

DRAYTON PARISH COUNCIL

Council members are summoned to attend a meeting of Drayton Parish Council to be held on **Thursday 12th February 2026, 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



Amy Pinkham
Parish Clerk & RFO

Date of Issue: 5th February 2026

AGENDA

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2. DECLARATIONS OF INTEREST	
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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.	
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5. MATTERS ARISING	
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6. PLANNING MATTERS	
a) To consider response to planning applications as follows:	
i) 2025/3848: Land Adj 54 Fakenham Road.	
ii) 2025/3962: 69 School Road, NR8 6EQ.	
iii) 2025/4013: 19 Hurn Road, NR8 6DD.	
iv) 2026/0020: Kieft and Sons Ltd, Reephams Road, NR10 3AL.	
v) 2026/0253: 34 Walsingham Drive, NR8 6FZ.	
vi) 2025/3921: 5 Hall Lane, NR8 6DS.	

vii) 2025/0014: 1 Howell Road, NR8 6BU (Works to TPO trees).

viii) 2026/0053: 31 Littlewood, NR8 6FB (Works to TPO trees).

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

i) 2025/3659: 5 Delane Road, NR8 6DL – Approval with Conditions (Delegated).

ii) 2025/3709: 40 Bradshaw Road, NR8 6DJ – Prior approval not required (Delegated).

iii) 2025/3782: 39 Drayton Hall Park, NR8 6HE – Approval with Conditions (Delegated).

iv) 2025/3816: Land adjacent Bradshaw Road – Approval in part, refusal in part (Delegated).

v) 2026/0168: 5 Hall Lane, NR8 6DS – Approval with no Conditions (Delegated).

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval.

14-15

b) To receive list of receipts and approved payments for January 2026.

16-20

c) To receive list of payments for authorisation.

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8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To note meeting of the Committee held on 2nd February 2026.

b) To consider recommendation to adopt Reserves Policy as presented.

23-31

c) To consider recommendation to adopt Record Management Policy as presented.

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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 5th February 2026.

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 grant application from R G Carter Bowls Club.

44-50

b) To consider arrangements for the Annual Parish Meeting.

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13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

14. UPCOMING MEETING DATES

a) Playing Fields & Property Committee Thursday 26th February 2026.

b) Staffing Committee Thursday 5th March 2026.

c) Council Meeting Thursday 12th March 2026.

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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 monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</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>	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

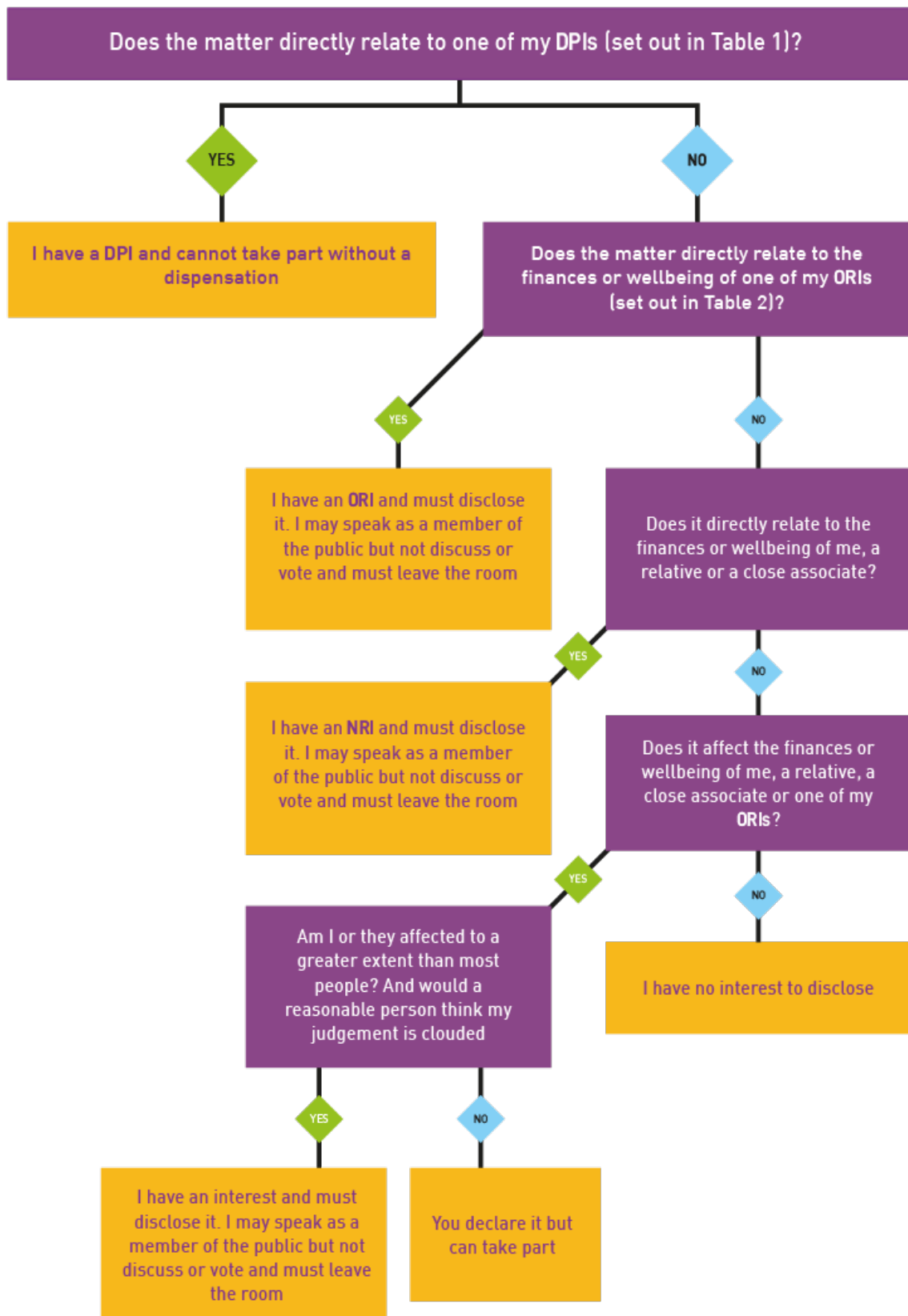


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other 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

Paper	DPC3a: To receive minutes for approval.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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">i. the time and place of the meeting;ii. the names of councillors who are present and the names of councillors who are absent;iii. interests that have been declared by councillors and non-councillors with voting rights;iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;vi. if there was a public participation session;vii. and the resolutions made.	
Recommendation	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

DRAYTON PARISH COUNCIL

Minutes of the meeting of Drayton Parish Council held on **Thursday 15th January 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, T. Lee, N. Quinsey, A. Taylor and R. Turner.

