Minutes of the meeting of Drayton Parish Council held on **Thursday 14th August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), T. Lee and A. Taylor.

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

Meeting opened: 7:02pm

1. **APOLOGIES**
   a) **To receive apologies and consider acceptance for absence.**
   Apologies received and accepted for Cllrs. H. Kisby, J. Anderson, K. Morgan, J. Edwards-Smith, N. Quinsey and R. Turner.
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 10th July 2025 for approval [Pg5-9].**
   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.
4. **PUBLIC FORUM**
   a) **To receive any questions or comments from members of the public on matters on the agenda.**
   None.
   b) **To receive report from County Councillor: Cllr. T. Adams.**
   It was confirmed that highways matters including overhanging trees on Hurn Road and drain cover and pavement issues on Drayton High Road had been reported to the Highways Engineer and had been scheduled for review and action as necessary.
   A complaint of irresponsible parking on the pavement at Lodge Breck was reported to local Beat Manager, Brett Peyton.
   It was reported that there was growing annoyance regarding numerous parked/abandoned cars on Longdale and the matter had been raised with the Police and Broadland Enforcement Team.
   It was noted that flooding on Winners Walk had not cleared after the recent rainfall and that drain covers on School Road and sunken into the tarmac. Cllr. T. Adams agreed to raise both matters with Highways Engineer for action.
   c) **To receive report from District Councillor for Drayton North: Cllr. A. Crotch.**
   It was reported that Broadland District Council agreed to the updated Public Spaces Protection Order (PSPO) including banning dogs from playgrounds.
   Locally, it was noted that District Cllr. Stuart Clancy had arranged for MP Jerome Mayhew to host a public meeting on Saturday 6th September at midday until 1:30pm at Hinks Meadow Village Hall to discuss the new Marriotts Park Development.
   d) **To receive report from District Councillor for Drayton South: Cllr. P. Auber.**
   None.
   e) **To receive reports from any other public bodies.**

i) To receive update regarding Norwich Western Link and consider a response [Pg10-19].

Council noted the update and confirmed they had no further local knowledge pertinent to the options assessment work to contribute. No issues or considerations were raised for reporting back to the infrastructure delivery team.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg20-22].

Council received the report with no further questions.
It was noted that Council had received 1 expression of interest in joining Bob Carter Centre as a trustee.
Council noted a recent meeting held with Highways Area Manager, Damien Jeffries, regarding concerns on Hall Lane and School Road and a further update would be provided pending receipt of a written response.

b) To note next meeting of Town & Parish Council Forum is scheduled for 2nd September 2025.

Noted.

6. PLANNING MATTERS

a) To consider response to <u>planning applications</u> as follows:

i) 2025/2044: Borderland, Reepham Road, NR10 3AJ

Council **AGREED** to submit no comments.

ii) 2025/2150: 38 George Drive, NR8 6DU

Council **AGREED** to submit no comments.

iii) 2025/2195: 50 Drayton High Road, NR8 6AG

Council **AGREED** to submit no comments.

iv) 2025/2213: 12 Winners Walk, NR8 6YP

Council **AGREED** to submit no comments.

v) 2025/2226: 9 Fairview Close, NR8 6RT

Council **AGREED** to submit no comments.

vi) 2025/2304: 188 Drayton High Road – works to TPO trees

Council **AGREED** to submit no comments.

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

i) 2025/0022: Land North of Drayton High Road East of Sidney Bunn Way the Lodge Drive – Approval with Conditions (Delegated)

ii) 2025/1573: 41 School Road, NR8 6EG – Approval with Conditions (Delegated)

iii) 2025/1294: 3 Drayton Grove, NR8 6PU – Approval with Conditions (Delegated)

iv) 2025/1627: 166 Drayton High Road, NR8 6BA – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg23-24].

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

Further to the last meeting, Council noted that unpresented payments and receipts from the July bank reconciliation had been cleared and signed accordingly.

b) To receive list of receipts and approved payments for July 2025 [Pg25-29].

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

c) To receive list of payments for authorisation [Pg30-31].

Council received and authorised the list of payments to be made.
It was noted that an updated invoice for Voucher 166 had been received including a reduced rate and the revised voucher would be updated on Scribe and circulated for authorisation of payment accordingly.
It was queried if weed pulling at Green Lanes could be undertaken on a voluntary basis and the Clerk agreed to investigate as part of the 2026-27 budget exercise.

8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee held on 31st July 2025 [Pg32-35].

Council received the minutes with no further questions.
It was queried if minutes from Working Groups should be received by the parent body for information and the Clerk noted they would seek clarification and report back at the next meeting.

b) To consider recommendation for corrective action in response to the 2024-25 Year-End Internal Audit [Pg36-38].

Council **AGREED** for corrective action to be taken as recommended by the Committee and adopted the Fixed Asset Statement as presented.

c) To consider recommendation to re-appoint internal auditor for financial year 2025-26 [Pg39-46].

Council **AGREED** to re-appoint Mrs. V. S. Waples for audit services for financial year ending 31st March 2026 as recommended by the Committee.

d) To consider recommendation to adopt IT Policy [Pg47-51].

Council **AGREED** to adopt the IT Policy and supporting guidance as recommended by the Committee.
It was noted that the amount charged by Anglian Internet would increase moving forward due to added provision for data back-up.

e) To consider recommendation for amendment to Standing Orders [Pg52-76].

Council **AGREED** to adopt amendments to Standing Orders as recommended by the Committee. It was noted the public guidance could be reviewed at any time as necessary.

f) To consider recommendation for amendment to Financial Regulations [Pg77-93].

Council **AGREED** adopt amendments to Financial Regulations as recommended by the Committee.

g) To consider recommendation for amendment to Investment Policy [Pg94-99].

Council **AGREED** to adopt amendments to the Investment Policy as recommended by the Committee.

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

b) To consider recommendation to appoint contractor for Priority 3 tree works [Pg100].

Council **AGREED** to appoint contractor for Priority 3 tree works as recommended by the Committee.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To note meeting of the Committee held on 7th August 2025.

Noted.

b) To consider recommendation for CCTV cameras at Green Lanes [Pg106].

Council **AGREED** to install CCTV cameras at Green Lanes as recommended by the Committee.

c) To consider recommendation to adopt Speed Awareness Monitoring (SAM) Policy [Pg107-118].

Council **AGREED** to adopt the SAM Policy as recommended by the Committee.

d) To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme [Pg119].

Council **AGREED** up to £10,000 expenditure for the application as recommended by the Committee.
Council **AGREED** to allocate the expenditure from CIL.

e) To consider recommendation for application to Parish Partnership Scheme 2026-27 [Pg120].

Council **AGREED** to *not* submit an application for the 2026-27 Parish Partnership Scheme as recommended by the Committee.

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 note consultation from Broadland District Council on the Licensing Act 2003 Statement of Policy and consider a response [Pg101].

Council noted the consultation and **AGREED** to submit no comments.

b) To note consultation from Office of the Police and Crime Commissioner on residents experience of crime and anti-social behaviour in their area [Pg102].

Council noted the consultation.

c) To consider quotes for replacement printer [Pg103-105].

Council **AGREED** to proceed with a 3-year rental agreement for the refurbished printer as presented.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

It was reported that Sue White had submitted written notice to the Chairman of Drayton Parish Council of her resignation from office on 7th August 2025. Broadland District Council's Electoral Team was duly notified on Monday 11th August 2025 and the deadline for request for election to fill the vacancy was 2nd September 2025.
It was noted that should no election be called, the Council could fill the vacancy by co-option.
An agenda item for the next meeting of Playing Fields and Property Committee was requested to discuss drop bollard position at KGV.
Cllr. A. Crotch submitted apologies for the next Neighbourhood Plan meeting.

14. UPCOMING MEETING DATES

a) **Staffing Committee meeting Thursday 4th September 2025.**
b) **Playing Fields & Property Committee meeting Thursday 28th August 2025.**
c) **Parish Council meeting Thursday 11th September 2025.**

Council noted the dates of the next Council meetings and further noted that the next meeting of the Staffing Committee was rescheduled to take place on 4th September 2025.

Meeting closed: 8:30pm

Paper	**DPC2a:** Declarations of Interest.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Declarations of Interests

All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.

At the start of the meeting, 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.

Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.

You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.

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

Dispensation Requests

In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.

Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

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

For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.

Recommendation

Council is asked to note the paper for information.

Interests Flowchart

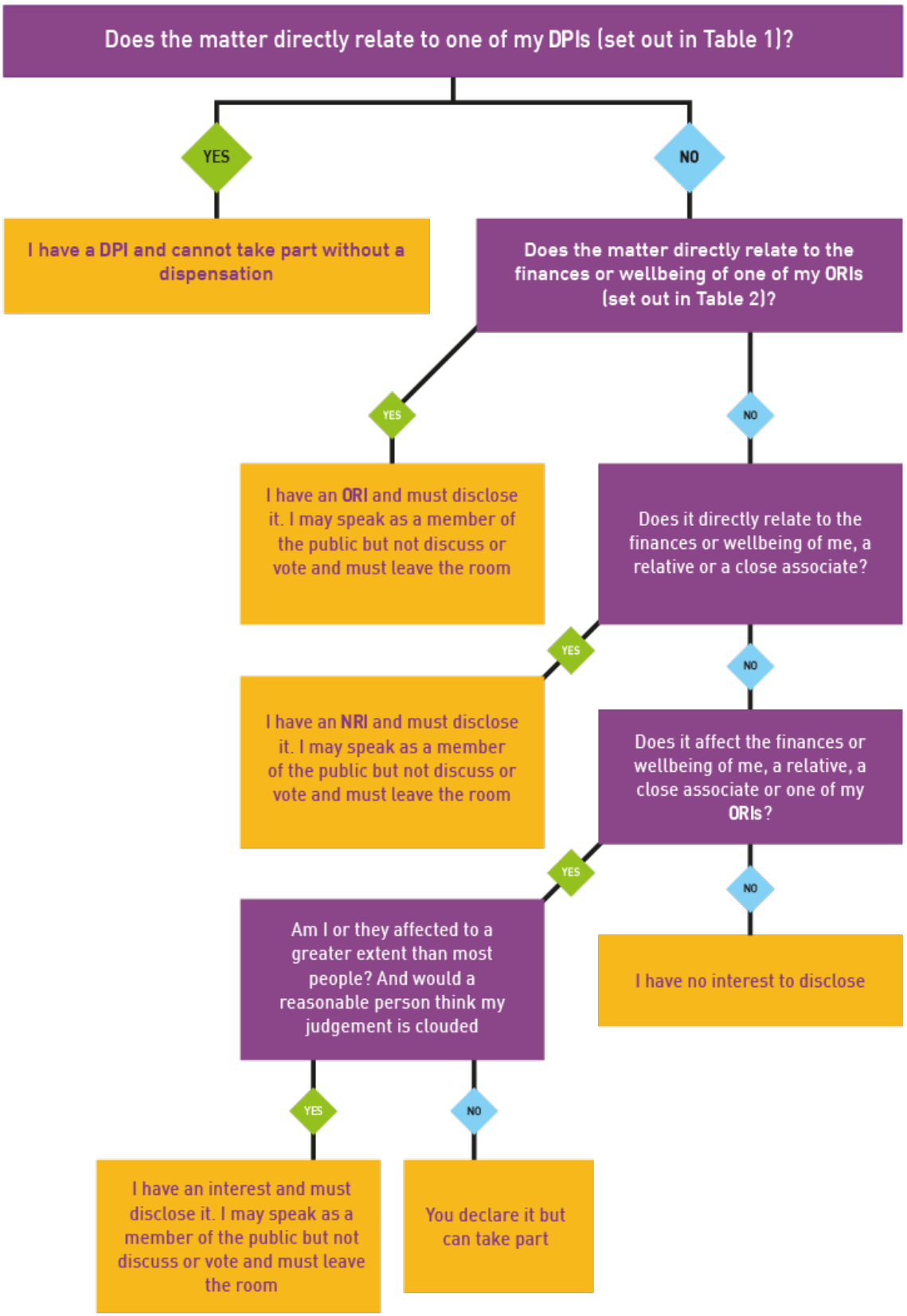

Table 1: Disclosable Pecuniary Interests

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 Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Paper	**DPC3a:** To receive minutes for approval.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

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.

