Minutes of the annual meeting of Drayton Parish Council held on **Thursday 14th May 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), J. Edwards-Smith, G. Everett, H. Kisby, K. Morgan, N. Quinsey, A. Taylor and R. Turner.

In attendance: Amy Pinkham; Parish Clerk & RFO, no members of the public.

Meeting Opened: 7:00pm

1. **ELECTIONS**
   a) **To elect the Parish Council Chair and sign the declaration of acceptance of office [Pg1].**

      Council **AGREED** to elect Cllr. A. Crotch to the office of Chair and the declaration of acceptance of office was duly signed.
      Council extended sincere thanks to Cllr. G. Everett for his 11 years of service as Council Chair.

   b) **To elect the Parish Council Vice-Chair [Pg2].**

      Council **AGREED** to elect Cllr. J. Anderson to the office of Vice-Chair.

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

      None.

3. **DECLARATIONS OF INTEREST**
   a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg3-6].**

      Cllr. H. Kisby declared a non-pecuniary interest under item 14d) noting she was a volunteer for the organisation and would abstain from the vote.

4. **MINUTES**
   a) **To receive minutes of the meeting of the Council held on 9th April 2026 for approval [Pg7-11].**

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

   b) **To receive minutes of the extraordinary meeting of the Council held on 23rd April 2026 for approval [Pg12-14].**

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

5. **PUBLIC FORUM**
   a) **To receive any questions or comments from members of the public.**

      None.

   b) **To receive report from County Councillor.**

Following the County Council elections held on Thursday 7th May 2026, it was noted that Cllr. J. Butler was appointed as representative for Drayton. Council acknowledged receipt of Jason's introductory email and looked forward to welcoming him to a future meeting of the Council.

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

It was noted with sadness that a motorcyclist has been killed at the roundabout near the Garden Centre.
It was further noted that Travellers on Reepham road had been served an eviction notice and had moved on. Thanks were shared with the Local Authority for their prompt action in responding to the matter and it was noted that there were plans to install more bunding to prevent further unauthorised access.

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

None.

e) To receive reports from any other public bodies.

None.

6. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg15-17].

Council received the report with no further questions. Further to the report, it was noted that RG Carters did not own the well outside Florence Carter Playground and a response was pending from Norfolk County Council.

b) To receive notes from Town and Parish Council Forum held on 14th April 2026 [Pg18-27].

Council received the report with no further comments or questions.

7. ANNUAL MATTERS

a) To review and confirm delegation arrangements to committees, working groups, staff and other local authorities and consider Scheme of Delegation for approval [Pg71-81].

Council **AGREED** to adopt the Scheme of Delegation as presented.

b) To review allocated Document Holders for Council policies and consider recommendations for amendment [Pg28-29].

Council **AGREED** the allocated Document Holders as presented, subject to re-allocating the Pensions Policy to the Staffing Committee.

c) To consider recommendations for amendment to Committee Terms of Reference for approval [Pg30-39].

Council **AGREED** to adopt the Committee Terms of Reference as presented subject to amendment to updating references to Florence Carter Playground.

d) To appoint membership and Chair's for Standing Committees of the Council [Pg40].

Council **AGREED** to appoint Cllrs. J. Anderson, A. Crotch, G. Everett, A. Taylor and R. Turner to the Finance & General Purposes Committee (FGP); Cllrs J. Anderson, C. Brown, A. Crotch, G. Everett, N. Quinsey, A. Taylor and R. Turner to the Playing Fields &

Property Committee (PFP); Cllrs J. Anderson, G. Everett, H. Kisby, R. Turner and K. Morgan to the Environment & Highways Committee (E&H); and Cllrs. N. Quinsey, H. Kisby, A. Taylor and J. Anderson to the Staffing Committee (Staffing).
Council **AGREED** to appoint Cllr. G. Everett as Chair of FGP, Cllr. A. Crotch as Chair of PFP, Cllr. H. Kisby as Chair of E&H and Cllr. N. Quinsey as Chair of Staffing.

e) To review representation on or work with external bodies and arrangements for reporting back [Pg41].

Council **AGREED** to nominate Cllrs. H. Kisby, C. Brown and J. Anderson and community members Ian Cunnison and Mike Harsley for appointment at the Annual General Meeting of the Bob Carter Centre Management Committee.
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.
It was noted that Cllr. J Anderson was nominated as representative trustee for Thorpe Marriott Village Hall at the April 2026 meeting of the Council for appointment at the Annual General Meeting of the Thorpe Marriott Village Hall Management Committee.
It was noted that Cllr. H. Kisby was appointed as representative trustee of Drayton Village Hall at the Annual General Meeting of the Drayton Village Hall Management Committee.

8. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/0903: 23 Glebe Close, NR8 6ES.

Council **AGREED** to submit no comments.

ii) 2026/1033: 5 Drayton Grove, NR8 6PU.

Council **AGREED** to submit no comments.