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

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. K. Morgan and J. Edwards-Smith.

2. DECLARATIONS OF INTEREST

a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 11th December 2025 for approval [Pg 5-10].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of agenda item 7e to 'consider'.

4. PUBLIC FORUM

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

Drayton Drewray Relief in Need Charity noted its thanks to the Council for the award of their grant application and confirmed that the required insurance cover was now in place.

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

Locally, it was confirmed that Adult Social Services had responded to concerns raised regarding the wellbeing of a local resident and the matter was ongoing.

It was reported that MP Alice Macdonald had passed on a request from a resident for a controlled crossing outside the Red Lion to improve pedestrian safety. In response, Cllr. T. Adams noted there was a pedestrian refuge and there had been no reported accidents to indicate there was a safety concern. The cost of a traffic-controlled crossing was significant at between £175k to £200k and funds had to be prioritised for other areas.

Further to highways matters raised at the December meeting, and other matters reported through the usual channels, it was noted as disappointing to see that little to no action had been taken. Cllr. T. Adams asked Councillors to forward any ongoing issues and confirmed these would be followed up with the local Highways Engineer. Norfolk County Council elections were currently scheduled for May 2026 and no decision had been taken as to whether elections would be delayed in light of local government reorganisation.

c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

Locally, PC Beat Manager had reported no concerns of note in Drayton.
Regarding Broadland, it was noted with disappointment that the meeting of the Economic Success Policy Development Panel had been cancelled and hadn't met since April 2025.

It was noted that Norfolk County Council had been awarded significant funding to improve walking and cycling infrastructure across the county which could prove beneficial for some of Drayton's Neighbourhood Plan initiatives.

d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.

Locally, District Cllr. P. Auber reported action taken with regards to planning enforcement, dangerous dogs and tree felling at Drayton Lodge. Outcomes were pending a response from Broadland.

It was noted that Mayoral Elections had been delayed.

e) 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 [Pg 11-13].

Council received the report with no further questions. It was noted that installation of the remaining 5 bus shelters was scheduled for February 2026 and that the SAM2 had now been installed in the first location on School Road.

b) To note no meeting of the Town and Parish Council Forum held in January 2026.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

- i) 2025/3782: 39 Drayton Hall Park, NR8 6HE (Works to TPO trees).

Council **AGREED** to submit no comments.

- ii) 2025/3816: Land Adjacent Bradshaw Road (Works to TPO trees).

Council **AGREED** to submit no comments.

- iii) 2025/3818: Brickyard Farm, Hall Lane, NR8 6HH.

Council **AGREED** to submit no comments.

- iv) 2025/3921: 5 Hall Lane, NR8 6DS.

Council **AGREED** to submit no comments.

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

- i) 2025/3361: 40 Carter Road, NR8 6DY – Approval with Conditions (Delegated).

- ii) 2025/2044: Borderlands, Reephams Road, NR10 3AJ – Approval with Conditions (Delegated).

- iii) 2025/3796: Land Adjacent Manor Farm Close, Hall Lane, - Approval with no Conditions (Delegated).

- iv) 2025/3692: 2 Manor Farm Close, NR8 6EE – Approval in part, refusal in part (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 14-15].

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

b) To receive list of receipts and approved payments for December 2025 [Pg 16-21].

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

c) To receive list of payments for authorisation [Pg 22-23].

Council authorised the list of payments to be made. It was noted that payment to Sutcliffe Play would be issued subject to confirmation of completion of works.

d) To re-consider the 2026-27 budget and precept for approval [Pg 24-29].

In accordance with Standing Order 6.a. Council considered a special motion from Cllrs. G. Everett, H. Kisby and R. Turner to re-consider the 2026-27 budget and precept which was approved at the December 2025 meeting.

It was noted that the total reserve transfers presented had been reduced by £2,000 compared with the budget presented at the December 2025 meeting for accuracy due to an administrative error for allotments.

It was reported that the Council had been notified by the S106 Officer at Broadland District Council that an additional £27,313.18 index-linked S106 payment had become available which had not been previously earmarked to any project. It was proposed that £17,000 of the S106 income could be allocated to applicable reserve transfers to offset the precept demand by the same amount while still delivering on proposed projects.

A recorded vote was requested by Cllr. G. Everett. The recorded vote was taken by a show of hands as follows:

For (5): Cllrs. A. Taylor, H. Kisby, G. Everett, J. Anderson, R. Turner

Against (0): None.

Abstentions (3): Cllr. Quinsey, Cllr. Crotch and Cllr. Brown.

Cllr. T. Lee did not vote.

RESOLVED: To allocate £17,000 of S106 income to applicable reserve transfers to reduce the precept demand by the same amount resulting in a 2026-27 budget of £294,498.25 and precept of £228,497.00 equating to a 6.5% increase or £6.70 increase for a Band D property compared with last year.

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 receive minutes of the Committee held on 4th December 2025 [Pg 30-33].

Noted.

b) To consider recommendation for award of contract for Project Management and Cost Consultancy Services for KGV refurbishment for approval [Pg 34-82].

Council **AGREED** to award the contract for Project Management and Cost Consultancy services for KGV refurbishment as presented.

It was clarified that the current plans and specification of the KGV refurbishment were subject to change and the Consultant would support the progression of the refurbishment through to completion.

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 note no meeting of the Committee since the last meeting of the Council.**

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To consider the schedule of meetings for the ensuing year for approval [Pg 83-84].**

Council **AGREED** the schedule of meetings as presented subject to inclusion of deadline for requests for agenda items.

- b) **To receive update from Neighbourhood Plan Advisory Group [Pg 85].**

Council noted the update from the Neighbourhood Plan Advisory Group with no further questions and noted its thanks to Cllr. Taylor for her work as Chair of the Group.

- c) **To consider response to Consultation on Broadland District Council's Sex Establishment Policy [Pg 86].**

Council **AGREED** to submit no comments.

- d) **To consider response to pre-planning application consultation for a mobile phone base station installation at Longdale, NR8 6AU [Pg 87-103].**

Council noted it's support for 5G in principle but **AGREED** the location was not appropriate as it was considered too prominent within the surrounding street scene and too close to residential properties. It was noted as clearly visible when viewed from all directions and given the overall height it was considered at odds with the surrounding properties. Under the circumstances the Council asked that the location be reconsidered.

Cllr. Quinsey left the meeting at 8:35pm.

13. EXCHANGE OF INFORMATION

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

Cllr. Turner noted a request received from a member of the public for Council to consider a grit bin for the Hopkins Homes Development. It was confirmed that the item had been included on the upcoming Environment & Highways agenda for consideration by the Committee.