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

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

Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

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

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

Recommendation

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 10th July, 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting opened: 7:00pm

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

      Apologies received and accepted for Cllrs. J. Edwards-Smith, K. Morgan, C. Brown and N. Quinsey.
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 19th June 2025 for approval [Pg.5-10].**

      The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.
4. **PUBLIC FORUM**
   a) **To receive any questions or comments from members of the public on matters on the agenda.**

      A number of highways matters were noted for raising with the appropriate authority.
   b) **To receive report from County Councillor: Cllr. T. Adams.**

      None.
   c) **To receive report from District Councillor for Drayton North: Cllr. A. Crotch.**

      Regarding Broadland matters it was reported that Broadland District Council was seeking nominations for the Broadland Community Awards 2025. Nominations would close on 28th August 2025 and Councillors were encouraged to nominate worthy individuals in Drayton.
      It was noted as disappointing that the Broadland District Council's Economic Success Panel had been cancelled.
      Locally, District Cllr. A. Crotch paid tribute to the East Anglian Air Ambulance who recently landed on Longdale Playing Field to assist a local resident.
   d) **To receive report from District Councillor for Drayton South: Cllr. P. Auber.**

      None.
   e) **To receive reports from any other public bodies.**

i) **To note update regarding Norwich Western Link and consider feedback for the next meeting of the Liaison Group [Pg.11-14].**

Council received the update and queried how a single carriage way could resolve concerns regarding the impact on bats and it was believed that a single carriageway could be located in such a way to alleviate the relevant concerns. Councillors were asked to provide any feedback to Group Representative Cllr. G. Everett for reporting at the next meeting of the liaison group.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg.15-18].

Council received the report with no further questions or comments.

b) To receive feedback from meeting of the Town and Parish Council Forum held 8th July 2025.

The Forum discussed Local Government Reorganisation (LGR), Devolution, Love your Market Town Fund, Age friendly communities and SNC 80 Flags project.
It was noted that Norwich City was unparished and that no new parishes or towns were being considered at this stage but that some smaller parish councils could be merged. There was concern regarding a general apathy towards LGR in the area and it was estimated that it may take 4-5 years to achieve council tax alignment.
Notes from the forum would be circulated upon receipt.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) **2025/1627:** 166 Drayton High Road, NR8 6NA.

Council **AGREED** to submit no comments.

ii) **2025/1644:** 27 George Drive, NR8 6DU (Non-material amendment).

Council **AGREED** to submit no comments.

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

i) **2025/1202:** 2 School Road, NR8 6DN – Approval with Conditions (Delegated).

ii) **2025/1475:** Land East of 27 Manor Farm Close – Approved (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg.19-20].

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.
It was noted that the unpresented payments and receipts presented would be clarified at the next meeting.

b) To receive list of receipts and approved payments for June 2025 [Pg.21-26].

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

c) To receive list of payments for authorisation [Pg.27-28].

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 receive minutes of the Committee held on 29th May 2025 [Pg.29-34].

Council received the minutes with no further questions or comments.

b) To consider recommendation from the extraordinary meeting of the Committee held on 3rd July 2025 [Pg.51-108].

The Chairman of the Committee opened by thanking Officers for their work on the presentation delivered at the extraordinary meeting.
In summary, the Committee agreed that the building was predominantly a sporting facility, with accessibility issues that needed to be addressed and that the project should continue with the aim of enhancing the facilities to meet the requirements of both the Cricket and Football standards, while recognising that there may be a need to scale back if necessary.
While the Committee recognised that achieving a high standard of provision would be ideal, it was also agreed that more detailed costings for the minimum required standards should be explored for comparison, as these would be necessary regardless. It was acknowledged that the building required significant work in any case to bring it up to a compliant operational standard.
The Committee also recognised the importance of appointing a suitable project manager to progress the project efficiently and ensure robust monitoring of costs and spending.
Council challenged how it could justify a large-scale investment to the broader community beyond just the football and cricket clubs.
In response, it was noted that the promotion of health and wellbeing and the use of green spaces aligned with community priorities, as the improved facilities would support local sporting teams and increase opportunities for women's and girls' participation. Members acknowledged the importance of providing for the young people in the village and that the building is and should remain a sports pavilion.
It was considered that ancillary works could be included in the refurbishment to demonstrate wider community benefit. These works could include improvements to the fence line, car park and creation of an improved footpath and/or roadway to the building.
It was confirmed that the project remained flexible at this stage, with the project manager expected to explore costings for both the minimum refurbishment required and higher-end options.
Council **AGREED** to pursue the recommendation as presented including costings for car park, fence line improvement, and footpath.
It was noted that a Multi-Use Games Area could be considered for the site as a separate matter from the building refurbishment at a future date.

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 agree protocols regarding issues with the locking / unlocking of gates at Longdale and KGV playing fields.

In response to reports of inconsistent gate opening and closing Council **AGREED** a protocol to ensure that CCTV was used to monitor timings of gate locking and unlocking and that all issues were reported to the contractor.

b) To consider any recommendations from the meeting of the Neighbourhood Plan Advisory Group held 9th July 2025.

Council **AGREED** to the recommendation as presented to be paid from CIL including up to an additional £600 for incidental costs such as meeting room hire and leafletting.

c) To consider grant application received for approval [Pg.35-50].

Council **AGREED** not to award the grant.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Apologies noted for Cllrs. H. Kisby and J. Anderson for the next meeting of the Council.
It was noted that suggested agenda items can be requested by Councillors by contacting the Parish Clerk.
It was noted that Coffee mornings were held in Drayton Village Hall on the 1st Friday of the month at 10:30am, the Way Church on the 2nd Friday at 10:30am, St. Margaret's Church on the 3rd Friday at 10:00am and the Methodist Church at 10:30am on the 4th Friday.

14. UPCOMING MEETING DATES

a) Finance & General Purposes Committee meeting Thursday 31st July 2025.

b) Environment & Highways Committee meeting Thursday 7th August 2025.

c) Parish Council meeting Thursday 14th August 2025.

Council noted the dates of the next Council meetings.

Meeting closed: 8:20pm

Paper	**DPC4ei:** Norwich Western Link
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

A status update regarding the Norwich Western Link was presented at the meeting of the Local Liaison Group held on 23rd July 2025 and is attached for information.

Members noted that an agreement had been reached with the Department for Transport to undertake an Options Assessment for shortlisting including:

- Minor improvements to the existing road network;
- Public transport and active travel proposals;
- Improvements to the existing B-road from Wood Lane to Lenwade;
- Possible new single carriageway solutions;
- Possible new dual carriageway solutions.

Consideration

As part of the Options Assessment Council is asked to consider any comments in response to the following questions for submitting to the infrastructure delivery team:

- Are there any issues or considerations you would like NCC to take into account in their options assessment work for the Norwich Western Link?
- Are you able to share any local knowledge that could be relevant to their options assessment work for the Norwich Western Link, particularly anything that may have changed since they carried out the original options assessment work in 2018/19?

For Information

The timeline and supporting documents regarding the Norwich Western Link can be accessed using the link below:

https://www.norfolk.gov.uk/article/39932/Timeline-and-documents

Recommendation

Council is asked to note the update regarding the Norwich Western Link and consider a response to the options assessment work.

Local Liaison Group

Norwich Western Link / A47 North Tuddenham to Easton Improvement

23rd July 2025

Norfolk County Council | national highways | WSP | SWECO | GallifordTry

Agenda

1.0 Apologies
2.0 Minutes of previous meeting
3.0 National Highways progress update
4.0 Norwich Western Link progress update
5.0 Your input to NWL options assessment work
6.0 Date and format of next meeting
7.0 Any other business (AoB)

Norfolk County Council | national highways | WSP | SWECO | GallifordTry

1.0 Apologies

- To be mentioned at meeting.

2.1 Minutes of previous meeting

Actions

- 2.6 National Highways to investigate if details of contractors can be shared, so that potential misuse of roads by HGVs can be reported.
- 2.8 Jim Freeman (JF, Galliford Try) to re-send contact (Philippa) to Jenny McCloskey (JMc, Costessey TC) regarding Community Fund available to parishes.
  Link to fund details was included in minutes of meeting
- 3.4 JF (GT) to get site team to investigate lighting issue on Wood Lane.
  Minutes showed this had been actioned.

Norfolk County Council national highways WSP SWECO GallifordTry

2.2 Minutes of previous meeting

Actions (continued)

- 3.4 JF (GT) to add Sara Harrold (SH, Barford and Wramplingham PC) to parish council distribution list to receive updates on disruptive works.
  Minutes show post-meeting this was done.
- 3.4 David Allfrey (DA, Norfolk County Council) to flag storm damage issues with engineer Adam, who will pick it up with the National Highways (NH) team. Actioned, they have been in touch.
- 3.4 DA (NCC) to talk to Passenger Transport team and liaise with bus operators about A47 work diversions. Actioned.

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Norfolk County Council national highways WSP SWECO GallifordTry

2.3 Minutes of previous meeting

Actions (continued)

- 3.4 Jim Freeman to add all parishes, plus Susie Lockwood, to parish council distribution list.
  Post meeting note, link was provided for updates.
- 4.1 Viv Thomas (VT, NCC) to add link to December Cabinet report in minutes of meeting. This was actioned.
- 5.1 NCC to add a link to Broadland Northway (Northern Distributor Rd – NDR) monitoring report. This was actioned.

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Norfolk County Council national highways WSP SWECO GallifordTry

3.1 National Highways progress update

North Tuddenham to Easton

- Fully in construction
- Open for traffic Spring/Summer 2027

Thickthorn Junction Improvement

- Vegetation clearance underway along with some work with statutory undertakers

-

Blofield to North Burlingham

- Fully in construction
- Open for traffic Spring/Summer 2026

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Norfolk County Council national highways WSP SWECO GallifordTry

3.2 National Highways progress update

Traffic management

- September to November 2025: Lyng Road (North Tuddenham) road closure
- September: Various site clearance works along the A47
- November: Static traffic management phasing starting on the A47 from November 2025

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Norfolk County Council national highways WSP SWECO GallifordTry

3.3 National Highways progress update

- NH website pages are being kept up to date – further information is available here:
  - https://nationalhighways.co.uk/our-roads/east/a47-north-tuddenham-to-easton-improvements/
  - https://nationalhighways.co.uk/our-roads/east/a47-thickthorn-junction-near-norwich/
- https://nationalhighways.co.uk/our-roads/east/a47-blofield-to-north-burlingham/

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Norfolk County Council national highways WSP SWECO GallifordTry

4.1 Norwich Western Link progress update

- Since the planning application for the previous preferred route was withdrawn in January, we have been in discussions with Department for Transport (DfT) officials around the next steps for the project.
- We reached agreement with DfT and reported this to our cabinet earlier this month. The agreement included:
  - That the Strategic Outline Business Case does not need to be resubmitted;
  - Options assessment work to be undertaken to develop a long list of options and then to 'sift' these options with the aim of reducing this to a shortlist;
  - A public consultation carried out on the shortlisted options;
  - A report brought to a County Council cabinet meeting next summer with the outcome of the options assessment work and consultation, and potentially recommending a preferred option.