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

i) 2025/3848: Land adjacent 54 Fakenham Road – Approval with Conditions (Broadland Planning Committee).

ii) 20220208: Land South of 24 Manor Farm Close (Plot 18 and Plot 19) - Withdrawn (Delegated).

iii) 2026/0511: 14 Bradshaw Road, NR8 6DJ – Approval with Conditions (Delegated).

iv) 2024/3517: 11 Drayton High Road, NR8 6AH – Withdrawn (Delegated).

v) 2025/3817: 35 Riverdene Mews, NR8 6XX – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

9. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg42-44].

The Chair verified and signed the bank reconciliations as evidence of verification including the updated bank reconciliation to 31st March 2026 following receipt of year-end bank statements.

b) To receive list of receipts and approved payments for April 2026 [Pg45-50].

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

c) To receive list of payments for authorisation [Pg51-52].

Council authorised the list of payments to be made. It was noted that a 50% deposit was required for work to commence on the replacement signs and would be paid by Credit Card.

10. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee meeting held on 30th April 2026 [Pg82-85].

Council received the minutes with no further comments or questions.

b) To consider recommendation to approve the Financial Risk Assessment as presented [Pg53-59].

Council **AGREED** to approve the Financial Risk Assessment as presented.

c) To consider insurance quotations received in line with recommended cover for approval.

Council received a verbal update on quotations received and **AGREED** to remain with Clear Councils on a 3-year term.

d) To consider recommendation to approve the list of regular payments including payment methods as presented [Pg60-62].

Council **AGREED** to approve the list of regular payments including to renew the use of Standing Orders, variable Direct Debits and BACS as presented.

e) To consider recommendation to approve fund transfers as presented [Pg63].

Council **AGREED** to approve fund transfers as presented.

11. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

12. ENVIRONMENT & HIGHWAYS COMMITTEE

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

Noted.

13. STAFFING COMMITTEE

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

Noted.

14. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider expression of interest for membership to the Neighbourhood Plan Advisory Group [Pg64].

Council **AGREED** to appoint Cllr. Rachel Turner and Community Member Sharon Brett to the Neighbourhood Plan Advisory Group.

b) To consider grant application from Priscilla Bacon [Pg65-69].

Council **AGREED** to award a grant up to £200.00 subject to receipt of required bins under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

c) To consider a donation to Teen Challenge for hosting the Annual Parish Meeting and the provision of refreshments [Pg70].

Council **AGREED** to donate £50.00 to Teen Challenge for hosting the Annual Parish Meeting and providing refreshments under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.

15. EXCHANGE OF INFORMATION

a) To note any other matters raised.

To consider bus stop flag cleaning and drains on Hall Road and School Road at the next meeting of Environment & Highways Committee.
It was noted that the Drayton and Taverham Litter Pickers would be based at the Bob Carter Centre for their next litter picking session in Drayton.
It was noted that tree roots between Amber's Army and the Red Lion Pub were lifting up the pavement causing a trip hazard and that a drain cover on Fakenham Road was loose and required reporting to the relevant authority.
It was noted that the Annual Parish Meeting went well and a note of thanks was passed onto the Clerks for their work on the event.
That an invitation to attend the next meeting of the Environment & Highways Committee would be extended to County Cllr. J. Butler to discuss ongoing highways concerns.

16. UPCOMING MEETING DATES

a) Environment & Highways Committee Thursday 4th June 2026.

b) Parish Council meeting Thursday 11th June 2026.

Council noted the upcoming meeting dates.

Meeting closed: 8:10pm

Paper	**DPC1a:** To elect Parish Council Chair
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

Under the Local Government Act 1972, Section 15:

- The Chair of a parish council shall be elected annually from among the elected councillors.
- The appointment must be the first item of business on the agenda at the annual meeting of the parish council.

Chair Role & Responsibilities

The Chair's primary role is to preside over meetings, ensuring they are conducted efficiently and in accordance with the Council's constitution and procedures. In addition, the Chair:

- Is the proper person to whom a notice of resignation from a Councillor must be given.
- If present, must preside the meeting.
- May call an extraordinary meeting of the council.
- May call a meeting of the parish.
- May give an original vote on any matter put to the vote and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

Expressions of Interest

On 30th April 2026, Council members were notified of the requirement to elect a Chair at the annual meeting and were invited to submit expressions of interest in the role.

The following expressions of interest have been received for consideration by Council:

- Cllr. A. Crotch.

Councillors are welcome to submit expressions of interest for election to the office of Chair at the meeting.

For information

The Chair of the Parish Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected. The person elected to that office takes the chair of the meeting immediately after their election.

Per paragraph 5ji of the Council's adopted Standing Orders, the elected Chair shall sign the acceptance of office form.

Recommendation

Council is asked to consider expressions of interest for election to the office of Chair and elect a Chair of the Parish Council.

Paper	**DPC1b:** To appoint Parish Council Vice-Chair
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

Under the Local Government Act 1972 Section 15, a parish council *may* appoint one of the elected members of the council to be Vice-Chair of the council.

The primary role of the Vice-Chair is to assume the responsibilities of the Chair in their absence or in the event of the Chair having a Disclosable Pecuniary or Personal Interest.

Expressions of Interest

On 30th April 2026, Council members were notified of the requirement to appoint a Vice-Chair at the annual meeting and were invited to submit expressions of interest in the role.

No expressions of interest have been received for consideration by Council. However, councillors are advised that nominations for the position of Vice-Chair may be made at the meeting.