Feedback on the 2025 Christmas Lights event had been positive. It was reported that there appeared to be a fault with the lights between Christmas and New Year and it was confirmed that the matter would be raised with the contractor for addressing ahead of the 2026 event.

Cllr. Brown noted that the Kickwall at Longdale required cleaning and that the doors to the Longdale pavilion were showing signs of wear and that their condition should be reviewed.

14. UPCOMING MEETING DATES

- a) **Finance & General Purposes Committee Thursday 29th January 2026.**
- b) **Environment & Highways Committee Thursday 5th February 2026.**
- c) **Parish Council meeting Thursday 12th February 2026.**

Noted.

Meeting Closed: 8:43pm

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DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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">1. The meeting date2. The minute reference3. The agenda item4. The resolution5. Status update <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>	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	10b)	To consider recommendation for CCTV cameras at Green Lanes	Council AGREED to install CCTV cameras at Green Lanes as recommended by the Committee.	Ongoing: Quote accepted, site visit took place 23rd September. Permissions received from land owner to film car park. Installation scheduled for February 2026 subject to appropriate weather conditions.
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council AGREED up to £10,000 expenditure for the application as recommended by the Committee. Council AGREED to allocate the expenditure from CIL.	Ongoing: Application successful. 2 of the 7 shelters installed to date at Cricket Close and Drayton High Road. Remaining 5 shelters scheduled for completion in February 2026.
11.12.2025	12d)	To consider response to correspondence received from Taverham Lions	Council AGREED to include the Bleed Kit in the Defibrillator at Longdale Pavilion offered by Taverham Lions with thanks. Council AGREED the bleed kit would be managed by Drayton Parish Council including associated costs for restocking supplies as needed.	Complete: Bleed kit received, contents logged and installed at Longdale. Notification posted on Facebook.
15.01.2026	3a)	To receive minutes of the meeting of the Council held on 11th December 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair subject to amendment of agenda item 7e to 'consider'.	Complete: Minutes amended and uploaded to Parish Council website.
15.01.2026	6a)j-iv	To consider response to planning applications.	Council AGREED to submit no comments.	Complete: No further action required.
15.01.2026	7d)	To re-consider the 2026-27 budget and precept for approval	RESOLVED: To allocate £17,000 of S106 income to applicable reserve transfers to reduce the precept demand by the same amount resulting in a 2026-27 budget of £294,498.25 and precept of £228,497.00 equating to a 6.5% increase or £6.70 increase for a Band D property compared with last year.	Complete: Broadland notified of precept via email on 16/01/2026.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
15.01.2026	9b)	To consider recommendation for award of contract for Project Management and Cost Consultancy Services for KGV refurbishment for approval	Council AGREED to award the contract for Project Management and Cost Consultancy services for KGV refurbishment as presented.	Complete: Contractor accepted the award of contract and notice of award of contract to be posted on Contracts Finder subject to receipt of references and signed T&Cs. Unsuccessful contractors notified.
15.01.2026	12a)	To consider the schedule of meetings for the ensuing year for approval	Council AGREED the schedule of meetings as presented subject to inclusion of deadline for requests for agenda items.	Complete: Schedule shared with all staff, posted on Facebook and available on Councillor Shared Drive. Meeting dates added to website.
15.01.2026	12c)	To consider response to Consultation on Broadland District Council's Sex Establishment Policy	Council AGREED to submit no comments.	Complete: No further action required.
15.01.2026	12d)	To consider response to pre-planning application consultation for a mobile phone base station installation at Longdale Road, NR8 6AU	Council noted it's support for 5G in principle but AGREED the location was not appropriate as it was considered too prominent within the surrounding street scene and too close to residential properties. It was noted as clearly visible when viewed from all directions and given the overall height it was considered at odds with the surrounding properties. Under the circumstances the Council asked that the location be reconsidered.	Complete: Response submitted via email on 21/01/2026.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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 & General Purposes Committee.</p>	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 31/01/2026		308,059.79
	SUBTRACT Payments 01/04/2025 - 31/01/2026		1,426,371.35
			237,912.67
	Cash in Hand 31/01/2026 (per Cash Book)		1,188,458.68
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Unity Trust Bank 31/01/2026	101,508.70	
	Unity Trust Bank - Instant Access (l 31/01/2026	648,137.07	
	BDC Parish Deposit Scheme 31/01/2026	95,593.62	
	Cambridge Building Society 31/01/2026	128,471.14	
	Nationwide Instant Saver Issue 8 31/01/2026	129,550.21	
	Skipton Community Saver 10 A 31/01/2026	87,941.77	
	Credit Card 31/01/2026	0.00	
			1,191,202.51
	Less unrepresented payments		2,720.83
			1,188,481.68
	Plus unrepresented receipts		-23.00
	Adjusted Bank Balance		1,188,458.68
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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>	
Recommendation	
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 01-01-2026 and 31-01-2026)

3 February 2026 (2025-2026)

Cost Centre 1. Income

Code Number 21 Insurance Bowls Club Reimburse

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
95	19/01/2026	2025-2026/151		Unity Trust Bank		Insurance reimbursement Bowls Club	R G Carter Bowls Club	E	1,204.61		1,204.61
						Subtotal for Code:	Insurance Bowls Club Reimburse		£1,204.61		£1,204.61

Code Number 22 VAT Refund

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
94	19/01/2026	None		Unity Trust Bank		VAT Reclaim	HMRC	R		10,785.99	10,785.99
						Subtotal for Code:	VAT Refund			£10,785.99	£10,785.99

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
76	14/01/2026	2025-2026/153		Unity Trust Bank		3G Pitch Hire	Drayton U8	S	-19.17	-3.83	-23.00
77	14/01/2026	2025-2026/163		Unity Trust Bank		3G Pitch Hire	Ashley Farrow	S	-19.17	-3.83	-23.00
78	14/01/2026	2025-2026/157		Unity Trust Bank		3G Pitch Hire	Stuart Brunton-Douglass	S	-19.17	-3.83	-23.00
79	14/01/2026	2025-2026/164		Unity Trust Bank		3G Pitch Hire	Jim Cavender	S	-19.17	-3.83	-23.00
80	02/01/2026	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	86.25	17.25	103.50
81	07/01/2026	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	47.92	9.58	57.50
82	07/01/2026	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
83	07/01/2026	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	47.92	9.58	57.50
84	07/01/2026	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
85	07/01/2026	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	47.92	9.58	57.50
86	07/01/2026	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.08	13.42	80.50
87	07/01/2026	2025-2026/145		Unity Trust Bank		3G Pitch Hire	Sara Arend	S	53.75	10.75	64.50
88	07/01/2026	2025-2026/158		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	53.12	10.63	63.75
89	07/01/2026	2025-2026/158		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	70.83	14.17	85.00
90	08/01/2026	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	76.67	15.33	92.00
91	19/01/2026	2025-2026/162		Unity Trust Bank		3G Pitch Hire	Danni Birkin	S	95.83	19.17	115.00
92	19/01/2026	2025-2026/176		Unity Trust Bank		3G Pitch Hire	Danni Birkin	Z	69.00		69.00
93	13/01/2026			Unity Trust Bank		3g Refund	Gladdis Harris	E	-23.00		-23.00
96	31/01/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	389.72		389.72
						Subtotal for Code:	3G Income		£1,140.49	£140.98	£1,281.47
						Subtotal for Cost Centre:	1. Income		2,345.10	10,926.97	13,272.07