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Norfolk County Council national highways WSP SWECO GallifordTry

4.2 Norwich Western Link progress update

Options assessment

- Investigating alternative options while a preferred option is being developed is not feasible as it would undermine the preferred option.
- Therefore, there was no opportunity to undertake this work before the planning application for the previous proposals were withdrawn and agreement on the next steps reached with DfT.
- Types of options that will be assessed will include:
  - Minor improvements to the existing road network;
  - Public transport and active travel proposals;
  - Improvements to the existing B-road from Wood Lane to Lenwade;
  - Possible new single carriageway solutions;
  - Possible new dual carriageway solutions.

4.3 Norwich Western Link progress update

Options assessment continued

- Input from Natural England into our options assessment work will be key, in order to give us confidence that any options that are shortlisted are likely to be acceptable to them.
- Based on engagement with Natural England since publication of the Favourable Conservation Status guidance for barbastelle bats, and taking account of their comments on the previous planning application proposals, it is considered highly unlikely that a dual carriageway solution within the same broad area or a viaduct across the River Wensum would be acceptable.
- Having already developed proposals for a Norwich Western Link to planning application stage, we have the advantage of having more information than would usually be the case at this point of the project.

Norfolk County Council national highways WSP SWECO GallifordTry

4.4 Norwich Western Link progress update

Project objectives

Strategic priorities

- Support sustainable economic growth
- Improve the quality of life for local communities
- Minimise the impact on the environment and aim to enhance the environment
- Improve strategic connectivity with the national road network

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Norfolk County Council national highways WSP SWECO GallifordTry

4.5 Norwich Western Link progress update

Project objectives continued

Specific objectives

- Improve connectivity and journey times on key routes within the Greater Norwich area
- Reduce the impact of traffic on people and places within the western area of Greater Norwich
- Encourage and support walking, cycling and public transport use in Greater Norwich
- Improve safety on and near the road network, especially for pedestrians and cyclists
- Seek to avoid harm to the natural and built environment, where this is not practicable minimise harm and where that is not practicable provide appropriate compensation
- Take advantage of opportunities to enhance the environment
- Improve accessibility to key sites in Greater Norwich

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Norfolk County Council national highways WSP SWECO GallifordTry

5.0 Your input to Norwich Western Link options assessment work

- Our options assessment work will be informed by lots of things, including how effective the options are at achieving the project objectives, deliverability and constraints.
- We want to hear your views in response to two questions, which will then be considered as part of the options assessment:
  - **Are there any issues or considerations you would like us to take into account in our options assessment work for the Norwich Western Link?**
  - **Are you able to share any local knowledge that could be relevant to our options assessment work for the Norwich Western Link, particularly anything that may have changed since we carried out the original options assessment work in 2018/19?**

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Norfolk County Council national highways WSP SWECO GallifordTry

5.1 Your input to Norwich Western Link options assessment work

- You and/or your parish/town council are also welcome to submit further comments to norwichwesternlink@norfolk.gov.uk
- Please title emails in response to this as 'Options assessment' so it's clear to us that it is your submission.
- We have asked for responses by the end of the month but if you need a little longer, we can accommodate this.

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Norfolk County Council national highways WSP SWECO GallifordTry

6.0 Date and format of next meeting

- Date: TBC
- Time: 17:30 – 19:00
- Venue: Costessey Centre (if available)

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7.0 Any other business (AoB)

18

Paper	**DPC5a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

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

The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

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

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

Recommendation

Council is asked to note the matters arising for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
15.05.2025	7d)	To review representation on or work with external bodies and arrangements for reporting back	Council **AGREED** to nominate Cllrs. H. Kisby, C. Brown and J. Anderson for appointment at the Annual General Meeting of the Bob Carter Centre Management Committee. It was noted that the Council can nominate up to 6 trustees and **AGREED** to request expressions of interest from members of the public through the Council's website and Facebook page. Council **AGREED** to appoint Cllr. J. Anderson as representative on the Norwich Airport Limited Consultative Committee and Cllr. G. Everett as representative on the Norwich Western Link Committee.	**Complete:** Advert seeking expressions of interest for trustees published. Cllr. H. Kisby, C. Brown and J. Anderson appointed at the AGM held on 30th July 2025.
15.05.2025	14d)	To note unauthorised tree felling at Green Lanes and consider further course of action	Council agreed in principle to the provision of CCTV at Green Lanes and **AGREED** to delegate authority to the Environment & Highways Committee to consider purchase and installation of CCTV equipment for recommendation for approval by Council.	**Complete:** Item considered at the August meeting of Environment & Highways Committee and recommendation presented under item 10b for consideration by Council.
10.07.2025	3a)	To receive minutes of the meeting of the Council held on 19th June 2025 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.	**Complete:** Approved minutes published on Council website.
10.07.2025	6a)	To consider response to planning applications.	Council **AGREED** to submit no comments.	**Complete:** No further action required.
10.07.2025	9b)	To consider recommendation from the extraordinary meeting of the Committee held on 3rd July 2025	Council **AGREED** to pursue the recommendation as presented including costings for car park, fence line improvement, and footpath.	**Complete:** No further action for Council at this stage. Draft tender specification for project manager to be considered by PFP.
10.07.2025	12a)	To agree protocols regarding issues with the locking / unlocking of gates at Longdale and KGV playing fields.	Council **AGREED** a protocol to ensure that CCTV was used to monitor timings of gate locking and unlocking and that all issues were reported to the contractor.	**Complete:** Parish Ranger conducts weekly review of CCTV for logging by Deputy Clerk and reporting issues to contractor.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
10.07.2025	12b)	To consider any recommendations from the meeting of the Neighbourhood Plan Advisory Group held 9th July 2025.	Council **AGREED** to the recommendation as presented to be paid from CIL including up to an additional £600 for incidental costs such as meeting room hire and leafletting.	**Complete:** Scribe Reserve Notes report updated to note approval for up to additional £4000 if required.
10.07.2025	12c)	To consider grant application received for approval	Council **AGREED** not to award the grant.	**Complete:** No further action required.

Paper	**DPC7a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

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.

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.

Per section 2.2 of the Council's adopted Financial Regulations, the Chairman is appointed to verify monthly bank reconciliations for all accounts. The Chairman shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.

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)

	Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025			1,118,311.56
	ADD			
	Receipts 01/04/2025 - 31/07/2025			149,012.18
				1,267,323.74
	SUBTRACT			
	Payments 01/04/2025 - 31/07/2025			78,982.22
A	**Cash in Hand 31/07/2025** (per Cash Book)			**1,188,341.52**
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2025	0.00	
	Unity Trust Bank	31/07/2025	105,834.97	
	Unity Trust Bank - Instant Access (I	31/07/2025	640,949.81	
	BDC Parish Deposit Scheme	31/07/2025	95,593.62	
	Cambridge Building Society	31/07/2025	128,471.14	
	Nationwide Instant Saver Issue 8	31/07/2025	129,550.21	
	Skipton Community Saver 10 A	31/07/2025	87,941.77	
	Credit Card	31/07/2025	0.00	
				1,188,341.52
	Less unpresented payments			
				1,188,341.52
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,188,341.52**
	A = B Checks out OK			

Paper	**DPC7b:** To receive list of receipts and payments.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

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.

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.

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.

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 01-07-2025 and 31-07-2025)

Cost Centre 1. Income

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	07/07/2025	2025-2026/153		Unity Trust Bank		3G Pitch Hire	Drayton U8	S	479.17	95.83	575.00
23	08/07/2025	2024-2025/119		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	73.34	14.66	88.00
25	31/07/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	S	270.12	54.02	324.14
							Subtotal for Code: 3G Income		£822.63	£164.51	£987.14

Code Number 8527 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	02/07/2025			Unity Trust Bank		Grass Verge Cutting	Norfolk County Council	E	6,996.23		6,996.23
							Subtotal for Code: NCC Highways Verges		£6,996.23		£6,996.23
							Subtotal for Cost Centre: 1. Income		7,818.86	164.51	7,983.37

TOTALS £7,818.86 £164.51 £7,983.37

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2025 and 31-07-2025)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
129	30/07/2025	29594		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
130	02/07/2025	802232863		Unity Trust Bank		Electricity Charges KGV	British Gas	L	126.29	6.31	132.60
131	21/07/2025	956943		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.20	67.23
135	21/07/2025	15275081		Unity Trust Bank		Water Charges LD	Wave Utilities	E	83.98		83.98
136	23/07/2025	15287079		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	114.15		114.15
137	22/07/2025	805394605		Unity Trust Bank		Electricity Charges LD	British Gas	L	106.21	5.31	111.52
146	16/07/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
147	16/07/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
148	16/07/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
						Subtotal for Code:	Utiliites & Services		£698.02	£65.11	£763.13

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
132	10/07/2025	49724		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	142.00	28.40	170.40
						Subtotal for Code:	Stationery & Software		£142.00	£28.40	£170.40

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
168	02/07/2025	None		Unity Trust Bank		Grant Payment	R G Carter Bowls Club	E	710.00		710.00
168	02/07/2025	None		Unity Trust Bank		Grant Payment	R G Carter Bowls Club	E	250.00		250.00
						Subtotal for Code:	Grants		£960.00		£960.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
134	31/07/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	12.00		12.00
138	16/07/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
140	16/07/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
144	16/07/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
						Subtotal for Code:	Bank Charges		£21.00		£21.00
						Subtotal for Cost Centre:	2. Finance & General Purposes		1,821.02	93.51	1,914.53

Cost Centre 3. Environment & Highways

Code Number 31 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
123	10/07/2025	590		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
						Subtotal for Code:	NCC Highways Verges		£969.50	£193.90	£1,163.40

Code Number 35 Tree Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
124	10/07/2025	3571a		Unity Trust Bank		Tree Removal at Green Lanes	Plantscape	S	2,400.00	480.00	2,880.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2025 and 31-07-2025)

Subtotal for Code:	Tree Maintenance	£2,400.00	£480.00	£2,880.00
Subtotal for Cost Centre:	3. Environment & Highways	3,369.50	673.90	4,043.40

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
145	16/07/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.46		1.46
						Subtotal for Code:	Sports Facilities		£1.46		£1.46

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
127	10/07/2025	None		Unity Trust Bank		Boiler Repairs KGV	Peter Stanger	E	70.00		70.00
139	16/07/2025	Credit Card		Credit Card		Replacement Bin LD	Kingfisher Direct	S	187.49	37.50	224.99
141	16/07/2025	Credit Card		Credit Card		Urinal Blocks	UK Cleaning Supplies	S	48.40	9.68	58.08
142	16/07/2025	Credit Card		Credit Card		Limescale Remover	B&Q	S	10.83	2.17	13.00
						Subtotal for Code:	Pavilion Maintenance		£316.72	£49.35	£366.07