Councillors are also asked to note that there is no statutory requirement for the Council to appoint a Vice-Chair. Should there be no nominations, the position may remain vacant by resolution of the Council.

For information

The Vice-Chair shall, unless he resigns or becomes disqualified, hold office until immediately after the election of a Chair at the next annual meeting of the council.

Recommendation

Council is asked to consider expressions of interest for appointment to the office of Vice-Chair and appoint a Vice-Chair of the Parish Council.

Paper	**DPC3a:** Declarations of Interest.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

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

At the start of the meeting, 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

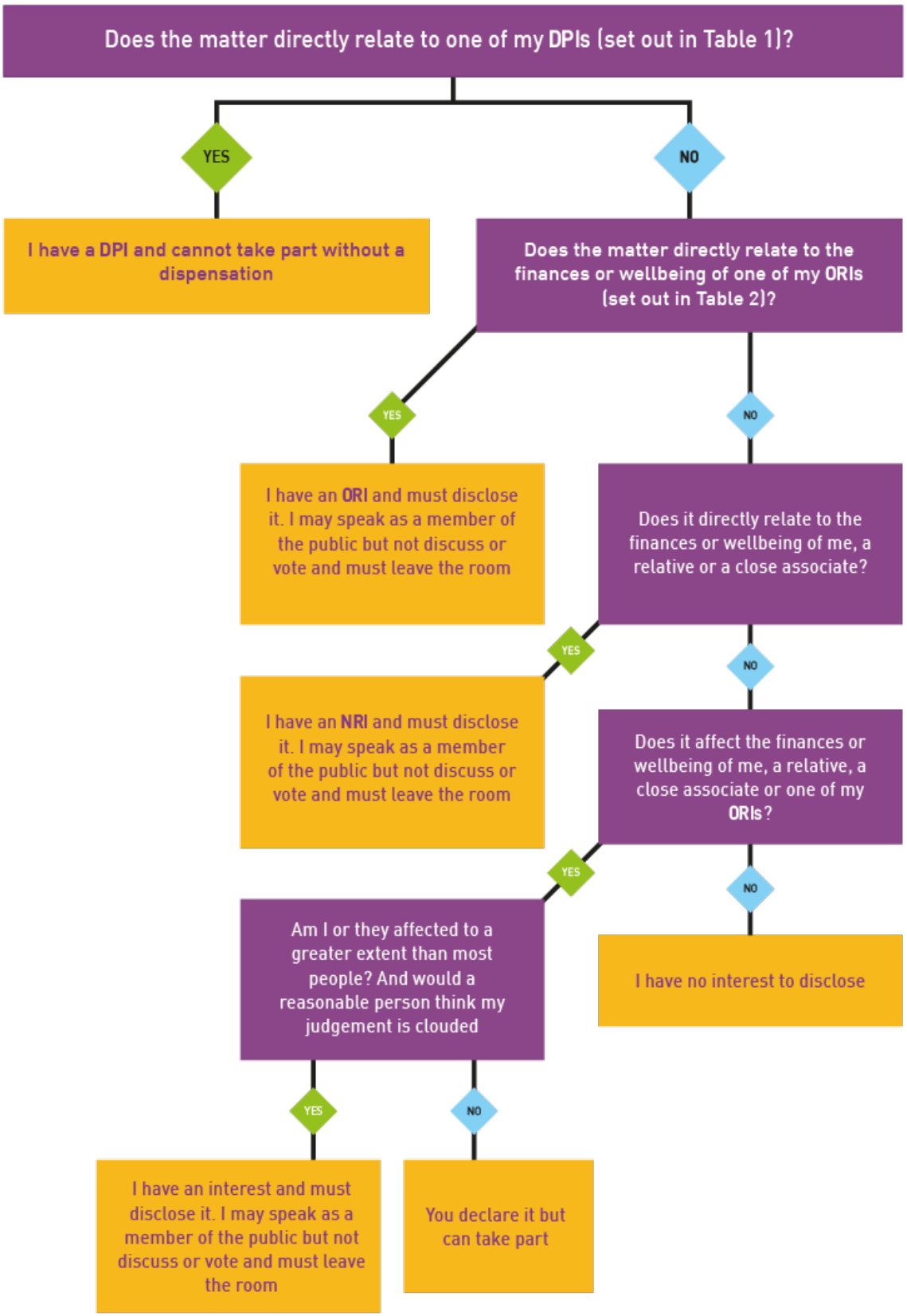

Table 1: Disclosable Pecuniary Interests

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	**DPC4a:** To receive minutes for approval.
Meeting	Council
Date	14th May 2026
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 Chair 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 9th April 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Amy Pinkham; Parish Clerk & RFO, 2 members of the public.