TOTALS £2,345.10 £10,926.97 £13,272.07

Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

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
383	16/01/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
384	16/01/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
385	16/01/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
386	06/01/2026	964390		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
388	08/01/2026	978765184		Unity Trust Bank		Electricity Charges KGV	British Gas	S	535.81	107.16	642.97
390	20/01/2026	16035682		Unity Trust Bank		Water Charges LD	Wave Utilities	E	84.53		84.53
392	22/01/2026	813527878		Unity Trust Bank		Electricity Charges LD	British Gas	L	142.08	7.10	149.18
393	23/01/2026	16050370		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	48.76		48.76
394	30/01/2026	32201		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	248.75	49.75	298.50
						Subtotal for Code:	Utilites & Services		£1,128.32	£177.71	£1,306.03

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
376	16/01/2026	Credit Card		Credit Card		Handyman consumables	B&Q	E	11.24		11.24
378	16/01/2026	Credit Card		Credit Card		Step ladder	Wickes	S	54.17	10.83	65.00
379	16/01/2026	Credit Card		Credit Card		Handyman equipment	Screwfix	S	34.88	6.99	41.87
						Subtotal for Code:	Handyman Equipment & Consu		£100.29	£17.82	£118.11

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
367	15/01/2026	511291		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	154.64	30.93	185.57
389	12/01/2026	53256		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
						Subtotal for Code:	Stationery & Software		£349.14	£69.83	£418.97

Code Number 208 Community Event

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
382	16/01/2026	Credit Card		Credit Card		Music License	PPL PRS	S	234.84	46.97	281.81
						Subtotal for Code:	Community Event		£234.84	£46.97	£281.81

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
374	16/01/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
375	16/01/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
380	16/01/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
395	31/01/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	12.75		12.75
						Subtotal for Code:	Bank Charges		£21.75		£21.75

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
391	20/01/2026	14722241		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	889.51	177.90	1,067.41
						Subtotal for Code:	Street Lighting Energy		£889.51	£177.90	£1,067.41

Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

Code Number 8523 Street Lighting Maintenance											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
368	15/01/2026	434		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		2,830.54	511.57	3,342.11

Cost Centre 3. Environment & Highways

Code Number 35 Tree Maintenance											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
372	15/01/2026	4014		Unity Trust Bank		Tree Works	Plantscape	S	1,130.00	226.00	1,356.00
						Subtotal for Code:	Tree Maintenance		£1,130.00	£226.00	£1,356.00

Code Number		36 Street Scene Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
377	16/01/2026	Credit Card		Credit Card		Bench installation	Wickes	S	12.95	2.60	15.55
						Subtotal for Code:	Street Scene Maintenance		£12.95	£2.60	£15.55
						Subtotal for Cost Centre:	3. Environment & Highways		1,142.95	228.60	1,371.55

Cost Centre 5. Playing Fields & Property

Code Number		57 Play Area									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
369	15/01/2026	829991		Unity Trust Bank		Play Area Repairs	Wicksteed	S	340.89	68.18	409.07
371	15/01/2026	127803		Unity Trust Bank		Play Area Repairs	Sutcliffe Play	S	2,267.36	453.47	2,720.83
						Subtotal for Code:	Play Area		£2,608.25	£521.65	£3,129.90

Code Number 58 Sports Facilities											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
381	16/01/2026	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
370	15/01/2026	None		Unity Trust Bank		PA Testing	Peter Stanger	E	80.00		80.00
Subtotal for Code:							Pavilion Maintenance		£80.00		£80.00
Subtotal for Cost Centre:							5. Playing Fields & Property		2,689.74	521.65	3,211.39

Cost Centre 6. Staffing

Code Number		61 Salaries									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
396	30/01/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,181.86		1,181.86
397	30/01/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
401	30/01/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,179.30		5,179.30

Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

							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
400	30/01/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
							Subtotal for Code:	Employer Pension Contributions	£1,518.14		£1,518.14
Code Number		68 Staff Training & Development									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
373	15/01/2026	30719		Unity Trust Bank		CILCA Training	Suffolk ALC	S	45.00	9.00	54.00
							Subtotal for Code:	Staff Training & Development	£45.00	£9.00	£54.00
Code Number		601 Expenses/Mileage									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
398	30/01/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	224.67		224.67
							Subtotal for Code:	Expenses/Mileage	£224.67		£224.67
Code Number		602 Consultancy Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
387	06/01/2026	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
399	30/01/2026	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	9,459.50	29.00	9,488.50
TOTALS									£16,122.73	£1,290.82	£17,413.55

DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<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>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

4 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
406	Community Event	12/02/2026		Unity Trust Bank		Christmas Lights at FCMP - Rer	T T Jones Electrical Ltd	S	650.00	130.00	780.00
402	Play Area	12/02/2026		Unity Trust Bank		Replacement Play Equipment K	Sutcliffe Play	S	1,259.53	251.91	1,511.44
403	Grounds Maintenance	12/02/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
405	Security	12/02/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
404	3G Surface Maintenance	12/02/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
410	Security	12/02/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
408	Streetlighting	12/02/2026		Unity Trust Bank		New streetlights inspection	T T Jones Electrical Ltd	S	135.00	27.00	162.00
407	Projects	12/02/2026		Unity Trust Bank		Neighbourhood Plan	Collective Community Plan	S	200.00	40.00	240.00
409	Street Scene Furniture	12/02/2026		Unity Trust Bank		New bench	Realise Futures Eco Furnitu	S	1,160.59	232.12	1,392.71
Total									7,441.11	1,488.22	8,929.33

DRAYTON PARISH COUNCIL

Paper	DPC8b: Reserves Policy
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the February 2026 meeting, the Finance & General Purposes Committee reviewed the Reserves Policy as part of the routine policy review process.	
<u>Recommendation</u> Following the review, the Committee agreed to recommend the attached policy as presented for approval.	
<u>Summary of Changes</u> Council is asked to note that no material changes to the policy have been recommended. The Policy has been updated to the standardised template including the introduction of key underlying principles for the policy. Procedures have been removed and provided under a separate document. In line with feedback from the 2025-26 Interim Internal Audit Report, the policy includes up to date provisions from the Practitioner's Guide 2025 as produced by the Smaller Authorities Proper Practices Panel (SAPPP).	
Recommendation	
Council is asked to consider the recommendation from the Finance & General Purposes Committee to adopt the Reserves Policy as presented.	



