commitments.
<b>1.9</b> Accounting Records and Supporting Documents	The Parish Clerk is appointed as Responsible Financial Officer (RFO) and has formal responsibility for the proper administration of its financial affairs.
	All financial transactions are recorded in the Council's adopted accounting software, Scribe, on an income and expenditure basis with monthly reports presented to Council including all receipts, payments and supporting vouchers.
<b>1.10</b> Bank Reconciliation	All accounts held in the Council's name are reconciled monthly by the RFO through Scribe and presented at the next meeting of the Council (including supporting bank statements) for verification by the Chair of the meeting.
	Year-end statements are scheduled for request by appointed signatories as soon as possible to prevent delay in year-end procedures.
<b>1.11</b> Investments	Per the Council's adopted Investment Policy, Council reserves are short-term investments held in instant or notice bank accounts. No long-term investments held.
	The Finance & General Purposes Committee review surplus funds annually and considers any recommendation for fund transfers for approval by Council.

<b>Assertion 1: Financial management and preparation of accounting statements</b> <i>"We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements."</i>	
SAPPP Ref.	Internal Controls
<b>1.12</b> Statement of accounts	Preparation of accurate and timely statement of accounts for approval by Council is scheduled into the meeting agenda schedule by the RFO.
<b>1.13</b> Reserves	General Reserve Policy adopted by Council. Level and purposes of all Earmarked Reserves is reviewed annually as part of the budget setting exercise.

<b>Assertion 2: Internal Control</b> <i>"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."</i>	
SAPPP Ref.	Internal Controls
<b>1.14</b> Standing Orders and Financial Regulations	<p>Latest model versions of Standing Orders and Financial Regulations are adopted from NALC and are adapted for the size and requirements of the Council.</p> <p>Standing Orders and Financial Regulations are reviewed annually by the RFO for statutory updates and to ensure they remain fit for purpose and reported to the Finance &amp; General Purposes Committee. Any recommendations for amendment are approved by Council. A full review of Standing Orders and Financial Regulations is carried out every 4 years in line with Council members Terms of Office.</p>
<b>1.15</b> Safe and Efficient arrangements to safeguard public money	<p><b>Delegated Authority:</b> The Council adopts a Scheme of Delegation setting out delegated authority to act for Officers and Committees of the Council including decisions on financial matters. All Committees have delegated authority to act within their Terms of Reference and budget agreed by the Council and are reviewed annually.</p>



Assertion 2: Internal Control	
“We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”	
SAPPP Ref.	Internal Controls
	<p><b>Bank Accounts &amp; Mandate:</b> The Finance &amp; General Purposes Committee reviews the Bank Accounts and Bank Mandate annually, including the list of authorised signatories for each account and the limits of authority for each account signature. Any recommendations for setting up new accounts or amendment to the bank mandate are presented for consideration and approval by Council. The RFO shall request the removal of any bank signatory following their resignation and notify Council of action taken as soon as possible thereafter.</p>
	<p><b>Bank Reconciliation:</b> A member of the Finance &amp; General Purposes Committee (other than the Chair of the Council) is appointed annually to verify bank reconciliations (for all accounts) produced by the RFO. The member signs and dates the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, is reported to and noted by the Finance &amp; General Purposes Committee quarterly.</p>
	<p><b>Making Payments:</b> Regular payments (including payment methods) are reviewed by the Finance &amp; General Purposes Committee and approved annually by Council.</p> <p>Ad-hoc payments or payments by bank transfer are presented monthly for authorisation by Council prior to submitting order for payment. All orders for payment require two-member signatures and payments are carried out in accordance with the authority’s Financial Regulations and Standing Orders.</p>
	<p><b>Credit Card:</b> The Council has a Credit Card Policy which outlines defined limits and is cleared monthly by Direct Debit from the main bank account. The Policy is reviewed and updated regularly in line with the Council’s document review schedule.</p>
	<p><b>Petty Cash:</b> The Council does not hold Petty Cash.</p>

<b>Assertion 2: Internal Control</b> <i>"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."</i>	
SAPPP Ref.	Internal Controls
	<b>Managing Debts:</b> Invoices raised are regularly monitored by the RFO in line with date payment due. Outstanding invoices are routinely followed up for payment. Irrecoverable debts and uncollectable amounts are considered by the Finance & General Purposes Committee and written off with approval by Council only.
	<b>Credit Notes &amp; Refunds:</b> Where a credit note or refund is issued to a customer or received from a supplier, the two amounts may be "netted off" to reduce the value of the original budget line.
	<b>Training:</b> Regular training is undertaken by all those appointed with direct responsibility for money. Training is logged and reviewed by the Staffing Committee annually. Professional advice is sought as necessary.
<b>1.16</b> Employment	The remuneration payable to all employees is approved in advance by Council as part of the annual budget exercise.
	Payroll is outsourced to Norfolk ALC and payments are made to staff, HMRC and the Norfolk Pension Fund on the last working day of the month. Relevant documentation including payslips, P60 and Pension summary is submitted to signatories to review accuracy and legitimacy of payments.
	The Council is registered with the pensions regulator and the Staffing Committee reviews it's re-enrolment duties every 3 years. The Clerk is registered as the point of contact to receive notifications for action as necessary regarding pension obligations.
	All staff appointed on employment contracts in line with NJC Green Book Term and Conditions. Any changes to contracts in line with national guidance are approved by Staffing Committee and recorded. Staff formally notified of changes in line with HR guidance. Any other contractual changes are a matter reserved for Council.