Meeting Opened: 7:14pm

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

      Apologies received and accepted for Cllr. K. Morgan and C. Brown.
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 12th March 2026 for approval [Pg 5-10].**

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

      The Treasurer of Drayton Drewray Relief in Need Charity attended to clarify the status of the charity following the recent reports regarding a partnership with the Norfolk Wildlife Trust. It was confirmed that the land purchased by Norfolk Wildlife Trust was a separate parcel of land and was not connected to the Charity. The Treasurer advised that they were seeking a meeting with both Broadland District Council and the Norfolk Wildlife Trust to ensure all parties had a shared understanding of the situation. The Treasurer had also been in contact with Just Regional to issue a corrective statement to the community.
      It was noted that the Treasurer would be unable to attend the Annual Parish Meeting but had agreed to submit a written report for attendees. The Charity intends to hold an Annual General Meeting and was advised to contact the Council Office regarding room hire.

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

      As his last meeting as County Councillor for Drayton, Cllr. T. Adams noted his thanks to Council members for their time in support of the parish and indicated he may attend the next meeting alongside the newly appointed Councillor by way of a handover.

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

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It was clarified that the land known as "Drayton Drewrary and Dole Plantation", as registered with HM Land Registry, had been sold by the previous landowner to the Norfolk Wildlife Trust. It was further clarified that the land owned by the Drayton Drewrary Relief in Need Charity was entirely separate, and that this distinction had been the source of some local confusion. Broadland District Council was continuing to look at options for car parking for the Country Park off the NDR and was awaiting a response from Norfolk County Council. It was noted that Cllr. A. Crotch had requested Norfolk Wildlife Trust to visit Drayton and discuss plans for the Country Park and the newly purchased land.

Regarding Local Government Reorganisation, it was noted that Norwich City Council carried a significant level of debt and concerns were raised regarding the potential impact on local residents as part of any Council tax equalisation process. In addition, clarification was sought on how the calculations for the Greater Norwich Local Plan (GNLP) 5-year land supply would be affected, particularly where sites are located across current district boundaries. Concerns were raised that boundary changes may result in a loss of key areas from Broadland's land supply, potentially impacting future planning considerations.

An update was provided on the change of ownership of Stower Grange and Cllr. A. Crotch was continuing efforts to contact the owner to better understand planned usage for the property. While it was noted as a positive to see the site brought back into use, concerns were raised regarding reported usage for gatherings, parties and DIY Weddings and the potential impact on nearby residents.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 11-13].

Council received the report with no further questions. Further to item 9d) of the report, Council members were encouraged to attend the upcoming meeting of the Playing Fields & Property Committee scheduled for Thursday 16th April where the Committee would be considering a recommendation on the preferred option for the KGV refurbishment.

b) To note the next meeting of the Town and Parish Council Forum is scheduled for Tuesday 14th April at 2:00pm.

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2025/3817: 35 Riverdene Mews, NR8 6XX.

Council **AGREED** to submit no comments.

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

i) 2025/3962: 69 School Road, NR8 6EQ - Approval with Conditions (Delegated).

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ii) 2025/4013: 19 Hurn Road, NR8 6DD - Approval with Conditions (Delegated).

iii) 2026/0524: 3 Littlewood, NR8 6FB - Approval in part, refusal in part (Delegated).

Council noted the planning decisions by Broadland District Council. It was further noted that Planning permission had been granted for application Ref. 2026/0020 relating to Keift & Sons Bulbs. Conditions and restrictions had been imposed as part of the approval, and the Parish Council's representations were considered to be of value in the decision-making process.

7. FINANCIAL MATTERS

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

The Chair verified and signed the bank reconciliation as evidence of verification. It was noted that the Nationwide, Skipton, Cambridge and Broadland Deposit Scheme statements were outstanding and the year-end balance would be reconfirmed at the May meeting.

b) To receive list of receipts and approved payments for March 2026 [Pg 16-22].

Council received the list of receipts and payments with no further questions. It was clarified that some suppliers may receive two payments in a single month due to the timing of the direct debit collection and that each payment is recorded individually to maintain a clear audit trail.

c) To receive list of payments for authorisation [Pg 23-24].

Council 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 extraordinary meeting of the Committee held on 4th March 2026 [Pg 25-27].

Council received the minutes with no further comments or questions.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

Noted.

11. STAFFING COMMITTEE

a) To receive minutes of the Committee held on 5th March 2026 [Pg 28-30].

Council received the minutes with no further comments or questions.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

a) To consider request from Thorpe Marriott Village Hall Committee for nominations for 2026-27 Parish Council Representative Trustee [Pg 31].

Council **AGREED** to nominate Cllr. J. Anderson as Parish Council Repetitive Trustee for Thorpe Marriott Village Hall Committee.

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b) To consider renewal quotes for electricity at KGV and Longdale [Pg 32-34].

Council **AGREED** to delegate authority to the Parish Clerk to secure the best available price on a 2-year deal.
It was queried whether solar panels could be considered at Longdale to further reduce energy costs and whether the Playing Fields & Property Committee could consider as part of the next budget exercise.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Council noted Cllr. T. Adams long standing service as County Councillor and representation in Drayton since 2005 with utmost thanks.
Further to the resignation of former Cllr. T. Lee, it was confirmed by Broadland District Council that no election request was received for the casual vacancy and the Council may now proceed to co-option to fill the vacancy.
Council requested an update report from Beat Manager PC Brett Peyton for the next meeting.
It was noted that a potential breach of planning conditions relating to the GP Surgery had been referred to the local planning authority and that no determination had yet been made.
The South Norfolk and Broadland Help Hub Team would be at Drayton Village Hall on Friday 24th April between 10:00am – 3:30pm, providing advice and support to local residents.
A Let's Talk Buses event at the Forum was scheduled to take place on Thursday 16th April between 10:00am – 3:00pm, providing an opportunity to talk to local bus companies regarding bus timetables and services.
A History Talk at St. Margarets Church was scheduled to take place on Saturday 25th April 2026 from 10:00am – 12:30pm and all were invited to attend.
Cllr. G. Everett notified Council of his intention to stand down as Chair at the May 2026 meeting and noted the various milestones during his time in office. A note of thanks was passed on to council members and the Clerks for their support over the years.