RESERVES POLICY

Drayton Parish Council

Policy Holder: Finance & General Purposes Committee

Version 1.0

Approval Date:	TBC	Approval Route:	Council
Review Date:	+4 Years	Policy Holder:	Finance & General Purposes Committee

Document Change History

This is version 1.0 of the Reserves Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

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

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

Summary of Changes

Version 1.0 [Date TBC]	
Ref.	Change
N/A	N/A

Purpose

The purpose of the Reserves Policy is to set out the Council's approach to holding and managing financial reserves to ensure the ongoing financial stability, sustainability and resilience of the Council.

Per section 32 and 43 of the Local Government Finance Act 1992, local authorities are required to have regard to the level of reserves needed. Similarly, section 5.32 of the Practitioner's Guide issued by the Smaller Authorities Proper Practices Panel states that smaller authorities have no specific rights to accumulate funds via the precept and all reserves should be reviewed and justified at least annually.

The Council holds reserves to meet unexpected or emergency expenditure, manage cashflow and timing differences in income and expenditure, support planned projects and future commitments, mitigate the financial impact of risks and uncertainties and support medium- and long-term financial planning.

The policy aims to support the Council's duty to ensure proper stewardship of public funds and compliance with relevant governance and accounting requirements.

Principles

In managing its reserves, the Council will be guided by the following principles:

1. The Council will maintain reserves at a level that is prudent and justified by an assessment of financial risk, liabilities and future commitments.
2. The level, purpose and movement of reserves will be reviewed at least annually and be clearly documented, reported, and approved by Council.
3. The scale and structure of reserves will be proportionate to the size and responsibilities of Council.
4. Reserves will be held for general financial resilience and for clearly defined specific purposes.
5. Decisions regarding the establishment, use or release of reserves will be subject to council oversight and formal resolution.

Scope

This policy applies to all financial reserves held by the Parish Council categorised as follows:

1. **General Reserves:** held to provide financial protection and flexibility against unexpected inflation, unforeseen events and unusual circumstances.
2. **Earmarked Reserves:** held for genuine and identifiable purposes and projects.
3. **Restricted Reserves:** held in accordance with external conditions.

Responsibilities

The Council is responsible for:

- ✓ Approval of the Reserves Policy and supporting procedures and systems.
- ✓ Reviewing the reserve levels as part of the annual budget process.
- ✓ Approving the establishment, amendment, cessation or continuation of reserves.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy.

The Parish Clerk is responsible for:

- ✓ Advising Council on appropriate reserve levels.
- ✓ Reporting on the status and adequacy of reserves.
- ✓ Ensuring reserves are accounted for correctly in the Council's financial records.
- ✓ Maintaining a detailed schedule of all reserves which will form part of the accounts package.

The Councillors are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt and maintain a Reserves Procedure that clearly indicates how reserves are reviewed, approved and monitored.
4. Adopt a structured approach to reserve management to ensure that essential records of the Council's activities is maintained in appropriate detail.

Supporting Documentation

Document Title	Description
Reserve Procedure	Sets out the adopted procedure for how reserves are reviewed, approved and monitored.

DRAFT

Introduction

In line with the principles set out in the Reserves Policy, the procedure sets out the Council's approach to the review, approval and monitoring of reserves.

1. General Reserves

General reserves cushion the impact of uneven cash flows, offset budget requirements if necessary, or can be held in case of unexpected events or emergencies.

- 1.1. The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year.
- 1.2. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council will be able to draw down from its Earmarked Reserves to provide short term resources.
- 1.3. Setting the level of General Reserves is agreed as part of the annual budget exercise. The Council must build and maintain sufficient working balances to cover key risks it faces, as expressed in the financial risk assessment.
- 1.4. In line with the Practitioner's Guide issue by the SAPPP, the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's General Reserve is that this should be maintained at between 3- and 12-months net revenue expenditure.
- 1.5. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months.
- 1.6. In practice, any authority with income and expenditure in excess of £200,000.00 should plan towards 3 months equivalent General Reserve.
- 1.7. When determining the minimum level of reserves, Council will consider the level of income and expenditure as well as situations that may lead to a loss in self-generated income and adapt the General Reserve accordingly.
- 1.8. Even at times when extreme pressure is put on the Council's finances, the Council must keep a minimum balance sufficient to pay 3 month's worth of contractual obligations to staff and contractors in General Reserves at all times.
- 1.9. The minimum level of General Reserve shall be recommended to the Council by the Responsible Financial Officer and form part of the recommendations for the annual budget and precept request approved by Council.

2. Earmarked Reserves

Earmarked Reserves can be held for several reasons including:

- **Renewals:** Equipment replacement and planned property maintenance enabling a replacement programme without the need to vary budgets.
- **Carry forward of underspend:** Some services commit expenditure to projects, but cannot spend in the current project year. Earmarked Reserves can be used as a mechanism to carry forward these resources.

- **Other:** Earmarked Reserves may be set up from time to time to meet known or predicted liabilities and may include an insurance reserve to enable the council to meet the excesses of claims not covered by insurance.
- 2.1. Earmarked Reserves are allocated to a designated Committee for review as part of the annual budget exercise to ensure Earmarked Reserves remain necessary and relevant. Committees may make recommendations for the creation, amendment, cessation or continuation of allocated Earmarked Reserves for approval by Council.
 - 2.2. A decision to establish an Earmarked Reserve must be approved by Council on a 'needs basis' in line with anticipated requirements and must be recorded as part of the Council's accounts package including the purpose for which it is held.
 - 2.3. Expenditure from Earmarked Reserves can be authorised according to 4.11 of the Council's adopted Financial Regulations.
 - 2.4. Movements in Earmarked Reserves shall be reported quarterly via the Finance & General Purposes Committee as part of the Budget Variance Report.
 - 2.5. Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent where Earmarked Reserves are used to meet short term funding gaps, they must be replenished in the following year.
 - 2.6. Earmarked Reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
 - 2.7. Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of Council, be transferred to General Reserves or to one or more other Earmarked Reserves.

3. Restricted Reserves

Restricted reserves are those reserves that are restricted by external conditions and funds must be used as specified.