<b>Assertion 2: Internal Control</b> <i>"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."</i>	
SAPPP Ref.	Internal Controls
	<p>The Council retains HR services from Personnel Advice and Solutions Ltd. for advice and guidance on all HR matters and is responsible for the production and/or updating of employment contracts, staff handbooks and other employment related documents.</p> <p>Employers' liability insurance held in the sum of £10million and reviewed annually by Finance &amp; General Purposes Committee (including level of fidelity guarantee) for approval by Council.</p>
1.17 VAT	<p>The Council is VAT registered and digital returns are prepared and submitted quarterly through Scribe.</p> <p>The RFO regularly seeks up to date advice and guidance on VAT from the Parkinson Partnership when carrying out building projects or managing income generated from Council owned property.</p>
1.18 Fixed Assets and Equipment	<p>The RFO maintains and regularly reviews an asset register through Scribe. The Asset Register Statement is reviewed annually by the Finance &amp; General Purposes Committee and approved by Council, including minimum value for deciding between fixed assets and general consumables.</p> <p>All acquisition and disposal transactions are recorded in Scribe during the year to 31<sup>st</sup> March and reviewed at year-end by the Finance &amp; General Purposes Committee in order to fully track and explain any changes in the asset register from year to year.</p> <p>Council has a 3-year deal with Clear Councils (BHIB) and expires in May 2026 where alternative insurance providers will be compared at renewal. The level of cover is reviewed annually by Finance &amp; General Purposes Committee in line with acquisition and disposal transactions and any reinstatement values to ensure the minimum level of cover remains adequate. Recommendations for amendment to insurance cover is approved by Council.</p>
1.19 Loans and long-term liabilities	<p>Per the Council's adopted Investment Policy, it is not the policy of the Council to have any long-term investments. Should the Council wish to pursue long-term investments, the RFO will identify the</p>

<b>Assertion 2: Internal Control</b> <i>"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."</i>	
SAPPP Ref.	Internal Controls
	procedures for monitoring, assessing and mitigating the risk of loss of invested sums for approval by Council.
<b>1.20</b> Review of effectiveness	The Finance & General Purposes Committee conducts a review of the effectiveness of the system of internal control in Q1 for the previous financial year. The review considers the work and any significant matters raised by Council, Finance & General Purposes Committee, Parish Clerk & RFO, Internal Audit and External Audit.

<b>Assertion 3: Compliance with laws, regulations and proper practices</b> <i>"We took reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of this smaller authority to conduct its business or finances."</i>	
SAPPP Ref.	Internal Controls
<b>1.22</b> Acting within its powers	Parish Clerk & RFO guides council regarding powers and duties and areas where council cannot act making use of robust procedures and governing documents in place. Powers used for transactions are recorded in Scribe.
<b>1.23</b> General power of competence	The Council does not qualify for General Power of Competence at this time but is reviewed annually by the RFO.
<b>1.24</b> Regulations and proper practices	Document review schedule in place to ensure policies and procedures are regularly reviewed and updated, including in relation to statutory regulations.

<b>Assertion 3: Compliance with laws, regulations and proper practices</b> <i>"We took reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of this smaller authority to conduct its business or finances."</i>	
SAPPP Ref.	Internal Controls
	<p>The council holds membership with Norfolk ALC and Norfolk Parish Training &amp; Support and services for notification on any changes and/or new requirements.</p> <p>Publication requirements laid out in Local Government Transparency Code 2015 applied to Council's adopted Publication Scheme.</p>
<b>1.25</b> Actions during the year	Clerk maintains a resolutions log summarising all decisions taken during the year.

<b>Assertion 4: Exercise of public rights</b> <i>"We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations."</i>	
SAPPP Ref.	Internal Controls
<b>1.27</b> Exercise of public rights	<p>Council receives confirmation each year that the following has been published by the RFO:</p> <ul style="list-style-type: none"> <li>• Sections 1 &amp; 2 AGAR</li> <li>• A declaration that the status of the statement of accounts is 'unaudited'</li> <li>• A statement that sets out details of how public rights can be exercised.</li> </ul> <p>Included as a standing item on the annual agenda schedule to ensure its inclusion.</p>
<b>1.28</b> External auditors review	Council receives the notice of the conclusion of the external auditor's limited assurance review of the AGAR and confirmation of its publication. Included as a standing item on the annual agenda schedule to ensure its inclusion.

<b>Assertion 5: Risk Management</b> <i>"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."</i>	
SAPPP Ref.	Internal Controls
<b>1.31</b> Identifying and assessing risks	The RFO identifies, assesses and records risks that could have financial or reputational consequences for the Council. Included as a standing item on the annual agenda schedule to ensure its inclusion.
<b>1.32</b> Addressing risks	Risks are addressed through the financial risk assessment identifying appropriate internal controls and insurance cover. The Finance & General Purposes Committee reviews the risk assessment annually and amendments are approval by Council. Included as a standing item on the annual agenda schedule to ensure its inclusion.

<b>Assertion 6: Internal Audit</b> <i>"We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems."</i>	
SAPPP Ref.	Internal Controls
<b>1.34</b> Internal audit	The Finance & General Purposes Committee considers independent and competent persons to undertake internal audit and has delegated authority to appoint. The review of effectiveness of internal audit is carried out annually by the Committee and is included as a standing item on the annual agenda schedule to ensure its inclusion.
<b>1.35</b> Independence	The Finance & General Purposes Committee considers independence as part of its selection process and confirms any conflicts of interest.