Code Number 502 Play Area Inspections

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
126	10/07/2025	89294		Unity Trust Bank		Play Area Inspections	RoSPA	S	312.00	62.40	374.40
						Subtotal for Code:	Play Area Inspections		£312.00	£62.40	£374.40

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
121	10/07/2025	582		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
143	16/07/2025	Credit Card		Credit Card		Weedkiller	PLG Farm Supplies	S	20.00	4.00	24.00
						Subtotal for Code:	Grounds Maintenance		£1,595.47	£319.09	£1,914.56

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
128	10/07/2025	5619		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

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
122	10/07/2025	583		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
						Subtotal for Code:	3G Surface Maintenance		£352.52	£70.50	£423.02
						Subtotal for Cost Centre:	5. Playing Fields & Property		3,598.17	705.34	4,303.51

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
149	31/07/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,117.98		1,117.98
150	31/07/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	374.17		374.17

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-07-2025 and 31-07-2025)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
154	31/07/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,046.59		5,046.59
						Subtotal for Code:	Salaries		£6,538.74		£6,538.74

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	31/07/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,471.23		1,471.23
						Subtotal for Code:	Employer Pension Contributions		£1,471.23		£1,471.23

Code Number 68 Staff Training & Development

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
125	10/07/2025	450		Unity Trust Bank		Asset Management Training	NALC	S	35.00	7.00	42.00
						Subtotal for Code:	Staff Training & Development		£35.00	£7.00	£42.00

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
151	31/07/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	258.96		258.96
						Subtotal for Code:	Expenses/Mileage		£258.96		£258.96

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
133	07/07/2025	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
152	31/07/2025	None		Unity Trust Bank		ER NI	HMRC	X	793.16		793.16
						Subtotal for Code:	Employer NI Contributions		£793.16		£793.16
						Subtotal for Cost Centre:	6. Staffing		9,197.09	27.00	9,224.09

TOTALS	**£17,985.78**	**£1,499.75**	**£19,485.53**

Paper	**DPC7c:** To receive list of payments for authorisation.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Per 5.2 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.

Recommendation

Council is asked to receive the list of payments for authorisation.

Drayton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	Streetlighting	04/08/2025		Unity Trust Bank		Solar Street Light	T T Jones Electrical Ltd	S	2,700.00	540.00	3,240.00
157	NCC Highways Verges	14/08/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
158	Street Scene Maintenance	14/08/2025		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services	S	108.80	21.76	130.56
160	Sports Facilities	14/08/2025		Unity Trust Bank		Annual License Fee	Clubspark	S	1,140.00	228.00	1,368.00
166	Green Lanes	14/08/2025		Unity Trust Bank		Weed Pulling Green Lanes	The Conservation Voluntee	S	1,200.00	240.00	1,440.00
159	Stationery & Software	14/08/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	50.08	10.01	60.09
161	Stationery & Software	14/08/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	125.09	25.02	150.11
162	Pavilion Maintenance	14/08/2025		Unity Trust Bank		Boiler Repairs KGV	Jarrett Plumbing & Heating	S	194.56	38.91	233.47
165	Parish Partnerships	14/08/2025		Unity Trust Bank		SAM2 Bracket	Westcotec	S	59.50	11.90	71.40
171	Pavilion Maintenance	14/08/2025		Unity Trust Bank		Boiler Service	Jarrett Plumbing & Heating	S	73.50	14.70	88.20
155	Grounds Maintenance	14/08/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
156	3G Surface Maintenance	14/08/2025		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
163	Projects	14/08/2025		Unity Trust Bank		Neighbourhood Plan	Collective Community Planı	S	900.00	180.00	1,080.00
167	Projects	14/08/2025		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
169	Security	14/08/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,054.00	210.80	1,264.80
170	Pest Control	14/08/2025		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	225.00	45.00	270.00
								Total	**10,785.02**	**2,145.59**	**12,930.61**

Paper	**DPC8a:** To receive minutes for information.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

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.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Minutes of the Finance & General Purposes Committee held on **31st July 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Amy Pinkham, Parish Clerk & RFO

Meeting opened: 7:00pm

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

   None.

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

   None.

3. **To receive minutes of the meeting of the Finance & General Purposes Committee held on 24th April 2025 for approval [Pg5-8].**

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

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

   No members of the public present.

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

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

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q1 [Pg13-28].**

   The Committee received the report with no further questions. It was noted that the report could be streamlined and it was agreed to trial an amended version of the report to remove those items that did not require an explanation and reference to future quarters.

7. **To receive internal control check Q1 and consider recommendations for action [Pg29-31].**

   The Committee received the report and queried the continued need for internal control checks taking into consideration the range of controls already in place to prevent and detect inaccuracies and fraud.

   The Committee **AGREED** to review the Internal Controls Document at its next meeting to consider the overall risk and continued need for internal control checks.
   It was noted that checks on bank reconciliations would continue as stipulated in 2.6 of the Council's Financial Regulations.

8. **To receive the 2024-25 Internal Audit Action Plan for monitoring status of agreed corrective action [Pg32-62].**

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

9. **To receive 2024-25 Year-End Internal Audit Report and consider recommendations for action for approval by Council [Pg5-8].**

The Committee **AGREED** to recommend corrective action as presented for approval by Council.

10. **To review banking arrangements, including the bank mandate [Pg63-64].**

    The Committee noted the signatories and signing mandate for each bank as agreed by Council at the August 2024 meeting with no recommendations for amendment.

    Outstanding confirmation of signatories and signing arrangements for Cambridge Building Society were noted as received at the meeting in line with the agreed mandate.

    It was noted that an update on signatories and signing arrangements for Unity Trust Bank and Skipton Building Society would be circulated once received.

11. **To consider budget proposals for 2025-26 financial year [Pg65-73].**

    The Committee **AGREED** to include budget proposals as presented for consideration in the draft budget at the October meeting subject to the following amendments: to remove replacement printer costs from Earmarked Reserves should Council approve leasing instead of purchasing, to not increase Election Reserve as likelihood of an election was considered low and costs could be met from the General Reserve if required.

    The Committee noted a request for a newsletter to be distributed to every household in Drayton and considered options for hand delivering or the possibility of increasing content in the publication Just Drayton and Taverham.

    The Committee **AGREED** to consider regular content on Facebook in the first instance as a means to share information with the Community but would re-consider a newsletter at a future date. It was noted that the Community Events Working Group could consider the parameters for Facebook use including range and consistency of content upload.

    The Committee requested quotes for conference microphones to be considered at the next meeting.

12. **To review the effectiveness of internal audit arrangements and consider re-appointment of internal auditor for approval by Council [Pg74-83].**

    In considering the review of effectiveness of internal audit arrangements and the proposed internal audit plan for 2025-26 supplied, the Committee confirmed the arrangements for internal audit remained effective and **AGREED** to recommend the re-appointment of Mrs. V. Waples to undertake the internal audit for the year ending 31st March 2026.

13. **To consider draft IT Policy for recommendation for approval by Council [Pg84-88].**

    The Committee **AGREED** to recommend the IT Policy as presented for approval by Council.
    It was noted that associated costs for data back-up had been received and were authorised by the Parish Clerk & Chairman and that ongoing costs would be included in the 2025-26 budget.
    It was clarified that while Councillors use personal devices, any login to the Council's Microsoft accounts was secured with two-factor authorisation.

14. **To consider amendment to Standing Orders for recommendation for approval by Council [Pg89-111].**

    The Committee **AGREED** to recommend amendment to Standing Orders as presented for approval by Council including any further changes agreed under item 17 of the agenda.

15. **To consider amendment to Financial Regulations for recommendation for approval by Council [Pg112-132]**

    The Committee **AGREED** to extend the meeting to allow completion of the business on the agenda.
    The Committee **AGREED** to recommend amendment to Financial Regulations as presented including the following changes to the current regulations:
    3.7 – That the Finance & General Purposes Committee appoints the internal auditor.
    4.11 – That Committees be permitted to, add to or withdraw from, earmarked reserves subject to their Terms of Reference and spending limits as set out in 5.15.
    5.6 – That regulation 5.6. is removed noting that contracts exceeding £30,000 were rare and can be decided on a case-by-case basis.
    5.8 – That the value of contracts is increased to £5000
    5.9 – That reference to preferred suppliers is amended to approved suppliers.
    5.15 – That the authorised expenditure for the Clerk in conjunction with the Chairman is increased to £2,000 and increased to £7,500 for Committees.
    5.17 – That the threshold is increased to £2,000.
    16.5 – That the threshold is increased to £500.

16. **To consider amendment to Investment of Surplus Funds Policy for recommendation for approval by Council [Pg133-138].**

    The Committee **AGREED** to recommend amendment to the Investment Policy as presented for approval by Council.

17. **To consider amendment to Standing Order 3e subject to draft guidance on public speaking [Pg139-144].**

    The Committee **AGREED** to recommend amendment to Standing Order 3e to remove "in respect of the business on the agenda" for approval by Council.

    The Committee **AGREED** not to pursue the A4 style guidance on the public forum and use the more detailed guidance as presented for both the website and at meetings subject to the following amendments: Under item 3 bullet point 2 to remove reference to "allow time for everyone" and include a maximum of 20 minutes in total, remove section 6 and separate guidance on requesting agenda items, amend the heading for section 9 to read "Meeting Code of Conduct", add more information on how to contact the Parish Clerk.

18. **To note exchange of information.**

    None.

19. **To note the date and time of the next meeting is scheduled to take place on Thursday 30th October 2025 at 7pm at KGV.**

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

    Meeting closed: 9:47pm

Paper	**DPC8b:** To consider recommendation for corrective action in response to 2024-25 Year-End Audit.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The Year-End Audit was conducted by V. S. Waples on 26th May 2025 and a copy of the report was received by Council at the June 2025 meeting.

The report was reviewed by the Finance & General Purposes Committee at the July 2025 meeting and the Committee recommends the following corrective action to be taken in response to the report.

Recommendation 1 [Pg14]: As council has chosen a minimum value for the reporting of fixed assets and general consumables, this should be minuted and reviewed at least annually. Council might wish to adopt a fixed asset policy which would confirm the setting of the base register for reporting purposes.

Committee Response: The annual review was completed by the Finance & General Purposes Committee at the April 2025 meeting. The Committee agreed to recommend adopting the attached Fixed Asset Statement as a Policy thereby underpinning the reasoning for the valuation in the asset register.

Recommendation

Council is asked to consider the Committees recommended corrective action to be taken for approval.

Drayton Parish Council Asset Register

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

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

The Register is presented to Council at the end of each financial year for information but is a working document which Officers of the Council update and amend as necessary. The last review of the Asset Register was considered by the Finance & General Purposes Committee on 24th April 2025.

Scope of Asset Register

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

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

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

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

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

Valuation of Assets

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

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

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

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

Paper	**DPC8c:** To appoint internal auditor
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

At the July 2025 meeting, the Finance & General Purposes Committee reviewed the effectiveness of internal audit arrangements and the proposed internal audit plan for 2025-26.

The Committee confirmed the arrangements for internal audit remained effective and agreed to recommend the re-appointment of Mrs. V. Waples to undertake the internal audit for the financial year ending 31st March 2026.

In considering it's recommendation to Council for Internal Auditor, the Committee was satisfied that the proposed internal auditor remained independent with regard to personal, financial and professional independence.

The quote and audit plan have been attached for reference.