14. UPCOMING MEETING DATES

a) Playing Fields & Property Committee Thursday 16th April 2026.

b) Finance & General Purposes Committee Thursday 30th April 2026.

c) Annual Parish Meeting 7th May 2026.

d) Parish Council meeting Thursday 14th May 2026.

Noted.

Meeting Closed: 8:03pm

DRAFT

Paper	**DPC4b:** To receive minutes for approval.
Meeting	Council
Date	14th May 2026
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 Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

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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 extraordinary meeting of Drayton Parish Council held on **Thursday 23rd April 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Amy Pinkham; Parish Clerk & RFO, no members of the public.

Meeting Opened: 7:03pm

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

      Apologies received and accepted for Cllrs. K. Morgan and J. Edwards-Smith.
2. **DECLARATIONS OF INTEREST**
   a) **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

      None.
3. **PUBLIC FORUM**
   a) **To receive any questions or comments from members of the public.**

      None.
4. **PLAYING FIELDS & PROPERTY COMMITTEE**
   a) **To receive minutes of the Playing Field & Property Committee held on 16th April 2026 [Pg50-53].**

      Council received the minutes with no further comments or questions.
   b) **To consider recommendation for the KGV Pavilion Refurbishment project scope and budget for approval [Pg5-44].**

      Council **AGREED** to progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.
   c) **To receive updated KGV Pavilion Refurbishment Project Scheme of Delegation for approval [Pg45-49].**

      Council **AGREED** the KGV Pavilion Refurbishment Project Scheme of Delegation as presented.
5. **EXCHANGE OF INFORMATION**
   a) **To note any other matters raised.**

      The South Norfolk and Broadland Help Hub Team would be at Drayton Village Hall on Friday 24th April between 10:00am – 3:30pm, providing advice and support to local residents.
      Planning Application 2025/3848 regarding land adjacent to 54 Fakenham Road had been approved with conditions by Broadland District Council Planning Committee.

DRAFT

Stuart Clancy had called a public meeting at Thorpe Mariott Village Hall for Tuesday 28th April at 7pm to discuss residents' concerns with police about the level and type of recent crime in the area.
It was noted repairs to the well outside Florence Carter Playground were required.

6. UPCOMING MEETING DATES

a) Finance & General Purposes Committee Thursday 30th April 2026.

b) Annual Parish Meeting Thursday 7th May 2026.

c) Annual Meeting of Parish Council Thursday 14th May 2026.

Noted.

Meeting closed: 7:16 pm

DRAFT

Paper	**DPC6a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

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

Matters arising shall include a record of the following:

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

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

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
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council **AGREED** up to £10,000 expenditure for the application as recommended by the Committee. Council **AGREED** to allocate the expenditure from CIL.	**Complete:** Installation of 6 new bus shelters and 1 refurbishment complete.
12.03.2026	9d)	To consider recommendation to approve the KGV Pavilion Refurbishment Project Scheme of Delegation	Council **AGREED** to adopt the KGV Pavilion Refurbishment Project Scheme of Delegation as presented subject to confirmation of the total project budget and spending limits to be agreed at a future meeting of the Council.	**Complete:** See outcome from agenda item 4c) below.
12.03.2026	12e)	To consider grant application from Ambers Army	Council **AGREED** to award a grant up to £500 subject to receipt for storage solutions under Section 137 of the Local Government Act 1972 confirming the expenditure directly benefitted users of the facility within the parish.	**Ongoing:** Amber's Army notified of award of grant. Payment pending receipt of amount due.
09.04.2026	3a)	To receive minutes of the meeting of the Council held on 12th March 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** Minutes uploaded to Council website.
09.04.2026	6a)i)	To consider response to planning application 2025/3817: 35 Riverdene Mews, NR8 6XX.	Council **AGREED** to submit no comments.	**Complete:** No further action required.
09.04.2026	12a)	To consider request from Thorpe Marriott Village Hall Committee for nominations for 2026-27 Parish Council Representative Trustee	Council **AGREED** to nominate Cllr. J. Anderson as Parish Council Repetitive Trustee for Thorpe Marriott Village Hall Committee.	**Complete:** No further action required.
09.04.2026	12b)	To consider renewal quotes for electricity at KGV and Longdale	Council **AGREED** to delegate authority to the Parish Clerk to secure the best available price on a 2-year deal.	**Complete:** Contract signed with Utility Aid for 2 year supply with Yu Energy.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
23.04.2026	4b)	To consider recommendation for the KGV Pavilion Refurbishment project scope and budget for approval	Council **AGREED** to progress option one (full refurbishment and extension compliant with Sports England & DDA requirements), subject to value engineering exercise and cost savings where appropriate up to an initial budget of £938,216.00 to be met by CIL and S106 funding received from local developers.	**Complete:** Key stakeholders notified of decision taken and project updates to be reported through Playing Fields & Property Committee.
23.04.2026	4c)	To receive updated KGV Pavilion Refurbishment Project Scheme of Delegation for approval	Council **AGREED** the KGV Pavilion Refurbishment Project Scheme of Delegation as presented.	**Complete:** Key stakeholders notified.