<b>Assertion 6: Internal Audit</b> <i>"We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems."</i>	
SAPPP Ref.	Internal Controls
1.36 Provision of information	Internal auditor has access to Scribe and is invited to the Council office to inspect all relevant documents and records. Supporting information and explanation is provided as required by the internal auditor.

<b>Assertion 7: Reports from auditors</b> <i>"We took appropriate action on all matters raised in reports from internal and external audit."</i>	
SAPPP Ref.	Internal Controls
1.38 Response to internal and external audit	<p>The Finance &amp; General Purposes Committee considers all audit reports and makes recommendations for corrective action for approval by council.</p> <p>Included as a standing item on the annual agenda schedule to ensure its inclusion.</p> <p>Corrective action is monitored by the Finance &amp; General Purposes Committee to ensure timely response in line with what was agreed by Council.</p>

<b>Assertion 8: Significant events</b> <i>"We considered whether any litigation, liabilities or commitments, events or transaction, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement."</i>	
SAPPP Ref.	Internal Controls
1.40 Significant events	The Finance & General Purposes Committee considers any events that may have consequences, or potential consequences, on the authority's finances as they arise.

### Assertion 9: Trust Funds

*“Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit..”*

SAPPP Ref.	Internal Controls
N/A	the Council is not a sole managing trustee.

### Assertion 10: Digital and data compliance

SAPPP Ref.	Internal Controls
1.47 – 1.54 Email & Website Management	The Council has a council owned domain: draytonparishcouncil.gov.uk used for all email accounts including staff and councillors.
	The Council retains services from Steve Jackman Training & Support for website support who carried out an annual review of accessibility requirements to ensure compliance.
	The Council has an adopted IT Policy detailing how Staff and Councillors should conduct authority business in a secure and legal way when using IT equipment and software including Council owned and personal equipment.



## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC8c:</b> Proposed corrective action in response to 2025-26 Interim Internal Audit.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> <p>The Interim Internal Audit was conducted by V. S. Waples on 16<sup>th</sup> October 2025. A copy of the report received on 23<sup>rd</sup> October 2025 is attached for your information and a summary response to recommendations is provided below.</p> <p>The report was reviewed by the Finance &amp; General Purposes Committee at the October 2025 meeting and the Committee recommends the following corrective action to be taken in response to the report.</p> <p><b>Recommendation 1 [Pg2]:</b> 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.</p> <p><b>Committee Response:</b> 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.</p> <p><b>Recommendation 2 [Pg5]:</b> Council is advised to review the provision of the code and ensure that the relevant data is uploaded to the website in accordance with the specified timescales.</p> <p><b>Committee Response:</b> The recommendation relates to the publication of all Grants awarded on the Council’s website. Existing reports will be amended to include grants and grants will be included in the template moving forward.</p> <p><b>Recommendation 3 [Pg7]:</b> Council is advised to ensure that the Reserve Policy as reviewed in February 2022 is updated and contains up to date provisions from the Practitioners Guide 2025 as produced by SAPPP.</p> <p><b>Committee Response:</b> Reserves Policy is scheduled for review at January 2026 meeting of FGP.</p> <p><b>Other comments of note from the report</b></p> <p><b>Comment Pg 5:</b> Council is advised to ensure that it minutes that it is operating within the remit of the eligibility criteria for the use of s137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) and that the statutory limit is being adhered to, and the expenditure is on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitant.</p>	

## DRAYTON PARISH COUNCIL

**Committee Response:** Minutes will reflect the comment above for all grants awarded going forward.

**Comment Pg12:** Although Council last reviewed its Financial Regulations in May 2025, it is advisable to ensure that, in accordance with Financial Regulation 7.10 there is a minute reference for the resolution to renew the use of BACS at least every two years. A similar resolution should take place for the use of variable direct debit and standing order in accordance with Financial Regulation 7.8 and 7.10.

**Committee Response:** The Finance & General Purposes Committee reviews the use of BACS, variable direct debits and standing orders annually. At the May 2025 meeting of the Council it was agreed to approve the regular payments list including payment methods as recommended by the Committee. The Clerk has made a note to include an explicit minute reference for future reviews.

**Comment Pg13:** At the next annual review, Council is advised to amend the Terms of Reference for the Finance & General Purposes Committee to reflect the amended Financial Regulation 3.7.

**Committee Response:** The Committee is scheduled to review it's Terms of Refence at the January 2026 meeting where an amendment will be put forward to reflect delegated authority to appoint the Internal Auditor.

### Recommendation

Council is asked to consider the recommended corrective action for approval in response to the 2025-26 Interim Internal Audit.

## **Report to Drayton Parish Council**

### **Interim Internal Audit of the Accounts for the Year Ending 31<sup>st</sup> 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 systems-based approach to audit.

The Interim Accounts at the audit review of 30<sup>th</sup> September 2025 can be summarized as follows:

Income to date:	£264,412.45
Expenditure to date:	£112,923.34
Precept figure:	£209,784.00
General reserves:	£208,822.79
Earmarked reserves:	£374,455.22
Restricted reserves: (CIL)	£682,017.00

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 managementsystems.
- 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.