Recommendation

Council is asked to consider recommendation from Finance & General Purposes Committee to re-appoint Mrs. V. S. Waples for audit services for financial year ending 31st March 2026.

DRAYTON PARISH COUNCIL INTERNAL AUDIT QUOTATION

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

Attention: Amy Pinkham, Parish Clerk **23rd July 2025**

Dear Amy,

Re: Drayton Parish Council – Quotation for Internal Audit Services – 2025-2026

Please find below my commentary and fee for Internal Audit Services for the Parish Council. Please refer to the more detailed audit plan for the areas that will be reviewed during the internal audit review.

The internal audit services offered will be predominantly a systems-based approach to audit and will focus on ensuring that the controls operated by the council safeguard it from increased risk exposure.

Internal Audit work will be carried out on the adequacy of systems of internal control in accordance with the scope previously approved by the council with particular emphasis upon the following:

- Review and assess the soundness, adequacy, effectiveness and reliability of financial and performance management systems;
- Review and assess the efficiency and effectiveness of internal control arrangements and working practices and make recommendations to improve these where appropriate;
- Review and assess the adequacy of procedures to ensure the Council's assets and interests are adequately protected and risks are identified and effectively managed;
- Check for compliance with legislation and the council's integrity and ethical standards, policies and procedures;
- Review and test the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place;
- Complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) in respect of the financial year under review .

There will be a minimum of two audit exercises in the financial year, with the first being at some point in the mid-year and the second as soon as possible after year end.

A written report will be submitted to the Parish Council with one copy each of the report being sent to the Parish Clerk and the Chair after each internal audit visit and will summarise:

- The work undertaken
- The results of any significant findings
- Agreed actions to be undertaken to immediately correct the findings
- Recommendations for the Council to consider via an audit plan.

DRAYTON PARISH COUNCIL INTERNAL AUDIT QUOTATION

The standards to be applied to all internal audit work will be those stipulated by the JPAG Practitioner's Guide 'The Governance and Accountability of Smaller Authorities in England' and will be under the specific direction and management of the Council (or as may be delegated to the Clerk).

It is anticipated that the Internal Audit testing of internal controls will be sufficient for the proper completion of the Annual Internal Audit Report (AIAR), which should provide an adequate level of assurance for the Council to complete the Annual Governance Statement within the AGAR. Should I be unable to complete any of the boxes within the AIAR, an explanation will be provided with the opportunity to discuss a remedial action plan to address the issues arising.

Fee for the provision of audit services as outlined above:

Mid-year visit to the Council's premises to carry out a review of the general systems of the Council covering: Bookkeeping Payment controls Payroll controls Bank reconciliation Matters arising from previous audit reports Matters arising at the direction of those responsible for internal audit procurement	**Fee for the interim visit to be £395.00 plus milage at the HMRC standard rate of £0.45 per mile.**
Year-end visit to the Council's premises to carry out a review of the year-end procedures covering: Proper Bookkeeping Standing Orders & Financial Regulations Risk Management Arrangements Budgetary Controls Income Controls Petty Cash Procedures Payroll Controls Asset Controls Bank Reconciliation Year-End Procedures Improvements Compliance with Transparency Code Compliance with Website Regulations Digital and Data Compliance	**Fee for the year-end visit to be £415.00 plus milage at the HMRC standard rate of £0.45 per mile.**

In the anticipation that this quotation proves of interest,

Kind regards

Victoria

Victoria S Waples, CiLCA, BA(Hons), PSLCC
37 Queenscliffe Road
Ipswich IP2 9AS
Email: victoria1363@icloud.com

SUBJECT	REVIEW PERIOD
PROPER BOOK-KEEPING: • CASH BOOK MAINTAINED AND UP TO DATE • RECONCILED MONTHLY	*SIX MONTHLY CHECK*
PAYMENT CONTROLS: • OLP AUTHORISED • CASH BOOK ENTRY • BANK STATEMENT ENTRY • SUPPORTING INVOICES • MINUTED APPROVAL • VAT IDENTIFIED REPORTED AND RECLAIMED • GENERAL POWER OF COMPETENCE • LOAN PAYMENTS AND INTEREST AGREE WITH SCHEDULE. • ESTIMATES, QUOTES AND TENDERS • TREATMENT OF AMOUNTS REFUNDED/REIMBURSED • CREDIT CARD PAYMENTS	*SIX MONTHLY TESTING ON 18 RANDOMLY SELECTED PAYMENTS INCLUDING ALL SINGLE PAYMENTS OVER £2,500.* *SIX MONTHLY CHECK ON ALL NEW CONTRACTS AWARDING DURING THE PERIOD AND PROCEDURES ADOPTED FOR THE AWARDING OF THESE CONTRACTS*
STANDING ORDERS AND FINANCIAL REGULATIONS: • CHECK COMPLIANCE WITH CURRENT LEGISLATION • CHECK ANNUALLY REVIEWED • APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER	*ANNUAL CHECK FOR COMPLIANCE, ADHERENCE AND REVIEW*
RISK MANAGEMENT: • RISK ASSESSMENT REVIEWED AND MINUTED • FINANCIAL, CEMETERY, ALLOTMENTS, BUILDING/ASSETS • INSURANCE POLICY REVIEWED, COVER APPROPRIATE AND ADEQUATE • FIDELITY GUARANTEE INSURANCE COVER ADEQUATE • INTERNAL CONTROLS DOCUMENTED AND REGULARLY REVIEWED	*ANNUALLY INCLUDING REVIEW OF ANY SIGNIFICANT EVENTS AND THEIR IMPACT*

SUBJECT	REVIEW PERIOD
BUDGETARY CONTROLS: • ANNUAL BUDGET PRODUCED TO SUPPORT PRECEPT • DISCUSSED, APPROVED, AND ADOPTED BY COUNCIL • PRECEPT DEMAND MINUTED • REGULAR REPORTING OF EXPENDITURE AND VARIANCES • MONITORING RESERVES – GENERAL AND EARMARKED • APPROVAL OF RESERVE POLICY • MONITORING OF MOVEMENT BETWEEN RESERVES • MONITORING OF INVESTMENTS • APPROVAL OF NEW INVESTMENTS	***SIX MONTHLY CHECK INCLUDING UNDERSTANDNG/REVIEW OF SIGNIFICANT EVENTS AND THEIR IMPACT***
INCOME CONTROLS: • PROMPTLY RECEIVED AND BANKED • INVOICES ISSUED AND CHASED FOR SETTLEMENT • FEES STRUCTURE IN PLACE WITH REGULAR REVIEWS • CIL REPORTING IN ACCORDANCE WITH THE REGULATIONS	***SIX MONTHLY TESTING ON 18 RANDOMLY SELECTED RECEIPTS.***
PETTY CASH: None held	
PAYROLL CONTROLS: • MANAGEMENT OF PAYROLL • PAYE/NIC CORRECTLY DEDUCTED • PENSION PAYMENTS CORRECTLY DEDUCTED • NEW RULES FOR LGPS 2014 IMPLEMENTED • OVERTIME PAID CORRECTLY • CHANGES TO CONTRACTS AGREED BY COUNCIL • EXPENSES APPROVED AND PAID IN LINE WITH RECOMMENDATIONS • RECORDS RELATING TO CONTRACTS OF EMPLOYMENT	***SIX MONTHY TESTING ON 6 SALARY PAYMENT, 6 PAYMENT TO HMRC AND 6 PAYMENT TO PENSION SCHEME.***

SUBJECT	REVIEW PERIOD
ASSET CONTROL: • EXAMINATION OF ASSET REGISTER • ANNUALLY REVIEWED • RECORDING OF ASSET VALUATIONS • REVIEW OF INSURANCE COVER AND ADEQUACY	***SIX MONTHLY TESTS OF 24 ASSETS AGAINST INSURANCE VALUATIONS.***
BANK RECONCILIATION: • COMPLETED MONTHLY • ANY UNEXPLAINED BALANCING • REGULAR REPORTING AND MINUTING OF BANK BALANCES • AGREE WITH BANK STATEMENTS • CORRECT IDENTIFICATION OF UNPRESENTED CHEQUES/RECEIPTS • INVESTMENTS RECORDS UPDATED • INVESTMENT STRATEGY IN ACCORDANCE WITH GUIDELINES	***SIX MONTHLY CHECK***
INTERNAL AUDIT: • REPORTING OF PREVIOUS INTERNAL AUDIT REPORTS • REVIEW OF INTERNAL AUDIT IN ACCORDANCE WITH PROPER PRACTICES • APPOINTMENT OF INTERNAL AUDITOR MINUTED • REVIEW OF INDEPENDENCE OF THE INTERNAL AUDITOR FROM THE COUNCIL'S FINANCIAL DECISION-MAKING PROCESSES	***SIX MONTHLY CHECK***
EXTERNAL AUDIT: • REPORTING OF EXTERNAL AUDIT INCLUDING COMPLETION LETTER • REVIEW OF EXTERNAL AUDIT • PUBLICATION OF COMPELETION OF EXTERNAL AUDIT AND REPORTS	***SIX MONTHLY CHECK***

YEAR-END PROCEDURES: • CORRECT ACCOUNTING BASIS • INTERROGATION OF THE ACCOUNTING PACKAGE FOR YEAR-END ACCOUNTS • BANK STATEMENTS AND CASH BOOK AGREE • DEBTORS AND CREDITORS PROPERLY RECORDED • TREATMENT OF CREDIT CARD BALANCES • RELEVANT SECTIONS OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN APPROVED / SIGNED • ANY SIGNIFICANT VARIANCES FROM PREVIOUS YEAR +/-15% + £200 • PUBLISHED IN ACCORDANCE WITH LEGISLATION INCLUDING THE PUBLICATION OF THE NARRATIVE INTERNAL AUDIT REPORT	***ANNUALLY***
TRANSPARENCY CODE: • ITEMS PUBLISHED IN ACCORDANCE WITH RELEVANT CODES	***ANNUALLY***
GENERAL DATA PROTECTION REGULATIONS • ICO REGISTRATION • COMPLIANCE WITH THE GENERAL DATA PTOTECTION REGUALTIONS (GDPR) 2016 • COMPLIANCE WITH THE DATA PROTECTION ACT (DPA) 2018 • PRIVACY NOTICES	***ANNUALLY***
DIGITAL AND DATA COMPLIANCE • EMAIL MANAGEMENT • WEBSITE ACCESSIBILITY REGULATIONS 2018 • USE OF SECURE E-MAIL SYSTEMS AND GOV.UK ADDRESSES • COMPLIANCE WITH FREEDOM OF INFORMAITON ACT 2000 • COMPLIANCE WITH TRANSPARENCY CODE 2015 • ADOPTION OF AN IT POLICY (USE OF THE AUTHORITY OWNED AND PERSONAL EQUIPMENT) • ADOPTION OF A PUBLICATION SCHEME • PUBLICATION OF COOKIE NOTICES ON WEBSITE	***ANNUALLY***

MISCELLANEOUS: • MINUTES PRODUCED IN ACCORDANCE WITH LEGISLATION • ANNUAL MEETING OF THE TOWN COUNCIL HELD IN ACCORDANCE WITH LEGISLATION • ELECTION OF CHAIR (MAYOR) OF THE COUNCIL • COMPLIANCE WITH LOCALISM ACT 2011 • REVIEW OF COUNCIL POLICIES • ADOPTION OF NEW POLICIES • COMPLIANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014	***ANNUALLY***
WORK TO BE CARRIED OUT: • MRS VICTORIA WAPLES	***FREQUENCY: AS DETAILED ABOVE*** • ***SIX-MONTHLY – INTERIM AUDIT*** • ***ANNUAL – FULL AUDIT ON ALL ITEMS***

Paper	**DPC8d:** To consider IT Policy for approval.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities (excluding parish meetings) to have an IT Policy.