Paper	**DPC6b:** Town & Parish Council Forum
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

The Town and Parish Forum, hosted by Broadland District Council, provides a regular opportunity for parish and town councils to engage with district councillors and officers.

The forum is intended to:

- Share information on council services, policies and current initiatives
- Enable parish councils to raise local issues and contribute to discussions
- Support collaboration and strengthen working relationships between tiers of local government
- Facilitate networking and sharing of good practice between councils.

The forum forms part of the Councils' wider approach to engagement with town and parish councils and supports the delivery of locally informed services and initiatives.

The last meeting of the Town and Parish Forum was held on 14th April 2026 and notes from the meeting are attached for information.

Recommendation

Council is asked to note the report for information.

Town & Parish Council Forum

Tuesday, 14th April 2026

Local Government Reorganisation (LGR) Update

Presented by: Sinead Carey, Phil Courtier

- **Details of the Three Unitary Councils:** The new structure will create Greater Norwich City Council, West Norfolk Council, and East Norfolk Council, each comprising specific areas and parishes as outlined in the government's proposal, with some parishes from Broadland and South Norfolk being reassigned.

- **Next Steps and Implementation:** The next phase involves the laying of the Structural Changes Order (SCO) in Parliament, expected in spring 2026, which will formally abolish the old councils, establish the new authorities, and set out warding and governance arrangements, followed by the formation of joint committees and shadow authorities leading up to vesting day on 1 April 2028.

- **Knowns and Unknowns:** while the timeline and broad structure are set, details such as the implementation plan, service delivery changes, and final warding arrangements are still being developed and will be confirmed in the legislation; there is currently no direct impact on town and parish councils.

- **District and Mayoral Elections:** it is likely that district council elections will be cancelled for 2027, pending confirmation in the SCO, as shadow authority elections will take precedence; mayoral elections are expected after the new authorities are established.
- **Joint Committees and Shadow Authorities:** Joint committees, comprising existing councillors, will be advisory and non-decision-making, tasked with preparing options for the shadow authorities, which will be elected in May 2027 and will make the final decisions on service models and governance.
- **Combined Authority and Service Responsibilities:** The combined authority, led by the future mayor, will handle strategic functions such as growth and planning, while local service delivery will remain with the new councils; the exact division of responsibilities will be clarified as the legislative process continues.
- **Service Disaggregation and Aggregation:** Questions about the splitting of services like highways were addressed, it is worth noting that some services may remain county-wide due to scale and contracts, while others may be divided among the new councils, with decisions to be made by the implementation team and shadow authorities.

LGR Maps: Future Norfolk - Future Norfolk
Information on the Structural Change Order: Local government reorganisation: implementation letter to Norfolk council chief executives

Youth Provision Programmes

Presented by: Dan Goodwin, Rackheath Parish Council, YMCA

Through the UK Shared Prosperity Fund, South Norfolk and Broadland District Council has funded youth provision projects in Rackheath and Costessey, who provided updates of their successful initiatives and future plans.

- **Rackheath Youth Project:** Rackheath youth project began with outreach and evolved into a thriving youth club after adjusting the age range, resulting in significant growth in attendance and positive feedback from the community. Harry from the YMCA emphasised the importance of youth-led activities, citing examples such as stop-frame animation, arts and crafts, and outdoor play, and stressed the need for continuous feedback from young people to shape provision.

- **Costessey Youth Provision:** Costessey's offer is focused on establishing accessible, safe, and engaging youth spaces providing both universal and targeted youth work through a weekly youth club, targeted mentoring, holiday clubs and forming a Youth Advisory Group.

- **Future Funding and Support:** In South Norfolk there are two further £30,000 grants available for new or significantly renewed youth provision programmes. Additionally, the Community Capacity team are keen to work with and support youth groups across both districts.
- **Activity Ideas for Youth Groups:** Through the Tots2Teens holiday sessions we have found that the most successful and popular activities with young people tend to be the cookery sessions, although we understand that these are quite complex to organise. However, 'Food Play' sessions could be a good alternative to run on a smaller scale. Additionally, themed Funzones are also a fun and engaging option with a variety of games and activities.
  If you would like support or ideas for your youth group, feel free to contact the Community Capacity team.

  Contact: communitycapacity@southnorfolkandbroadland.gov.uk

Any Other Business

- **Publication of County Council Election Candidates:** Parish councils, whether political or not, may publish factual lists of county council election candidates, provided they do not promote any candidate. Parish councils must avoid any content that could be seen as influencing the election and should adhere to standard pre-election publicity rules.