- 3.1. Community Infrastructure Levy (CIL) is one example of Restricted Reserves. Parish Councils receive a minimum of 15% of CIL monies raised from development within their area or 25% for those Councils with a Neighbourhood Plan.
- 3.2. The CIL Regulations 2010 restrict reserves for *"the provision, improvement, replacement operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area."*
- 3.3. Providing CIL is spent in accordance with the above, CIL monies may be used to supplement other income streams and/or may be spent collaboratively with other parish councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.
- 3.4. Council's have a five-year period in which to spend CIL monies from the date received.
- 3.5. CIL is held in a designated Earmarked Reserve and may be accumulated to provide for major projects.

- 3.6. In line with procedures for Earmarked Reserves, expenditure from the Earmarked Reserve for CIL can be authorised according to 4.11 of the Council's adopted Financial Regulations.

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DRAYTON PARISH COUNCIL

Paper	DPC8c: Record Management Policy
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the February 2026 meeting, the Finance & General Purposes Committee reviewed the Records Management Policy as part of the routine review process.	
<u>Recommendation</u> Following the review, the Committee agreed to recommend the attached policy as presented for approval.	
<u>Summary of Changes</u> Council is asked to note that no material changes to the policy have been recommended. The Policy has been updated to the standardised template including the introduction of key underlying principles for the policy. Procedures have been removed and provided under a separate document. In line with feedback from the 2024-25 Interim Internal Audit Report, the procedures identify disposal protocols as well as protocols for the scanning of documents where applicable. The overall scope for the policy includes both hard copy documents as well as digital.	
Recommendation	
Council is asked to consider the recommendation from the Finance & General Purposes Committee to adopt the Record Management Policy as presented.	



RECORD MANAGEMENT POLICY

Drayton Parish Council

Policy Holder: Finance & General Purposes Committee

Version 1.0

Approval Date:	12 th February 2026	Approval Route:	Council
Review Date:	+4 Years	Policy Holder:	Finance & General Purposes Committee

Document Change History

This is version 1.0 of the Record Management Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

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Summary of Changes

Version 1.0 [Date TBC]	
Ref.	Change
N/A	N/A

Purpose

Drayton Parish Council (the Council) accumulates information and data during the course of its everyday activities. This includes records generated internally in addition to information obtained from individuals and external organisations. The Council recognises that the efficient management of its records is necessary to facilitate the effective overall management of the Parish Council and to comply with its legal and regulatory obligations. This policy provides a framework through which this effective management can be achieved and audited.

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for destroying records when they are no longer needed. The aim of the Retention Schedule is to provide a working framework to determine which documents are retained and for how long, where documents are stored and the method of disposal.

Principles

Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1. **Authentic:** Records must be proven to be what they purport to be, created by the proper person or system, and protected through documented management over time.
2. **Accessible:** Records must be readily available when needed and accessible for as long as they are required.
3. **Reliable:** Records must accurately and completely represent the transactions or activities they document and be created at the time of the event or shortly thereafter.
4. **Secure & Compliant:** Records must be protected against unauthorised access, alteration, loss, or destruction and managed in accordance with legal, regulatory, and business requirements.

Scope

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. Records may be created, received or maintained physically or electronically.

Responsibilities

The Council is responsible for:

- ✓ Approval of the Record Management Policy and supporting procedures and systems.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy.

The Parish Clerk is responsible for:

- ✓ Day to day management of the Council's records in line with the Record Management Policy and supporting procedures and systems, including appropriate disposal.
- ✓ The appropriate and timely retrieval of information as required.
- ✓ Providing the Council with guidance for good management practice and promoting compliance with the Record Management Policy.

The Councillors are responsible for:

- ✓ Ensuring that records held for which they are responsible are maintained and disposed of in accordance with the Record Management Policy.
- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt and maintain a Record Retention Schedule that clearly indicates which documents are retained and for how long and which records are disposed of and by what method.
4. Adopt a structure approach to record management to ensure that essential records of the Council's activities is maintained in appropriate detail.
5. Conduct routine audits of Council records and maintain an up-to-date schedule for record disposal.

Supporting Documentation

Document Title	Description
Record Management Procedure	Sets out the adopted procedure for the management, retention, storage, retrieval and disposal of Council records.

DRAFT

Introduction

In line with the principles set out in the Record Management Policy, the procedure sets out the Council's approach to record management.

1. Authentic

What this means in practice: The council can demonstrate that records are genuine, created by the Council, and have not been improperly altered.

Procedure:

- Minutes of council meetings are approved at the next meeting, signed by the Chair and stored for archive.
- Emails giving official instructions are sent from Council email accounts.
- Policies include simple version control including a standard document template with version, approval date, approval route, policy holder, review date and summary of changes.
- A document log is retained including details of when documents are created, approved, amended or superseded.

2. Accessible

What this means in practice: Records can be found, understood and used when needed – by councillors, auditors or the public.

Procedure:

- A simple and consistent file structure and naming convention is maintained for all electronic files.
- Key records are retained in PDF.
- Older records are filed in the Council Office and scanned for archiving electronically or held by the Norfolk Records Office.

3. Reliable

What this means in practice: Records accurately and fully document council decisions, actions and transactions.

Procedure:

- Meeting minutes follow a consistent format and record the decisions made.
- Minutes are drafted no longer than 1 calendar month after a meeting.
- Matters arising for all meetings record previous decisions and confirmation of action taken and are presented at every meeting.
- Supporting documents are filed alongside the relevant meeting for ease of reference.
- Supporting documents are referenced via page numbers in the meeting minutes for ease of reference.

- Scribe accounting software records all financial income and expenditure and VAT returns.
- Receipt and payment vouchers are numbered, date stamped and scanned as evidence for supporting Scribe reports.
- Hard copy receipt and payment vouchers are filed in the Council Office.

4. Secure & Compliant

What this means in practice: Records are protected and managed in line with legal and regulatory requirements.

Procedure:

- All digital files are stored in the Council's Microsoft 365 Cloud storage.
- Cloud backups are taken of digital files stored in the Council's Microsoft 365.
- Email correspondence is routinely archived.
- Digital financial records are held securely in Scribe with access restrictions applied.
- Confidential data stored digitally is access-restricted and hard copies are stored in a locked cabinet.
- Records required by law are available per the Council's Guide to Information found on the Council's website.
- Record retention and disposal procedures are set out in Appendix 1.

Retention Procedure

Records should be retained until they are no longer needed. The attached retention schedule contains:

- The retention of records required for the audit of parish councils set out in NALC Legal Topic Note 40 Local Council Documents and Records.
- The Statutory Retention of HR records/data set out by the Council's HR Consultant, Personnel Advice & Solutions Ltd.
- The Advisable Retention of HR records/data set out by the Council's HR Consultant, Personnel Advice & Solutions Ltd.

The retention schedule should be read in conjunction with NALC Legal Topic Note 40 which provides further advice and guidance on:

- Insurance policies
- Magazines, journals and other publications
- Correspondence
- Local/historical information
- Retention of documents for legal purposes

If in doubt, documents should be retained until legal advice has been received.