Recommendation

The Finance & General Purposes Committee considered these changes at the July 2025 meeting and agreed to recommend the attached IT Policy and supporting guidance as presented for approval by Council.

Recommendation

Council is asked to consider recommendation from the Finance & General Purposes Committee to adopt the IT Policy and supporting guidance as presented.

Drayton Parish Council IT Policy

1. Introduction

Drayton parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Drayton parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Drayton parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Drayton parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Drayton parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Drayton parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Drayton parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Drayton parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Drayton parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Drayton parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Drayton parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of Drayton parish council's IT and email systems. By adhering to this IT and Email Policy, Drayton parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Policy Reference	Supporting Guidance
Acceptable use of IT resources and email	For full details on acceptable use please see HR Policy.
Device and software usage	Where Officers of the Council are provided with authorised devices, all relevant software and applications will be pre-installed. Installation of any further software and/or applications must be authorised by the Parish Clerk. Personal devices may be used to log into Microsoft 365 using Two-factor authorisation.
Data management and security	Data is stored and transmitted securely through Microsoft 365 subscription only with daily data back-up provided by Anglian Internet. For full details on secure data destruction methods please see Record Management Policy.
Network and internet usage	For full details on acceptable use please see HR Policy.
Email communication	For full details on acceptable use please see HR Policy.
Password and account security	Account management is outsourced to Anglian Internet including account access and password reset. The Parish Clerk is the nominated authorised person for Anglian Internet. Two-factor authorisation is required for all Microsoft 365 licenses.
Mobile device and remote work	For full details on acceptable use please see HR Policy.
Email monitoring	For full details on acceptable use please see HR Policy.
Retention and archiving	For full details please see Record Retention Policy.
Reporting security incidents	Designated IT point of contact is the Parish Clerk.
Training and awareness	Scheduled through the relevant Committee with responsibility for staff and Council Member training.
Compliance and consequences	For full details on acceptable use please see HR Policy.

Paper	**DPC8e:** Amendment to Standing Orders
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

In March 2025, the National Association of Local Councils (NALC) issued an updated version of the Model Standing Orders to reflect changes in legislation and best practice. As part of its regular review process, the Finance & General Purposes Committee considered these national updates at the July 2025 meeting alongside a request to amend Standing Order 3e, relating to public representations at meetings.

Recommendation

Following the review, the Committee agreed to recommend to adopt the national changes from NALC as presented and to amend Standing Order 3e to permit members of the public to speak on matters not on the agenda.

For information

To support amendment to Standing Order 3e, a guidance document is also attached for use by members of the public in attendance at meetings and publishing on the Parish Council website.

The revised Standing Orders are attached for information and a summary of changes made can be found on page 2 of the document.

Recommendation

Council is asked to consider the recommendation from the Finance & General Purposes Committee to approve:

- National amendments to Standing Orders from NALC
- Internal amendment to Standing Order 3e

STANDING ORDERS

Drayton Parish Council

Version 1.2

Approval Date:	6th April 2023	**Approval Route:**	Council
Next Review Date:	May 2027	**Document Holder:**	Finance & General Purposes Committee

Document Change History

This is version 1.2 of the Standing Orders and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

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

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

Summary of Changes

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

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

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

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

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

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

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

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

vii. to exclude the public and press;

viii. to adjourn the meeting; or

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

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

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

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

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

3. MEETINGS GENERALLY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor before a vote, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

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

i. the time and place of the meeting;

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

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

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

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

vi. if there was a public participation session; and

vii. the resolutions made.

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

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

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

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

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

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

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

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

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

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a

standing committee up until the date of the next annual meeting of the Council;

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

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

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

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

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

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

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

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

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

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

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

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

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

of the Chair of the Council at the next annual meeting of the Council.

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

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

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

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

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

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

iv. Consideration of the recommendations made by a committee;

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

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

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

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

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

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

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

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

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

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

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

6. PREVIOUS RESOLUTIONS

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

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

7. VOTING ON APPOINTMENTS

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

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

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

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

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

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

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

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

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

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

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

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

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

ii. to move to a vote;

iii. to defer consideration of a motion;

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

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

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

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

viii. to require a written report;

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

x. to extend the time limits for speaking;

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

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

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

xiv. to temporarily suspend the meeting;

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

xvi. to adjourn the meeting; or

xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

(See also standing order 20).

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

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

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

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

11. DRAFT MINUTES

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

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

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

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

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

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

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

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

12. CODE OF CONDUCT AND DISPENSATIONS

(See also standing order 3(u)).

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

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

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

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

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

f A dispensation request shall confirm:

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

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

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

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

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

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

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

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

iii. **it is otherwise appropriate to grant a dispensation.**

13. CODE OF CONDUCT COMPLAINTS

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

14. PROPER OFFICER

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

b The Proper Officer shall:

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

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

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

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

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

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

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

authorities;

vi. hold acceptance of office forms from councillors;

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

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

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

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

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

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

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

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

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

(See *also standing order 23).*

15. RESPONSIBLE FINANCIAL OFFICER

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

16. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

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

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

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

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

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

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

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

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

17. FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. HANDLING STAFF MATTERS

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

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

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

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

(See also standing order 11).

a The Council shall appoint a Data Protection Officer.

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

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

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

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

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

21. RELATIONS WITH THE PRESS/MEDIA

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

22. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

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

ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

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

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

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

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

Parish council meetings provide an opportunity for members of the public to engage with their local council and observe decision-making in action.

Meetings are open to the public and residents are encouraged to attend to have their say, stay informed and get involved.

To ensure the meetings run efficiently and effectively, the following guidance outlines how members of the public can participate.

If you would like more information or have further questions about public participation, please contact the Parish Clerk for assistance.

1. **How do I attend a meeting?**
    - Parish Council meeting dates, times and venues are listed on our website and noticeboards.
    - Agendas and supporting paperwork are uploaded to our website approximately 1 week before the meeting.
    - You do not need to tell us you plan on attending, just arrive a few minutes early to find a seat and review any materials provided, such as the agenda.

2. **Public Forum Session**
    - The public forum session is a designated part of the meeting, where members of the public can address the council.
    - This session typically occurs before formal decision-making begins. You may raise questions, share concerns, or provide feedback on agenda items or local matters.

3. **Speaking at the Meeting**
    - Raise your hand when requesting to speak during the public forum and the Chair shall direct the order of speaking.
    - Keep your comments concise and relevant. Public participation is limited to 5 minutes per speaker and up to a maximum of 20 minutes in total.
    - Address your comments to the chair rather than individual councillors.
    - Be respectful and avoid using offensive or inflammatory language.

4. **Scope of Participation**
    - The council can only discuss issues that fall within its powers and responsibilities. Matters outside the council's remit will be noted but may be referred to the appropriate authority.
    - Councillors may listen to your concerns but typically do not respond directly during the session. The council may decide to follow up or add the issue to a future agenda.

5. **Observing the Meeting**
    - After the public forum, you are welcome to stay and observe the rest of the meeting.
    - During this time, the council conducts its business, and the public may not contribute unless invited to do so by the chair.

6. **Confidential Matters**
    - Occasionally, the council may need to discuss sensitive matters in a closed session, where the public and press are excluded. This is rare and only applies to topics like staffing, contracts, or legal matters.

7. **Accessibility and Inclusion**
    - Parish councils aim to make meetings accessible to all residents. If you have specific needs (e.g., wheelchair access or hearing support), please contact the Parish Clerk in advance to ensure appropriate arrangements can be made.

8. **Meeting Code of Conduct**
    - Councillors and members of the public are expected to behave respectfully during meetings. Disruptive or aggressive behaviour may result in removal from the meeting.

Paper	**DPC8f:** Amendment to Financial Regulations.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The Model Financial Regulations were substantially updated in 2024 to emphasise customisation to fit varying sizes and activities of councils and further updated in 2025 in response to the Procurement Act 2023 and the Procurement Regulations 2024.

As part of its regular review process, the Finance & General Purposes Committee considered these changes at the July 2025 meeting.

Recommendation

Following the review, the Committee agreed to recommend to adopt the attached Financial Regulations, amended to reflect current practice, in addition to the following proposed changes:

- 3.7 – That the Finance & General Purposes Committee appoints the internal auditor.
- 4.11 – That Committees be permitted to, add to or withdraw from, earmarked reserves subject to their Terms of Reference and spending limits as set out in 5.15.
- 5.6 – That regulation 5.6. is removed noting that contracts exceeding £30,000 were rare and can be decided on a case-by-case basis.
- 5.8 – That the value of contracts is increased to £5000
- 5.9 – That reference to preferred suppliers is amended to approved suppliers.
- 5.15 – That the authorised expenditure for the Clerk in conjunction with the Chairman is increased to £2,000 and increased to £7,500 for Committees and over £7,500 for Council.
- 5.17 – That the threshold is increased to £2,000.
- 16.5 – That the threshold is increased to £500.

Recommendation

Council is asked to consider the recommendation from the Finance & General Purposes Committee to approve the revised Model Financial Regulations as presented.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

DRAYTON PARISH COUNCIL FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on August 2025.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Smaller Authorities Proper Practices Panel (SAPPP) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the Finance & General Purposes Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in Q2 for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than Q2 each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of Q3 each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee subject to its Terms of Reference and limits set out in 5.14.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

~~5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.~~

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk shall have access to a list of approved suppliers which can be used for the supply of routine services and essential maintenance or shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £7,500 excluding VAT
- the council for all items over £7,500;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council .

iv. Fund transfers within the councils banking arrangements up to the sum of £75,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. A full list of all payments made in a month shall be provided to the next council meeting.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk and Parish Ranger and any balance shall be paid in full each month.

9.2. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans

to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council’s review of risk management.

17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations every 4 years and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices annually and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18c and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Paper	**DPC8g:** Amendment to Investment Policy
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

At the July 2025 meeting, the Finance & General Purposes Committee reviewed the Investment of Surplus Funds Policy as part of the routine policy review process.

Recommendation

Following the review, the Committee agreed to recommend the attached policy as presented for approval.

Summary of changes

Amendments update outdated references, provide further clarification and/or update formatting only. No changes to the principles of the investment strategy are proposed and a summary of changes can be found on page 2 of the document.

Recommendation

Council is asked to consider the recommendation from the Finance & General Purposes Committee to adopt the Investment Policy as presented.

INVESTMENT POLICY

Drayton Parish Council

Version 1.1

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

Document Change History

This is version 1.1 of the Investment 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 1.1 July 2025	
Ref.	**Change**
Policy Name	Change from Investment of Surplus Funds Policy to Investment Policy.
Format	New policy template utilised including Cover Page, Document Change History, Scope, Principles and Responsibilities.

Purpose

Drayton Parish Council acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.

The aim of the policy is to establish principles, strategy and reporting arrangements for the effective management and control of the Council's treasury management and should be read in conjunction with the Council's Financial Regulations.