- **Community Awards Nominations:** Nominations are now open for both the South Norfolk and Broadland Community Awards. This is a great opportunity to recognise

local volunteers. For more information on award categories and how to nomination, visit the links below.
Broadland: Broadland Community Awards | Broadland and South Norfolk
South Norfolk: South Norfolk Community Awards | Broadland and South Norfolk

Town and Parish Council Forum – LGR update

14/04/2026

LGR – what's happened to date

Feb. 2025

Statutory Invitation issued to Norfolk

Mar. 2025

Interim proposals submitted

Sep. 2025

3 x final formal proposals submitted to Government

Nov.–Jan.2026

Statutory Consultation held

Mar. 2026

Minded to decision made

The Minded-to-decision

Greater Norwich City Council

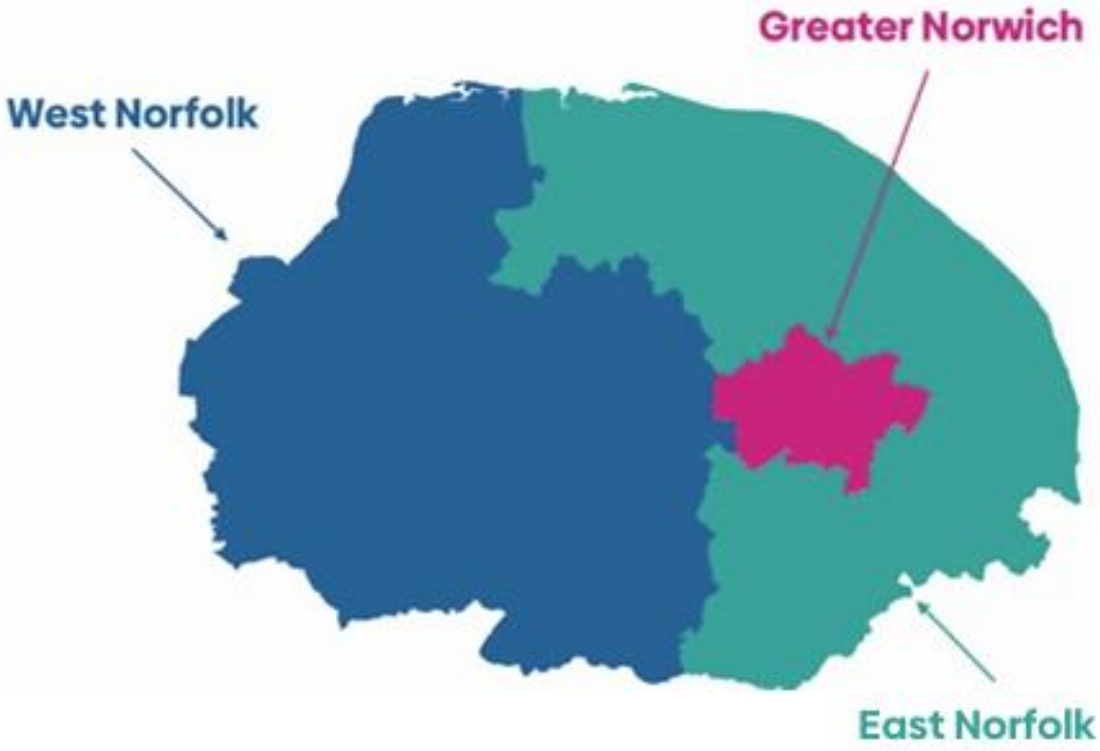
(current areas of Norwich, 19 parishes from Broadland, and 16 parishes from South Norfolk)

West Norfolk Council

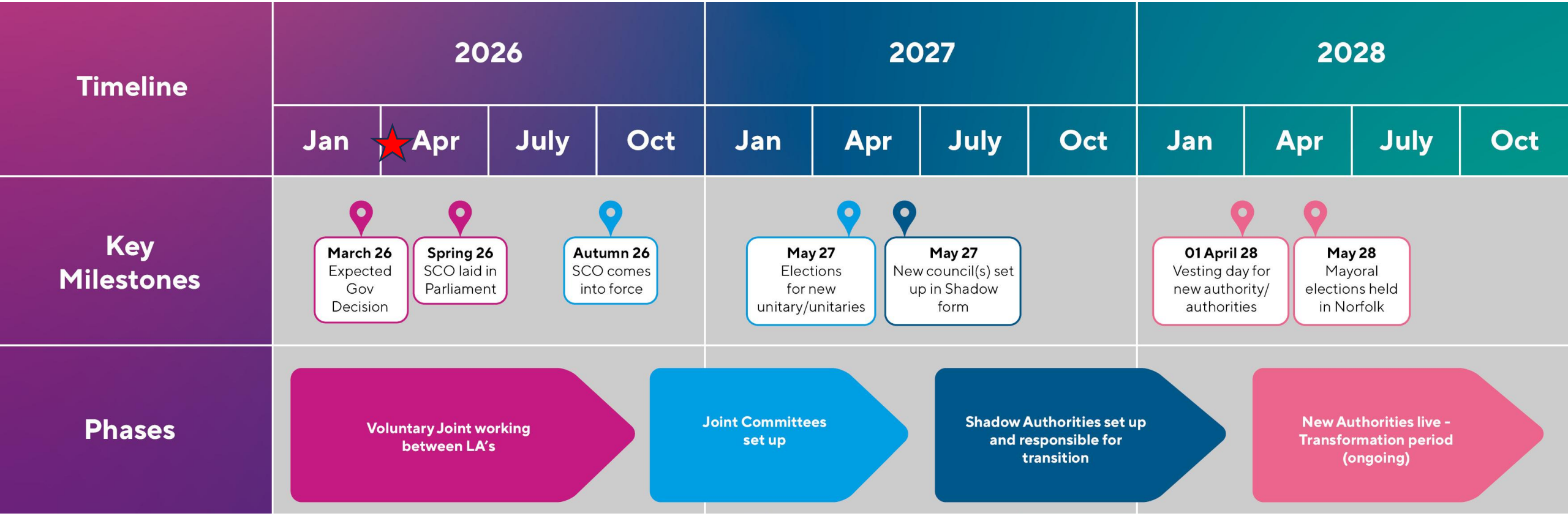
(current areas of Breckland, King's Lynn and West Norfolk, and 9 parishes from South Norfolk)