Disposal Procedure

When records are no longer needed they must be disposed of and the method of disposal should be appropriate to the nature and sensitivity of the records concerned. Disposal can be achieved via the following methods:

- Deletion – for electronic files
- Shredding – for confidential paper records
- Recycling – for non-confidential paper records
- Archiving – for records held for historic interest or intrinsic value
- Licensed Waste Carrier – for Electrical and Electronic Equipment¹

Disposing of IT equipment and devices that have the ability to store data could lead to a personal data breach. In accordance with UK GDPR and Data Protection Act 2018, personal data must be removed from any and all IT equipment and devices scheduled for disposal.

A Disposal Schedule is maintained detailing the record type, the date and method of disposal and the authorising Officer. Before authorising disposal, the Officer should be satisfied that:

- ✓ Retention is not required to fulfil statutory or other regulatory requirements
- ✓ Retention is not required to meet operational needs of the service
- ✓ Retention is not required to evidence events in the case of a dispute
- ✓ Retention is not required to preserve historic interest or intrinsic value

¹ See the Waste Electric and Electronic Equipment Regulations 2013 for legal definitions and excluded equipment.

Retention of records required for the audit of parish council		
Record	Minimum Retention Period	Reason for Retention
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit / savings accounts	Last completed audit year	Audit
Bank Paying-in books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT Records	6 years (20 years for VAT on rents)	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT and Limitation Act 1980
Timesheets	Last completed audit year	Audit
	3 years	Best practice for personal injury
Wages books	12 years	Superannuation
Insurance Policies	As long as it is possible for a claim to be made under it	Management and Legal proceedings
Certificates for Insurance against liability for employees	Indefinite	Future claims
Investments	Indefinite	Audit and Management
Title deeds, leases, agreements, contracts	Indefinite	Audit and Management
Members Allowances Register	6 years	Tax, Limitation Act 1980
Applications to hire, lettings diaries, copies of bills to hires record of tickets issued	6 years	VAT
Allotment register and plans	Indefinite	Audit and Management

Statutory Retention of HR records/data		
Record	Minimum Retention Period	Reason for Retention
Maximum weekly working time.	Two years from relevant date/period to which records related.	Working Time Regulations 1998
Records to demonstrate every worker has been paid in compliance with National Minimum Wage requirements.	Three years from the day the pay reference period.	National Minimum Wage Regulations 2015
Payroll and wage records.	Six years from the end of the financial year in which payments were made.	Income Tax (PAYE) Regulations 2003
PAYE records.	Not less than three years after the end of the tax year to which they relate.	Income Tax (PAYE) Regulations 2003
Reportable accidents.	At least three years from the date the report was made.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Statutory Maternity Pay (SMP) records.	Three years after the end of the tax year in which the maternity pay period ends.	Statutory Maternity Pay Regulations 1986
Statutory Paternity Pay (SPP), Shared Parental Pay (ShPP) and Adoption Pay (SAP) records.	Three years after the end of the tax year in which the pay period ends.	Statutory Paternity Pay and Statutory Adoption Pay Regulations 2002 and Shared Parental Pay Regulations 2014
Immigration checks.	Two years after the termination of employment.	Immigration, Asylum and Nationality Act 2006

Advisable Retention of HR records/data	
Record	Minimum Retention Period
CVs/application forms, interview notes.	6 months from date of appointment for successful applicants. 12 months from date CV/application submitted for unsuccessful applicants.
Copies of qualifications.	Retain whilst required for employment and if valid/current.
Contract of employment/statement of terms and conditions.	Duration of employment under applicable terms plus 6 months.
Holiday records.	2½ years from end of holiday year in which holiday taken.

Advisable Retention of HR records/data	
Record	Minimum Retention Period
Self-certification form / return to work interviews / GP Fit Notes / Sickness absence management records	<ul style="list-style-type: none"> - If no action taken under attendance management policy - from date of receipt to end of applicable rolling reference period - If action taken under attendance management policy and warning(s) given - 6 months from the expiration date of the most recent warning. - If managing long term sickness absence or absence due to an underlying medical condition outside of attendance management triggers - 12 months after employee has returned to work (6 months following termination of employment if applicable) - If relevant to an accident at work - 3½ years from date of incident/occurrence (or longer on a case by case basis).
Statutory Sick Pay (SSP) Records.	3 years after end of tax year in which sickness occurred and SSP payments made.
Medical/Occupational Health Practitioner (OHP) reports.	Up to 3½ years from date of receipt.
Performance improvement documentation.	For the period during which performance is being assessed, plus 6 months thereafter.
Disciplinary investigations.	During live period and 6 months from date sanction becomes spent (or if sanction is dismissal - 6 months from dismissal).
Grievance letters / investigations / process and outcomes.	6 months from date of completion of grievance procedure (6 years if grievance relates to pay/contract terms).
Subject Access Requests (SAR) / exercise of other individual GDPR rights.	12 months from date of request/exercise of right.
Details of selection scores re employees not selected for redundancy.	6 months from date of termination of those selected for redundancy.
Flexible working requests.	12 months from date of request.
Record of family leave taken	12 months following return to work from applicable leave.
Letters of resignation / Notes of exit interviews / Record & audit of return of company property / Employee personnel file (other than records / data being retained post termination in accordance with above).	6 months post termination.

DRAYTON PARISH COUNCIL

Paper	DPC12a: To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 10th January 2026, Council received the attached grant application from R.G. Carter Bowls Club for consideration.</p> <p><u>Considerations</u></p> <p>Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following:</p> <ul style="list-style-type: none">a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.b. The grant must go towards supporting or purchasing <i>one</i> of the following:<ul style="list-style-type: none">i. Purchasing equipment either in part or in full.ii. Funding transport to enable group members to partake in a group trip or outing.iii. For training activities, or to purchase the expertise of a trainer/facilitator.iv. Raising the profile of the group's work.v. Covering running costs of a viable group experiencing a period of hardship.vi. Hosting special events or celebrations.vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible. <p><u>Section 137 Expenditure – Statutory Compliance Note</u></p> <p>Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants.</p> <p>The statutory spending limit applicable for the current financial year is £11.10 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.</p>	
Recommendation	
Council is asked to consider the award of funding for the grant application received.	

**DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT**

Name of Organisation or Group:		Status (Charity, trust, etc.):	
R.G.CARTER BOWLS CLUB		CLUB	
Address:			
KING GEORGE V PLAYING FIELD DRAYTON HIGH ROAD DRAYTON NR8 6AW			
Postcode:			
Telephone Number:	[REDACTED]		
Email Address:	rgcarterbc@gmail.com		
Lead Applicant Name:	[REDACTED] (CLUB TREASURER)		
Amount requested:	£ 1200		
Date of Application:	10th JANUARY 2026		
Brief Description of Request:	TO PAY FOR PLUMBING WORK RECOMMENDED BY THE LEGIONELLA INSPECTION REPORT - INSTIGATED BY DPC		
Account Name:	R.G.CARTER GROUP BOWLING CLUB		
Sort Code:	Account No: [REDACTED]		
<i>For Office Completion</i>			
Application Status:	Date Received:	Approved / Declined	
Full Parish Council Meeting Date:			
Comments on Decision (Including any conditions of award):			

Your Organisation

1. Describe the business of your organisation.

BOWLS CLUB

2. How does your organisation benefit the people of Drayton?

SOCIAL AND COMPETITIVE ACTIVITIES FOR MEMBERS OF THE CLUB, AND PROVIDE FACILITIES FOR OTHER SOCIAL CLUBS THAT HIRE OUR PREMISES.

About your Request

3. What specifically are you applying for a grant for?

TO PAY FOR NEW WATER HEATERS IN THE TOILETS (MEN + LADIES) AND KITCHEN. THE LEGIONELLA REPORT RECOMMENDED EXPANSION VESSELS WERE REQ'D FOR THE WATER HEATERS. THE PLUMBER HAS TOLD US THAT THIS REQUIRES ALL THE PIPEWORK TO BE MOVED INCLUDING MOVING OLD HEATERS (25 YEARS OLD)

4. How will this item/activity/project etc. benefit the people of Drayton?

RECOMMEND NEW HEATERS WHICH WILL REDUCE PIPEWORK. AND WOULD BE ~~THE~~ MORE ECONOMICAL.

COMPLIANCE WITH WATER SUPPLY REGULATIONS
REDUCING RISK OF LEGIONELLA

5. What need/demand is there for your proposed item/activity/project?

COMPLIANCE OF WATER SUPPLY REGS
REDUCING RISK OF LEGIONELLA AS PER
REPORT

Funding

6. What are the costs associated with your item/activity project?

REMOVE ALL IDENTIFIED DEAD LEGS
MOVE EXPANSION BOLT IN KITCHEN
PLACE NON RETURN VALVES ON FIREWORK
REMOVE FIREWORK IN TOILETS
PROVIDE NEW WATER HEATERS

£1600
see quote

7. What are your other sources of funding for your item/activity/project?

USING CLUB FINANCIAL RESERVE
RESOURCES

8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?

NO

9. How are your group/organisation's activities ordinarily financed?

MEMBERSHIP FEES
SOCIAL ACTIVITIES
BOWLING ACTIVITIES
HIRE OF BUILDING

Other Information

To support your application, where possible, please provide a copy of the following:

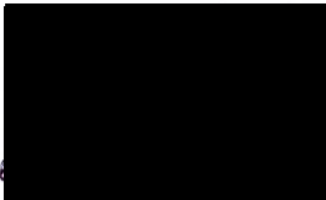
- Any permissions required for third party use (e.g., licences or land rent).
- A copy of your public liability cover.
- A recent copy of your group/organisation bank statements, income/expenditure sheet and/or

- balance sheet.
d. Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

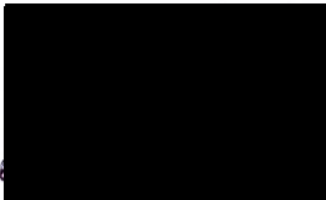
For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name:



Signature:



Date Submitted: 10th JANUARY 2026

Please return form to:

Drayton Parish Council
King George V Playing Field
Drayton High Road
Drayton
Norwich
NR8 6AW

Email: clerk@draytonparishcouncil.org.uk
Telephone: 01603 864492
Mobile: 07471 552906

DRAYTON PARISH COUNCIL

Paper	DPC12b: Draft Annual Parish Meeting Agenda
Meeting	Council
Date	12 th February 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> <p>The Local Government Act 1972 sets out that for every parish, there shall be a parish meeting for the purpose of discussing parish affairs. While the term ‘parish affairs’ has no statutory definition, it provides an opportunity for electors to have their say on anything which they consider important to the people of the parish.</p> <p>The annual parish meeting must be scheduled by the Parish Council and meet the following requirements:</p> <ul style="list-style-type: none">• Shall be held annually between 1st March and 1st June• Shall not commence earlier than 6 o’clock in the evening• Shall not be held in premises used for the supply of alcohol <p>The date of the 2026 Annual Parish meeting was agreed by the Council at the January 2026 meeting and is scheduled to take place on 7th May.</p> <p>Public notice must be given not less than 7 clear days before the meeting date and must specify the time and place, the business to be transacted and signed by the person or persons convening the meeting.</p> <p>It is typical for the Chair of the Parish Council to convene the meeting, and if present, must preside the meeting. It is also typical for Parish Councillors to attend and speak as necessary.</p> <p>Full details on Parish Meeting rules and regulations can be found here: https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III</p> <u>Community Representatives and Organisations</u> <p>Each year, Drayton Parish Council typically invites local community organisations to attend and present a brief account of its activities from the past year and any future plans. The following list draws on previous groups invited to participate and Councillors are asked to review and make recommendations for amendment as appropriate:</p> <ol style="list-style-type: none">1. Drayton Parish Council2. Women’s Institute / Horticultural Society / Drayton Scout Group3. The Way Church / The Trinity Church / St Margaret’s Church / The Methodist Church4. Drayton Village Hall / Thorpe Marriott Village Hall5. Bob Carter Centre6. Teen Challenge7. R. G. Carter Bowls Club8. Drayton Youth Football Club / Drayton Cricket Club9. Drayton Junior School / Drayton Infant School10. Drayton Drewray Relief in Need Charity <p>In addition, all organisations are encouraged to forward the invitation to other relevant persons who may wish to attend.</p>	

DRAYTON PARISH COUNCIL

Considerations

Council may also wish to consider inviting guest speakers for discussion topics on items of interest to the Community.

Agenda

A copy of the draft agenda is attached for consideration by Council. It is recommended that the format is updated to further distinguish the Annual Parish Meeting from Parish Council meetings.

Recommendation

Council is asked to agree:

- The time and location of the meeting.
- The list of invitees and any additional groups or organisations for inclusion.
- The draft agenda for publication.



Notice of the Annual Parish Meeting

The Annual Parish meeting for the electors of Drayton Parish will be held on **Thursday 7th May 2026, 6:30pm** at [TBC], 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



G. Everett

Chair, Drayton Parish Council

Date of Issue: 27th April 2026

AGENDA

1. Welcome from the Chair.
2. To receive minutes of the Annual Parish meeting held on 1st May 2025 for approval.
3. To receive reports from community representatives and organisations.
4. Public opportunity for questions to Councillors.