In preparing its investment policy the Council is required under Section 15(1)(a) of the Local Government Act 2003 to have regard to the following guidance:-

- Statutory Guidance on Local Government Investments (3rd Edition) effective for financial years commencing on or after 1 April 2018
- Governance and Accountability for Smaller Authorities in England Practitioners Guide published by the Smaller Authorities Proper Practices Panel

Parish Councils have the power to invest surplus funds and the Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment
- For the purpose of prudent management of its financial affairs

Scope

This policy applies to all financial assets of Drayton Parish Council.

Principles

The Parish Council aims to invest its reserves in order to maintain the value of these funds in real terms, to support future service delivery.

The Council will consider investments in line with the following principles:

- **Security & Liquidity:** The Council will prioritise the protection of the investment sum from loss of value and to minimise risk and how quickly the invested funds can be drawn down if required.
- **Return:** Once security and liquidity have been determined, the Council can reasonably consider suitable investments to achieve the optimum return on its investments.
- The Council will distribute funds between a number of organisations up to £85,000, to minimise any loss in the event of failure of a single institution.
- All investments will be made in the name of the Parish Council and be deposited in Sterling including any repayments or payments.
- The Council will not engage in borrowing of monies purely to invest, or to lend and make a return

Responsibilities

The *Council* is responsible for:

- ✓ Approving the Investment policy.

- ✓ Agreeing investments with new institutions including length of the deposit is a matter reserved for Council.
- ✓ Agreeing any course of action required to safeguard its investments.

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.
- ✓ Routinely considering the spread of its investments across financial institutions and making recommendations to Council to minimise risk and to protect funds.

The *Responsible Financial Officer* is responsible for:

- ✓ The Parish Clerk, as Responsible Financial Officer is authorised to deal with administrative matters and give instructions on behalf of the Parish Council as necessary to protect the Council's investments.
- ✓ Bringing to the Council's attention any matters which may affect the security of the Parish Council's investments.

The *Councillors* are responsible for:

- ✓ Familiarising themselves with this policy and any supporting documents.

Investment Strategy

1. Short Term Investments

Short term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics: .

a. Are denominated in pounds sterling
b. Be realisable at full value on demand or have a maturity end date of not more than 12 months
c. The whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction

For the prudent management of its cash balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with:

- UK banks,
- UK building societies,
- Licenced Deposit Takers (licensed by the Bank of England as the Prudential Regulation Authority),
- UK local authorities or other UK public authorities
- The debt management agency of HM Government

2. Long-term Investments

A long-term investment arises where an authority invests money in anything other than a short-term investment. Should the Council wish to pursue long-term investments, it must

identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums.

It is not the policy of the Council to have any long-term investments. Funds are accumulated to cover anticipated asset replacement costs and to provide for envisaged projects and may be required at short notice.

The Council does not currently hold any funds in long-term investments.

3. Non-specified Investments

These investments have greater potential risk with examples including investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

4. Access to Investments

The maximum period for which funds may prudently be committed so as not to compromise availability using the appropriate cash flow projection will be recommended by the Chairman of the Finance & General Purposes Committee in consultation with the Responsible Finance Officer and reported at the next meeting of the Council or Committee, whichever is first. The final decision will be made by the Council. The Council is ultimately responsible for its investments.

Paper	**DPC9b:** Recommendation for Priority 3 Tree Works.
Meeting	Council
Date	14th August 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of Report

To seek approval from Council for the appointment of a contractor to undertake tree works, as the total cost exceeds the spending limit delegated to the Playing Fields & Property Committee.

Background

At the May 2025 meeting, the Playing Fields & Property Committee considered quotes for completion of Priority 3 tree works identified in the 2024-25 tree survey.

Quotes were sought in line with the Council's Tree Management Policy and following review, the Committee agreed to recommend the appointment of Contractor 1.

Funds are available within the tree works budget for the current financial year, and no additional funding is required however the total quote amount of £8,080 exceeds the delegated authority for approval by the Committee.

Recommendation

The Committee agreed to recommend appointment of contractor 1 at £8,080 for priority 3 tree works for approval by Council.

Recommendation

Council is asked to consider the recommendation from the Playing Fields & Property Committee for approval.

Paper	**DPC12a:** Licensing Act 2003
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The Licensing Act 2003 requires each Local Licensing Authority to publish a Statement of Policy every five years, which sets out the general principles to be applied to licensing under the Act within the Licensing Authority's area.

The Act also requires that the Authority consult with interested parties (i.e. police, fire, license holders and representatives of local businesses and residents etc.), before they publish their Statement of Policy.

Consultation

Broadland District Council is proposing that minor amendments are made to the Policy, with the draft version available on the Council's website linked below. The consultation will run for 6 weeks commencing on the 21 July 2025 until the 1 September 2025.

https://www.southnorfolkandbroadland.gov.uk/licensing/licences/licensing-policies/licensing-act-2003

Response

Drayton Parish Council is invited to comment on the proposed amendments and all comments will be made public as part of the review process via Broadlands website.

Recommendation

Council is asked to note the consultation and consider a response, if any.

Paper	**DPC12b:** Police and Crime Commissioner Consultation
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The Office of the Police and Crime Commissioner for Norfolk have launched a survey to encourage Norfolk residents to share their experiences of crime and anti-social behaviour in their area.

The survey is linked below and takes about 10 minutes to complete. The survey closes on 31st August 2025.

https://www.smartsurvey.co.uk/s/RYE7L7/

Recommendation

No corporate response is required but Councillors and members of the public are encouraged to respond.

Recommendation

Council is asked to note consultation from Police and Crime Commissioner.

Paper	**DPC12c:** To consider quote for replacement printer.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

The current office printer has reached the end of its serviceable life and is now considered irreparable.

Reliable printing and scanning capabilities are essential to the daily operations of the office, including the preparation of council documents, public notices and administrative tasks.

Replacement Options

A quote for a comparable replacement printer is attached to this report. The quote includes options for both purchase and rental. Key details have been summarised below for your convenience.

Printer Model	Purchase Price	Rental Price	Usage Tariff (est.)
Konica Minolta C251i A3 MFP (brand new upgrade)	£2,950.00 + VAT	£195.00 + VAT per quarter over 5 years.	£89.17 per quarter
Toshiba 2525AC A3 MFP (refurbished upgrade)	£1,300 + VAT	£148.00 + VAT per quarter over 3 years.	£111.47 per quarter

For Information

Both models are in stock and lead time for delivery and installation is 2-3 weeks. Based on current usage, the Toshiba 2525AC model will sufficiently meet the requirements of the Council.

Recommendation

Council is asked to consider options presented for a replacement printer and agree the printer model including terms of agreement (purchase or rental).

24.07.2025

Customer Review:

Dear Rachel and Amy,

My aim is to always provide a proven and reliable printing solution that is tailored to your requirements at Drayton Parish Council and all staff. Maiantaining a high level of service at any given time.

Please see below factual account details with Norfolk Copiers.

Current Devices:	1 x Olivetti MF283 A3 MFP
Purchase price:	£999.00 + VAT
Current CPC Tariff & Usage:	£0.0462 Colour
	£0.00462 Mono
Average Colour of 2,457 copies @ £0.0462:	£113.51 per quarter
Average Mono of 3,297 copies @ £0.00462:	£15.23 per quarter
Total Service:	£128.74 Per Quarter

Proposed New Agreement:

Brand New Upgrade:	1 x Konica Minolta C251i A3 MFP
5 Year Rental:	£195.00 per quarter
OR	
Purchase:	£2,950.00 + VAT
Reduced CPC Tariff & Usage:	
Average Colour of 2,457 copies @ £0.032:	£78.62 per quarter
Average Mono of 3,297 copies @ £0.0032:	£10.55 per quarter
New Service:	**£89.17 Per Quarter**

Proposed New Agreement:

New Fully Refurbished Upgrade:	1 x Toshiba 2515AC A3 MFP
3 Year Rental :	£148.00 per quarter
OR	
Purchase:	£1,300 + VAT
Reduced CPC Tariff & Usage:	
New Average Colour of 2,457 copies @ £0.04:	£98.28 per quarter
New Mono of 3,297 copies @ £0.004:	£13.19 per quarter
New Service:	**£111.47 Per Quarter**

Paper	**DPC10b:** Recommendation for CCTV
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Purpose of Report

To seek approval from Council for the appointment of a contractor to supply and install CCTV at Green Lanes.

Background

At the May 2025 meeting, Council noted the unauthorised tree felling at Green Lanes and agreed to delegate authority to the Environment & Highways Committee to consider purchase and installation of CCTV equipment for recommendation for approval by Council.

Four contractors were invited to tender for the supply and installation of solar powered CCTV at Green Lanes to be mounted on a suitable post.

At the August 2025 meeting, the Environment & Highways Committee considered all quotes received and agreed to recommend the appointment of contractor 1 who provided the most competitive price for supply and installation as follows:

- **CCTV Equipment:** TP Link Vigi solar system with 2 cameras with full colour night capability
- **Installation:** The system will be mounted on a steel pole approximately 4 metres in height with anti-climb collar. The solar panel will face south, to avoid nearby trees. One camera to point down the footpath and the other to cover the car park area.
- **Useful Information:** The footage, state of charge and health of the system can be remotely managed with easy-to-use interface for viewing on smartphone, tablet, or computer. The Parish Council will need to provide a data SIM card, and these costs are *excluded* from the total cost below.
- **Total cost:** £2,900.00 (exc. VAT).

Recommendation

Council is asked to consider the recommendation from the Environment & Highways Committee for approval.

Paper	**DPC10c:** Recommendation for Speed Awareness Monitoring (SAM) Policy
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Purpose of Report

To seek approval from Council for the adoption of the Speed Awareness Monitoring (SAM) Policy as presented.

Background

Following successful application to the 2024-25 Parish Partnership Scheme, the Council received a Speed Indicator Device (SAM2) for use in agreed locations in the Parish.

The SAM Policy has been developed to outline the purpose of the unit and the principles and responsibilities associated with its use. The supporting risk assessment has also been included for information and covers the management and operation of the unit.

At the August 2025 meeting, the Environment & Highways Committee reviewed the draft SAM Policy and risk assessment and agreed to recommend for approval by Council as presented.

Next Steps

Following Policy approval, the Deputy Clerk & Facilities Manger will develop the schedule for site rotation and data review and install the device at the first location.

Recommendation

Council is asked to consider the recommendation from the Environment & Highways Committee for approval.

SPEED AWARENESS MONITOR (SAM) POLICY

Drayton Parish Council

Version 1.0

Approval Date:		**Approval Route:**	Council
Review Date:		**Document Holder:**	Environment & Highways Committee

Document Change History

This is version 1.0 of the Speed Awareness Monitor (SAM) 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 Pblication 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 # [MONTH] [YEAR]	
Ref.	**Change**
Version # [MONTH] [YEAR]	
Ref.	**Change**

Purpose

Drayton Parish Council recognises the importance of road safety and acknowledges the concerns of many residents regarding speeding in the village. The aim of the Speed Awareness Monitor (SAM) Policy is to outline the purpose of the SAM2 unit and the principles and responsibilities associated with its use.

The SAM2 unit is a vehicle activated sign that displays the speed of an approaching vehicle. If the vehicle exceeds the speed limit a 'SLOW DOWN' message is shown, once the limit is exceeded by 10mph the 'SLOW DOWN' message remains, but the speed is no longer shown in order to reduce the temptation for some drivers to register high speeds. The SAM2 unit will be used to record the volume and speed of traffic in specific locations within Drayton. The Parish Council will analyse the data collected, noting where and when speeding occurs. This information will be utilised to inform the Norfolk Constabulary and Norfolk Highways Team where any areas of concern are identified.