Subject & tests conducted	Comments/Recommendations
<p><b>1. Proper book-keeping.</b>  <b>Examination of</b></p> <ul style="list-style-type: none"> <li>• <b>Cashbook</b></li> <li>• <b>Reconciliations of cashbook</b></li> </ul>	<p>The Council continues with its use of the Scribe Accounting Financial Package to produce reports on an Income and Expenditure basis. Council's gross income and expenditure has been above the threshold of £200,000 for three (3) continuous years and this is the correct basis for the reporting of council's transactions.</p> <p>The Clerk has used the full accounting package to ensure that transactions are allocated to cost codes to reflect the budgetary responsibility of its standing committees. The system allows multiple users to access the details of the financial transactions of the council thereby ensuring that a full audit trail is available to the internal auditor for the audit review.</p> <p>An analysis of the accounting procedure ensures that the Responsible Financial Officer (RFO) uses the financial package to achieve an accurate presentation of the authority's true financial position by focusing on the balance of economic benefits that it has under its control, rather than just its bank balance. The RFO has used the full suite of accounting and reporting tools associated with the package to produce clear financial management information to the council on both a monthly and annual basis.</p> <p>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.</p> <p>Statutory powers are granted by Parliament and give local councils the choice or opportunity to act and are therefore discretionary. Like all powers given to public bodies the powers of local councils are defined in detail in legislation and these details may include a requirement to obtain the consent of another body. Local Councils must exercise their powers subject to the provisions of the general law.</p> <p><b>Recommendation: the Clerk should seek to explore the implementation of the use of the "power used for spend" within the accounting system to refer to the powers used to incur expenditure.</b></p>
<p><b>2. Payment controls.</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding of the process involved for reclaiming VAT.</b></li> </ul>	<p>VAT is identified in the cash book and reclaimed on a regular basis. The RFO uses the accounts software to fulfil the Making Tax Digital requirements. The VAT Assessment File for the last quarter to 31<sup>st</sup> March 2025 in the sum of £5,984.30 as recorded in the Scribe accounting system, having been submitted in April 2025, was settled on 7<sup>th</sup> April 2025.</p>

## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

<ul style="list-style-type: none"> <li>• <b>Expenditure controls</b></li> <li>• <b>Credit Card payments</b></li> <li>• <b>Internal Banking controls</b></li> <li>• <b>Procurement controls</b></li> <li>• <b>General power of competence</b></li> <li>• <b>Grants</b></li> <li>• <b>Public Works Loans</b></li> </ul>	<p>The VAT reclaim for Quarter 1 of 2025-2026 in the sum of £3,613.71 was settled in August 2025 whilst the reclaim for Quarter 2 of 2025-2026 having been submitted on 6<sup>th</sup> October 2025 is still to be settled.</p> <p><i>Comment: in accordance with Section 33 of the VAT Act 1994, the council has recognised that it can only reclaim VAT that it has actually incurred.</i></p> <p>It is confirmed that for the year under review, 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.</p> <p><i>Comment: in accordance with Proper Practices for authorities reporting on an income and expenditure basis the RFO had ensured that the amounts of VAT collected from customers, paid to suppliers, and payable to, or repayable by HMRC was posted to a creditor account at year-end.</i></p> <p>Council retains the services of The Parkinson Partnership to advise on the VAT implications of the renovation of the KGV Pavilion and review the council's overall VAT activity.</p> <p><i>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.</i></p> <p>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/authorised 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.</p> <p>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.</p> <p><i>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.</i></p>
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## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>Access to the Scribe Accounting system supported by a review of the associated paperwork for the settlement of invoices via electronic means, enables the council 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.</p> <p>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.</p> <p>At the meeting of 19<sup>th</sup> June 2025, Full Council revised the adopted Credit Card policy to reflect the current practise operated by the council and acknowledged the limits of each card at any one time.</p> <p><i>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.</i></p> <p>Council follows good practice by ensuring that, on receipt of invoices, 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.</p> <p>Council continues with its procedure, in accordance with Council's Financial Regulation 7.10, of retaining a two-tier security system for payments which are settled by the BACS system. In the case of BACS payments, the Clerk may set up transactions online for approval in advance, once the Council approves the accounts for payment, two bank signatories shall authorise the transactions online using their own unique ID. The system ensures that two authorised bank signatories sign the instructions for each payment. In the actions undertaken in committing the council's resources, council is operating within Financial Regulation 7 – Electronic Payments.</p> <p><i>Comment: whilst this not only protects the RFO and fulfils an internal control objective to ensure the safeguarding of public money and allows the council to have in place specific control procedures for payments by bank transfer or other electronic means and a process and mitigating action to protect the council against payment of invoices which may show fraudulent bank account details.</i></p> <p>During the period under review there were no new significant contracts awarded.</p>
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## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>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.</p> <p>Council operates a community grants programme which is aimed at providing financial support to organisations undertaking activities for the benefit of the residents of Drayton. For the period under review, grants totalling £960 against a budget of £3,050 were paid out. Grants approved for the year under review can be seen on the council's website within the minutes for the year. The grants offered have been allocated to the nominal code assigned to s137 grants within the financial accounting system. The use of S137 of the LGA 1972 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.</p> <p><i>Comment: Council is advised to ensure that it minutes that it is operating within the remit of the eligibility criteria for the use of s137 of the LGA 1972 (as amended by the Local Government and Housing Act 1989 s36) and that the statutory limit is being adhered to, and the expenditure is on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitant.</i></p> <p>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. Section 42 provides clarity on the manner in which this information (relating to grants given) 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.</p> <p><b>Recommendation: Council is advised to review the provision of the code and ensure that the relevant data is uploaded to the website in accordance with the specified timescales.</b></p> <p>The council has no outstanding public works loans.</p>
<p><b>3. Budgetary controls.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Verification of process of setting of budget</b></li> <li>• <b>Monitoring of budget</b></li> </ul>	<p>The budget for the year 2025-2026 was approved at the meeting of 16<sup>th</sup> January 2025 with the minutes confirming that council resolved to set a revenue budget of £262,389.49 to be funded from the precept and known income streams. The approved precept to be levied on the parish was confirmed as £209,784.00 which would equate to</p>

<ul style="list-style-type: none"> <li>• <b>Reserves</b></li> </ul>	<p>a 3.2% or £3.19 increase for a Band D property over that set for the previous year.  <i>Comment: council has followed 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.</i></p> <p>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.</p> <p>Evidence was seen of the detailed budget report to actual with committed expenditure and funds available for the 1<sup>st</sup> quarter as submitted to the Finance and General Purposes Committee meeting of 31<sup>st</sup> July 2025. The written report from the Clerk, in accordance with Financial Regulation 4.9, 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. It is noted that the Committee agreed for the detailed report to be streamlined to allow the removal of those items that did not require an explanation and reference to future quarters.  <i>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.</i></p> <p>The Clerk continues to ensure that virements between budgets are considered by full Council as and when they arise, subject to Financial Regulation 5.16, which states that "No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee".</p>
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# DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>The council, on 30<sup>th</sup> September, had overall Reserves of £1,265,295.01. General Reserves stood at £208,822.79 with agreed Earmarked Reserves of £374,455.22 and Restricted Reserves (CIL) of £682,017.00.</p> <p>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.</p> <p>Council's Reserve Policy, as adopted, 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 Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council. The policy outlines the current level of General Reserves to be held by the Council which is set at equal to between three and six months of predicted expenditure.</p> <p><b>Recommendation: Council is advised to ensure that the Reserve Policy as reviewed in February 2022 is updated and contains up to date provisions from the Practitioners' Guide 2025 as produced by SAPPP.</b></p>
<p><b>4. Risk Management.</b></p> <ul style="list-style-type: none"> <li>• <b>Insurance in place</b> <ul style="list-style-type: none"> <li>➤ Adequate</li> <li>➤ Reviewed</li> </ul> </li> <li>• <b>Fidelity Guarantee Cover Insurance</b> <ul style="list-style-type: none"> <li>➤ Adequate</li> <li>➤ Reviewed</li> </ul> </li> <li>• <b>Internal Controls documented and regularly reviewed</b></li> </ul>	<p>Public / Products liability cover is £10million, Employer's Liability cover is £10million, Officials Indemnity is £500thousand and Fidelity Guarantee is £1million.</p> <p><i>Comment: whilst council is aware that Fidelity Guarantee (Employee's Dishonesty) cover at £1million is not in accordance with guidance, which provides that the cover should be at least the sum of the year-end balances plus 50% of the precept/grants to be received in the following April/May, it did review this matter in February and agreed to maintain the cover at £1million as an increase would result in a referral to the insurance underwriter with estimated premiums outweighing the risk of exposure.</i></p> <p>At its meeting of 15<sup>th</sup> May 2025, following a review by the Finance and General Purposes Committee (meeting of 24<sup>th</sup> April 2025), full Council reviewed and approved the insurance schedule for 2025 – 2026 as presented pending receipt of the final insurance premium due. The review ensured that the minimum levels of cover remained adequate and that no further insurance adjustments were required. At renewal council is in a three-year long-term agreement until 31<sup>st</sup> Mar 2026. Council insurance renewed on 1<sup>st</sup> June 2025.</p> <p><i>Comment: in accordance with Proper Practices, Council has identified its key risks and</i></p>

## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p><i>taken steps to manage them in a way which it can justify to a level which is tolerable by transferring the risk and buying in services from specialist external bodies and taking out insurance. Overall Council has understood the requirement to have in place safe and efficient arrangements to safeguard public money.</i></p> <p>A scan of the minutes did not give rise to any unusual financial activity and there were no actions of a potentially unlawful nature being considered.</p> <p>As part of the specific internal control checks undertaken on a quarterly basis, Council has taken steps to ensure that it has processes in place to enable it to identify, assess and record the control mechanisms in place to ensure that all reasonable steps are taken to safeguard and protect public finances. A member of the Finance &amp; General Purposes Committee is appointed to quality assure a sample of financial transactions and bank reconciliations for each quarter and report findings and any recommendations as appropriate.</p> <p><i>Comment: Council has noted that in accordance with Regulation 6 of the Accounts and Audit Regulations 2015, it should conduct a formal review of its system of internal control and should have in place monitoring documents which would identify the risks involved with and the potential for improvements to its arrangements to protect public money.</i></p>
<p><b>5. Income controls.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Precept</b></li> <li>➤ <b>CIL</b></li> <li>➤ <b>Other income</b></li> <li>➤ <b>Review of charges</b></li> <li>➤ <b>Debtors</b></li> </ul>	<p>Council received precept in the sum of £209,784.00 from Broadland District Council for the period under review in April and September 2025 as reported in the quarterly budget monitoring reports submitted to the Finance and General Purposes Committee at the July and October 2025 meetings. 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.</p> <p>During the period under review, Council received CIL receipts totalling £12,211.36 on 15<sup>th</sup> April 2025. The RFO maintains a comprehensive spreadsheet detailing running totals along with expiry date of money received. The RFO has created an earmarked reserve for retained CIL balances. CIL receipts received are reported within the financial reports submitted to the Finance &amp; 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.</p> <p>The Annual CIL Statement for 2024-2025 was approved at the council meeting of 19<sup>th</sup> June 2025 at which the annual accounts and supporting documentation were received</p>

# DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>and approved. The statement, for the year ending 31<sup>st</sup> March 2025, demonstrates that there is a retained balance of £669,805.64 which has been transferred into in an Earmarked Reserve specifically allocated, in accordance with the Regulations and was available to view on the council's website.</p> <p><i>Comment: council is aware that the Regulations provided clarity on the timing of the reports, and by which date they should be brought into the public domain.</i></p> <p>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.</p> <p><i>Comment: Council has ensured 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.</i></p> <p>The Open Spaces &amp; Property Committee, at its meeting in October 2024, conducted a review in its consideration of the hire charges for the open spaces and property under the remit of the council. The final approved schedule was approved as part of the budget proposals as approved in January 2025 to take effect from April 2025.</p> <p><i>Comment: it is expected that a similar review, in accordance with Financial Regulation 13.2, will take place by the Playing Fields and Property Committee to feed into the budget-setting process for 2026-2027.</i></p> <p>A review of the "Aged debtor" listings as of 30<sup>th</sup> September 2025 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.</p> <p><i>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.</i></p>
<p><b>6. Payroll controls.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Management of payroll</li> <li>• PAYE/NIC system in place</li> <li>• Compliance with HMRC procedures</li> <li>• Records relating to contracts of employment</li> </ul>	<p>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.</p> <p>At the period end, council had three employees on its payroll – Clerk and Responsible</p>

## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

<ul style="list-style-type: none"> <li>• <b>Compliance with Pensions Duties</b></li> <li>• <b>Treatment of expenses</b></li> </ul>	<p>Financial Officer, Deputy Clerk and Facilities Manager and Parish Ranger.</p> <p>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.</p> <p><i>Comment: 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.</i></p> <p>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 2025 agreement for Local Government Services Pay (as issued by the National Joint Council for Local Government Services).</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council.</i></p> <p>Electronic payments to all staff are made, in accordance with the approved procedure for accounts payable and as outlined under Financial Regulations 7.1-7.4. The payments to staff by bank transfer are ratified at meetings of the Council in accordance with Financial Regulation 7.5.</p> <p>The Council continues with the retention of the services of Personnel and Advice Solutions Ltd 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. The annual staff appraisal process and consideration of annual pay awards for all employees alongside recommendations to Council in respect of staff remuneration and/or terms and conditions of employment are overseen by the Staffing Committee.</p> <p>Council is aware of its pension responsibilities with all members of staff being members</p>
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# DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>of the Norfolk County Council Local Government Pensions Scheme. The council's re-enrolment with The Pension Regulator was submitted on 31<sup>st</sup> March 2025.</p> <p><i>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.</i></p>
<p><b>7. Bank reconciliation.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Reconciliations</li> <li>• Cashbook</li> <li>• Bank Statements</li> <li>• Investment Records</li> <li>• Investment Strategy</li> </ul>	<p>Bank reconciliations are completed on a regular basis and reconcile 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.</p> <p><i>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.</i></p> <p>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 5.19 states that "It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record." The RFO has ensured that the bank reconciliation is available for all to view and is uploaded to the shared drive accessible to all councillors.</p> <p>Council has further implemented a system whereby regular bank reconciliation reviews are undertaken by a member of the Finance and General Purposes Committee, thereby separating the roles of overview from that of authorisation. 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.</p> <p>The councils 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.</p>

## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>Bank balances as of 31<sup>st</sup> March 2025 agree with the position bank statements (or acknowledging letters of statements) and for the period end stood at £1,271,089.42 across the accounts held in the parish council's name.</p> <p>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.</p> <p>Council's Investment Policy (as adopted in August 2025) 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.</p> <p>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.  <i>Comment: Council had followed guidance on the production of its policy as issued by the Secretary of State under section 15(1)(9) of the LGA 2003 (third edition).</i></p> <p>At the meeting of the Finance and General Purposes Committee of 31<sup>st</sup> July 2025, a review of the council's banking arrangements, including the bank mandate were undertaken in accordance with the approved Terms of Reference for the standing committee and Financial Regulation 7.1.  <i>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.</i></p> <p>In accordance with Financial Regulation 7.9, all payments are made by online banking, in accordance with the resolution first taken by the council.  <i>Comment: Although Council last reviewed its Financial Regulations in May 2025, it is advisable to ensure that, in accordance with Financial Regulation 7.10 there is minute reference for the resolution to renew the use of BACS at least every two years. A similar resolution should take place for the use of variable direct debit and standing order in</i></p>
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## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