It is anticipated that the presence of the SAM2 unit will enhance road safety in high risk or sensitive areas by encouraging drivers to reduce speed, and that the regular relocation of the unit will ensure that drivers do not become over-familiar or complacent with warning messaging.

The Council will manage and regulate the operation of the SAM2 unit, including the collection and analysis of data.

Principles

The Council will:

1. Ensure that the SAM unit is only used at sites pre-approved by the Norfolk County Council Highway Engineer.
2. Ensure that the SAM unit remains at one site for a maximum of four weeks and does not return to that site within eight weeks (rotating the device to face the alternative direction is classified as a new site).
3. Ensure that the SAM unit is installed safely at each site.
4. Establish clear responsibility for the monitoring, maintenance and calibration of the SAM unit to ensure accurate speed detection and clear display.
5. Establish clear responsibility for the collection, analysis and response to SAM2 unit data.

Scope

This policy applies to Speed Awareness Monitors owned and operated by Drayton Parish Council at the following sites:

- Sites 1 & 2: School Road between Vawdrey Road and Cator Road within the 30mph limit in both directions.
- Sites 3 & 4: School Road outside Drayton Community Infant School within the 20mph limit in both directions.
- Sites 5 & 6: Longdale Road near Winners Walk within the 30mph limit in both directions.
- Site 7: Hall Lane near Binney Road within the 30mph limit recording traffic travelling up the hill towards the pinch point.

Responsibilities

The *Council* is responsible for:

- ✓ Approval of this policy and supporting procedures.

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
- ✓ Regular review and response to unit data.

The *Deputy Clerk & Facilities Manager* is responsible for:

- ✓ Day to day management of compliance with this policy.
- ✓ Responding to and coordinating all correspondence regarding the SAM2 unit and the administration of internal monitoring and record keeping in accordance with the approved procedures.
- ✓ Advising the Policy Holder on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
- ✓ Producing reports and recommendations as required to support policy monitoring, review and approval processes.
- ✓ Updating this policy and supporting documentation as required.

The *Councillors* are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

General Data Protection Regulation (GDPR)
The SAM2 unit is compliant with GDPR as it has no facility to collect identifying information such as car registration or photographic images of approaching cars. The data collected shows the time of day and approaching speeds only, and will be stored electronically. The data will be retained for as long as it is deemed useful.

Health & Safety
A risk assessment covering the unit and operation of tasks has been carried out. A copy of which shall be retained by the Parish Office and distributed to any staff involved in the operation of the unit.

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 a structured approach to the management of the Speed Awareness Monitor (SAM) Policy in the Parish to ensure that essential records of the Council's activities are maintained in appropriate detail.
4. Produce an annual report to Council, assessing and evaluating the Speed Awareness Monitor (SAM) Policy compliance with procedure and make recommendations as appropriate.

Purpose

This Risk Assessment covers the management and operation of the Speed Awareness Monitoring unit (SAM2) and is intended to guide SAM2 operatives in their use and maintenance of the Speed Awareness Monitoring unit.

The SAM2 unit is a vehicle activated sign that displays the speed of an approaching vehicle and will be used to record the volume and speed of traffic in specific locations within Drayton. It is a requirement that the SAM2 remains at one site for a maximum of 4 weeks and does not return to that site within 8 weeks (rotating the device to face the alternative direction is classified as a new site). To achieve this, unit operatives will adhere to the site rotation schedule wherever possible and keep accurate records of unit installation and removal dates across the different sites, ensuring that any deviation from the site rotation schedule is clearly noted.

Parish Council representatives responsible for the management and operation of the SAM2 will:

- ✓ Engage in the Risk Assessment Process
- ✓ Ensure all unit operatives are trained/briefed in the use of the equipment
- ✓ Not deploy post mounted equipment for more than 4 weeks at one site
- ✓ Not return post mounted equipment to the same site within 8 weeks
- ✓ Ensure full consideration is given to highway safety at all times

Background

Drayton Parish Council purchased the SAM2 unit in Spring 2025 with support from the Parish Partnership Scheme. The SAM2 unit is an asset of Drayton Parish Council and its primary operatives are the Deputy Clerk & Facilities Manager and the Parish Ranger.

The installation of the SAM2 unit at the following sites was authorised by the Norfolk County Council (NCC) Highway Engineer and approved via a NCC Memorandum of Understanding signed 12th March 2025:

- Sites 1 & 2: School Road between Vawdrey Road and Cator Road within the 30mph limit in both directions.
- Sites 3 & 4: School Road outside Drayton Community Infant School within the 20mph limit in both directions.
- Sites 5 & 6: Longdale Road near Winners Walk within the 30mph limit in both directions.
- Site 7: Hall Lane near Binney Road within the 30mph limit recording traffic travelling up the hill towards the pinch point.

Responsibilities

The Environment and Highways Committee is responsible for:

- Receipt of reports from the Deputy Clerk & Facilities Manager regarding any potential dangers experienced and will act by reviewing the Risk Assessment with the aim of minimising further risks.
- Annual review of the Risk Assessment to ensure relevancy

The following risk assessment has been carried out by the Deputy Clerk & Facilities Manager for review and approved by the Environment and Highways Committee.

SAM2 Risk Assessment							
Ref.	**Hazard**	**Consequence**	**Who/What might be harmed?**	**Risk**			**Control Measures**
				Likelihood	**Impact**	**Rating**	
1.	Equipment installed in unsuitable location	Equipment, vehicles, unit operatives and members of the public are endangered	Equipment and members of the public	1: Rare	Major	Low	All sites are agreed in advance with the Norfolk County Council Highway Engineer. All new sites must be agreed with the Norfolk County Council Highway Engineer.
2.	Collision with moving vehicles	People are in injured whilst installing the unit	Unit operatives, members of the public and vehicles	2: Unlikely	Major	Moderate	Unit operatives to be advised to wear High Visibility vests while carrying out tasks relating to moving of maintain SAM2.
							Unit operatives to be advised to maintain 1m from the kerb while attending to the unit.
							Work to be carried out only in daylight hours where visibility is good.
							Unit operatives must not attempt to stop or direct traffic.
3.	Installing or removing the unit.	Risk of personal injury	Unit operatives	3: Possible	Significant	Moderate	All unit operatives to follow instructions laid out in the applicable manufacturers user guide(s) and relevant procedures.
							A minimum of two representatives to be in attendance for all installations and removals of the unit (must be over the age of 18 years).
							Only those who have completed training / briefing in the use of the equipment to carry out operations.

							PHPC Representatives to be advised to follow the recommended manual handling guidelines set out by the Health & Safety Executive: https://www.hse.gov.uk/pubns/indg143.PDF
							Battery charger to be PAT tested every two years.
							Unit Operatives should assure themselves they are comfortable lifting the SAM2 and battery before they attempt to do so near the highway. No one with a medical or physical condition, which may be worsened by heavy lifting, to install or maintain a SAM2 unit.
							At any site which requires a mounting position above head height, unit operatives must secure a step ladder when moving the unit to and from this location.
4.	Parking for unit operatives	Risk of collision	Unit operatives, pedestrians, vehicles	3: Possible	Significant	Moderate	Unit operatives to identify a safe place to park their vehicle in accordance with the Highway Code.
5.	SAM2 unit falling from secured position	Risk of injury	Unit operatives, members of the public, equipment, vehicles	3: Possible	Major	Moderate	Fixings to be checked by a minimum of two unit operatives when installing and moving the SAM2.

6.	Obstruction due to overhanging hedges, trees or other items	Risk of injury during unit installation and risk of ineffective / inaccurate data collection if sightline between SAM2 and vehicles is obstructed	Unit operatives, members of the public	3: Possible	Significant	Moderate	Unit operatives to be advised not to carry out any work on the unit should obstruction make it unsafe to do so.
							Obstructions to be reported to the Deputy Clerk and Facilities Manager.
							If obstruction is immovable, alternative site to be agreed with the Norfolk County Council Highway Engineer.
	Obstruction of footpath / cycle path	Risk of injury if pedestrians / cyclists forced to enter highway to avoid collision with unit	Pedestrians, cyclists	3: Possible	Major	Moderate	Unit must be fixed to posts in such a manner to not impede or obstruct footpaths.
							If installed above a footpath, the bottom of the unit must be mounted at a minimum height of 2.1m.
							If installed above a cycle path, the bottom of the unit must be mounted at a minimum height of 2.3m.

The likelihood of a risk occurring and the subsequent impact on those involved has been assessed using the below risk matrix.

Risk Matrix		**IMPACT** *How severe would the outcomes be if the risk occurred?*				
		1 Insignificant	2 Minor	3 Significant	4 Major	5 Severe
LIKELIHOOD *What is the probability the risk will happen?*	5 Almost Certain	Moderate	Moderate	High	Very High	Very High
	4 Likely	Low	Moderate	Moderate	High	Very High
	3 Possible	Low	Moderate	Moderate	Moderate	High
	2 Unlikely	Very Low	Low	Moderate	Moderate	Moderate
	1 Rare	Very Low	Very Low	Low	Low	Moderate

Risk Assessment Review				
Date	**Assessment Carried out by**	**Recommendations/further action required**	**Action Status**	**Next Assessment Date**
DD/MM/YYY				DD/MM/YYYY

Paper	**DPC10d:** Recommendation for Bus Shelter Grant
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Purpose of Report

To seek approval from Council to apply for second phase of funding for Norfolk County Council bus shelter funding scheme.

Background

Following the success of the initial round of the Bus Shelter Grant Scheme, Norfolk County Council (NCC) announced the launch of a second phase of funding opening from 7th July to 31st October 2025.

Under the initiative, NCC will continue to contribute 80% of total project costs, with the remaining balance to be funded by Parish Councils.

At the August 2025 meeting, the Environment & Highways Committee considered application to the scheme and agreed to request up to £10,000 expenditure for approval by Council for the replacement of 5 bus shelters in the following locations in order of preference:

1. Drayton High Road near Hurn Road
2. Fakenham Road near Tesco
3. Drayton High Road near R. G. Carters
4. Pendlesham Rise
5. Drayton High Road near KGV Playing Field

The Committee agreed the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme.

Next Steps

Following approval by Council, the Deputy Clerk & Facilities Manger will seek quotes, apply to the scheme and arrange for the purchase and installation of replacement bus shelters (subject to application approval by NCC).

To note

Where quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.

Recommendation

Council is asked to consider the recommendation from the Environment & Highways Committee for approval.

Paper	**DPC10e:** Recommendation for 2026-27 Parish Partnership Scheme.
Meeting	Council
Date	14th August 2025
Author	Parish Clerk & RFO

Summary

Background

Each year, Norfolk County Council invites parish councils to submit bids to the Parish Partnership Scheme for funding towards small-scale highway improvements. The scheme for 2026–27 is now open for applications.

At the August 2025 meeting, the Environment & Highways Committee considered possible projects that could be submitted.

The Committee noted the second phase of funding announced for replacement bus shelters, and agreed that this funding stream was more relevant to the Council's current needs, as several bus shelters within the parish were in need of replacement due to age and condition.

Recommendation

The Committee agreed to recommend that Council does not submit an application to the 2026-27 Parish Partnership Scheme and instead applies for funding under the bus shelter funding scheme presented under item 10d of the agenda.

Recommendation

Council is asked to consider the recommendation from the Environment & Highways Committee for approval.