<p><b>8. Internal Audit:</b>  <b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Reporting of Previous Internal Audit Reports</b></li> <li>• <b>Review of internal audit</b></li> <li>• <b>Appointment of internal auditor</b></li> <li>• <b>Review of effectiveness of internal audit</b></li> </ul>	<p><i>accordance with Financial Regulations 7.8 and 7.10.</i></p> <p>The Internal Audit Report for the year ending 31<sup>st</sup> March 2025 was formally considered and approved by the parish council at the meeting of 19<sup>th</sup> June 2025. It was noted that the one recommendation received would be considered at the July meeting of the Finance &amp; General Purposes Committee.</p> <p>The following recommendations as raised in the internal audit report for the period ending 31<sup>st</sup> March 2025 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 comments / recommendations raised:</p> <ol style="list-style-type: none"> <li>1. Adoption of a Fixed Asset Policy which should confirm the setting of the base register for reporting purposes – <i>actioned August 2025</i></li> </ol> <p>Matters relating to the two areas outstanding from previous audits have been updated as follows:</p> <ol style="list-style-type: none"> <li>2. Review of the Document Retention Policy – <i>review undertaken in January 2025 by the Finance and General Purposes Committee under delegated powers with a further review scheduled for October 2025 by the committee.</i></li> <li>3. Review of Council's adopted policies – <i>to be undertaken in July 2025 - review undertaken in July 2025 by the Finance and General Purposes Committee under delegated powers</i></li> </ol> <p><i>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.</i></p> <p>Mrs Waples was confirmed as being reappointed to function as the parish council's independent internal auditor for the year 2025 - 2026 at a meeting of full Council of 14<sup>th</sup> August 2025 following a recommendation by the Finance and General Purposes Committee from its meeting of 31<sup>st</sup> July 2025. It is noted that Full Council, at the meeting of 14<sup>th</sup> August 2025, approved an amendment to Standing Order 3.7 to allow the Finance and General Purposes Committee to appoint the Internal Auditor.</p> <p><i>Comment: at the next annual review, council is advised to amend the Terms of Reference for the Finance and General Purposes Committee to reflect the amended Financial Regulation 3.7.</i></p>
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## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<p>In accordance with the Accounts and Audit Regulations 2015, the council formally reviewed the scope of its internal audit arrangements at the meeting at which the internal auditor was appointed which covered a review of the effectiveness of internal audit arrangements, an assessment of the scope of internal audit, independence, and competence of the internal auditor, audit planning and reporting along with overall responsibility for each function.</p> <p>All were found to be acceptable to the council along with the audit plan produced.</p>
<p><b>9. External Audit Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Reporting of External Audit Report</b></li> </ul>	<p>The External Audit Report and Certificate for the year ending 31<sup>st</sup> March 2025 having been received by the Council in early September 2025 was submitted to and noted by Full Council with formal adoption at the meeting of 11<sup>th</sup> September 2025.</p> <p>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.</p> <p><i>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.</i></p> <p>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.</p> <p><i>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.</i></p>
<p><b>10. Period for the Exercise of Public Rights set in accordance with the Audit &amp; Accounts Regulations of 2015</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• <b>Dates set</b></li> <li>• <b>Minuting of dates set.</b></li> </ul>	<p>The Members approved the dates for the period of public rights and the publication of the unaudited Annual Governance and Accountability Return (AGAR) for the year ending 31<sup>st</sup> March 2025 at the council meeting of 19<sup>th</sup> June 2025. The internal auditor can confirm that the notice of the public rights was seen on the website and can confirm that the dates set were 23<sup>rd</sup> June to 1<sup>st</sup> August 2025 with the notice being dated 20<sup>th</sup> June 2025.</p> <p><i>Comment: In accordance with Local Audit and Accountability Act 2014 Sections 26 and 27 and The Accounts and Audit Regulations 2015 (SI 2015/234, the notice on the website contains the period for the exercise of public right; details of the manner in which the documents can be inspected; the name and address of the external auditor and a</i></p>



## DRAYTON INTERIM INTERNAL AUDIT – 2025-2026

	<i>Summary of Your rights in relation to both the Act and the Regulations.</i>
<p><b>11. Have the publication requirements been met in accordance with the Audit &amp; Accounts Regulations of 2015.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Publication requirements</li> </ul>	<p>The Internal Auditor is able to confirm that the Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and published the following for the year 2024 - 2025 on a publicly accessible website:</p> <ul style="list-style-type: none"> <li>• Annual Internal Audit Report of the AGAR</li> <li>• Section 1 – Annual Governance Statement of the AGAR</li> <li>• Section 2 – Accounting Statements of the AGAR</li> <li>• Section 3 – The External Auditor Report and Certificate</li> <li>• Conclusion of the limited assurance review</li> <li>• Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.</li> </ul>
<p><b>12. Period-End Accounting Procedures</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Bank Statements and Cash Book agree.</li> <li>• Debtors and Creditors properly recorded</li> </ul>	<p>The interim accounts were found to be in order and detailed a full underlying financial trail from financial records to the accounts produced. Whilst the accounts are less detailed than that produced for the year-end audit review, they provide a useful tool in monitoring performance and allow corrective actions to be undertaken if required.</p> <p>From the review, it is confirmed that debtors and creditors have been properly recorded and the RFO has continued to ensure that the Council's accounting software contains and records details on its assets and liabilities including the asset and investment register and other debts. Period-end balances agreed with the cash book and bank reconciliations.</p>
<p><b>13. Transparency Code.</b></p> <p><b>Examination of:</b></p> <ul style="list-style-type: none"> <li>• Transparency code requirements</li> </ul>	<p>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. For details of the information that is to be published on a quarterly and annual basis, the following link: <a href="#">Transparency Code for Smaller Authorities 2015</a> will provide further information.</p> <p>As Council has agreed that it meets the requirements of the 2015 code, it has published financial data, land and building assets on the finance page of the Council's website. Effective 1<sup>st</sup> April 2025, council also fulfils the quarterly requirements and has published the following data within its financial pages:</p> <p>Individual items of expenditure that exceed £500;</p> <p>Government procurement card transactions;</p> <p>Invitations to tender for contracts over £5,000;</p> <p>Details of contracts that exceed £5,000.</p> <p><i>Comment: council is aware that proper practices advises that financial information should be held for a period of four years on a publicly accessible website.</i></p>

#### 14. Summary

The Internal Auditor offers her appreciation for the assistance given by the Clerk to the Council in completing this audit. The period-end files were extremely well presented for review, and the Clerk is to be commended.

It is reconfirmed that overall Council has demonstrated effective governance arrangements and can show evidence of strong governance and good financial practice. The internal audit review, undertaken on the documentation provided during both visits to the council's Offices, 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 satisfactorily undertaken the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

Recommendations made and/or commentary provided are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the manner in which the Council's finances are managed.

*For further information and for the year effective 1st April 2025 please refer to the Practitioners Guide 2025 – Governance and accountability for smaller authorities in England as produced by the Smaller Authorities Proper Practices Panel to be applied in the preparation of statutory annual accounts and governance statements - March 2025.*

*Victoria S Waples*

**Date of Internal Audit Visits: 16.10.2025**

**Date of Annual Internal Audit Report: 20.10.2025**

**Victoria S Waples, BA(Hons), CILCA, PSLCC  
37 Queenscliffe Road, Ipswich, IP2 9AS**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12a:</b> To consider expressions of interest for nomination as trustee for the Bob Carter Centre.
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><b>Background</b></p> <p>Per section 5jx. of the Council's adopted Standing Orders, Council is required to review it's representation on or work with external bodies and arrangements for reporting back.</p> <p>At the May 2025 meeting, Council nominated 3 of the 6 trustees for the Bob Carter Centre and agreed to request expressions of interest from members of the public through the Council's website and Facebook for the remaining 3 roles.</p> <p>The following expressions of interest have been received for consideration of nomination.</p> <ul style="list-style-type: none"> <li>• <b>Jude</b>  <i>"I have been a local parish councillor for Cawston in the past. I worked for Norwich Union for 20 years where I was a project manager, so managed delivery of projects from planning and finance through to delivery. I currently run my own business. As part of that business, I've hired a room at Bob Carter weekly for seventeen years to deliver an exercise class. I'm passionate about this unique centre, the staff and services it provides. I'm keen to see it succeed and improve into the future for an expanding community."</i> </li> <li>• <b>Jonathan Pink</b>  <i>"I would like to express my interest in becoming a trustee of the "Bob Carter Memorial Youth and Leisure Centre Trust".</i> <p><i>I retired in 2017 but my two roles prior to retirement were the Academic Registrar at a University and a Vice Principal at a Further and Higher Education College. I have used the four skills areas given in the flyer setting out my relevant experience.</i></p> <p><b>Finance</b></p> <p><i>In my two most recent roles I managed large budgets which covered staff, revenue (running) costs and capital projects. I produced yearly budgets, monitored expenditure using monthly management accounts and made sure that funds were used effectively and efficiently.</i></p> <p><b>Facilities</b></p> <p><i>When working at the F&amp;HE College I had responsibility for managing one of the sites ensuring it ran effectively and provided the range of services required by both staff and students. At the University I had responsibility for Health and Safety in the office block I worked in, ensuring the staff and students in the building had a safe working environment.</i></p> </li> </ul>	

**Governance**

*At University one of my main responsibilities was ensuring that the academic governance of the institution met the external inspection requirements of appropriate organisations.*

*The F&HE College had a Board of Governors, a similar role to the Board of Trustees. I worked directly with many of the Governors subsequently presenting policies, plans and developments to the Governing Body.*

**Fund Raising**

*In many of my working roles I have produced bids to external bodies, for example the Local Authority and Governmental Bodies that had responsibility for skills development.*

*I have been a resident of Drayton for nearly 3 years and have used the Bob Carter Centre since moving to the area and I would like to explore how I can use my skill and experience to contribute to the local community.*

*Thank you for your consideration”*

**Recommendation**

Council is asked to consider expressions of interest received for nomination as Trustee for the Bob Carter Centre for appointment by the Bob Carter Centre Management Committee.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12b:</b> Horsford Pre-Submission Neighbourhood Plan Consultation
<b>Meeting</b>	Council
<b>Date</b>	13 <sup>th</sup> November 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 16<sup>th</sup> October 2025, Council received the following correspondence from Horsford Parish Council for consideration and response by Wednesday 27<sup>th</sup> November.</p> <p><i>Dear Sir or Madam,</i></p> <p><b>Re: Horsford Parish – Pre-Submission Neighbourhood Plan Consultation</b> <b>Regulation 14 Consultation under the Neighbourhood Planning (General) Regulations 2012 (as amended)</b></p> <p><i>I am writing to inform you that Horsford Parish Council is currently undertaking a formal public consultation on its <b>Pre-Submission Neighbourhood Plan</b>, in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended).</i></p> <p><i>As your organisation may have an interest in the content of the Plan — either because one of your services or properties is referenced or due to your general involvement in the local area — we would like to invite your comments, should you have any, on the document.</i></p> <p><i>The Pre-Submission Plan is available to view and download from our website at:</i> <i><a href="https://futurehorsford.co.uk/">https://futurehorsford.co.uk/</a></i></p> <p><i>If you have any questions or require further information, please do not hesitate to contact us.</i></p> <p><i>Please note: in accordance with the regulations, all responses will be published online and may be freely downloaded.</i></p> <p><i>Thank you for taking the time to review the plan.</i></p> <p><u>For Information</u></p> <p>Please note, due to the size of the Neighbourhood Plan Document (133 pages), hard copies will be made available by request only.</p>	
<b>Recommendation</b>	
Council is asked to consider a response to the Pre-Submission Neighbourhood Plan Consultation.	