East Norfolk Council

(current areas of Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes))



LGR Timeline



What we know and don’t know

What we know:

- ✓ New unitary councils are planned to go live on 1 April 2028.
- ✓ Until then:
  - All existing councils continue to operate as they do now.
  - Services must continue to be delivered as normal.
- ✓ There will be a transition period, with joint governance arrangements, to ensure the change is safe, legal and orderly.
- ✓ There is no direct impact on Town and Parish Councils as a result of the reorganisation.

What we don’t know:

- The detailed Implementation Plan to get to vesting day (being developed)
- The exact changes (if any) to how services are delivered locally.
- The final warding arrangements – to be confirmed in SCO.

What happens next

Structural Changes Order to be confirmed and laid in Parliament.

Joint Committees and Implementation Boards to be established.

Detailed Implementation Plan to be developed across Norfolk.

Paper	**DPC7b:** To review allocation of policy Document Holders.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

The Council maintains a range of policies to support its governance, operations and statutory responsibilities. Oversight of these policies rests with allocated Committees, referred to as Document Holders, to ensure policies are reviewed by members with relevant operational oversight.

The role of each Document Holder (Committee) is to:

- Periodically review allocated policies
- Ensure policies remain up to date, compliant and fit for purpose
- Identify any required amendments or updates
- Submit recommendations for amendment to Council for consideration and approval

Considerations

Over time, Committee Terms of Reference may evolve resulting in gaps or overlaps in responsibilities. As such, it is considered good practice to review allocated Document Holders from time to time to ensure allocations remain appropriate.

The Document Log is attached for reference, and Council is asked to review the allocated Document Holder for each policy and make recommendations for amendment, if any.

Recommendation

Council is asked to review the allocated Document Holders and make recommendations for amendment, if any.

Document Title	Document Holder
Neighbourhood Plan	Council
Memorial Policy	E&H
SAM2 Policy	E&H
Tree Management & Hazard Risk Policy	E&H
Asset Register	F&GP
CCTV Policy	F&GP
Complaints Policy	F&GP
Co-option Policy	F&GP
Councillor Code of Conduct	F&GP
Credit Card Policy	F&GP
Data Protection Policy	F&GP
Demise of the Crown Protocol	F&GP
Financial Regulations	F&GP
Financial Risks Assessment	F&GP
Grants Policy	F&GP
Internal Controls Document	F&GP
Investment Policy	F&GP
IT Policy	F&GP
Media Policy	F&GP
Model Publication Scheme	F&GP
Pension Policy Statement	F&GP
Preferred Suppliers	F&GP
Record Management Policy	F&GP
Reserves Policy	F&GP
Safeguarding Policy & Procedures	F&GP
Scheme of Delegation	F&GP
Standing Orders	F&GP
Hire Agreements	PFP
Illegal & Unauthorised Encampment Policy	PFP
Appraisal Policy	Staffing
Employment Contract	Staffing
Equal Opportunities Policy	Staffing
Lone Working Policy	Staffing
Policy on the employment of ex-offenders	Staffing
Recruitment & Selection Policy	Staffing
Staff Handbook	Staffing
Training and Development Policy	Staffing

Paper	**DPC7c:** To review and confirm Committee Terms of Reference.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

To ensure their continued efficiency, Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at their first meeting of the year and make recommendations for amendment for approval by Council.

Recommendations from each Committee have been track-changed and are attached for consideration and approval.

In addition to the recommended changes by Committees, the following track-changes have also been applied to all Terms of Reference for consistency:

- Chairman to Chair – in line with terminology adopted in the most recent update of the Council's Standing Orders.
- To include the implementation of "allocated" policies to reduce any outdated references when policies are changed or superseded.
- Removal of reference to 'Synoptic Reports' – actions are now captured in a resolutions log presented at every meeting of the Council and Committee.
- Approval Date.

Recommendation

Council is asked to review the tracked changes and approve the Terms of Reference as presented.

FINANCE & GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE

ROLE

This Finance & General Purposes Committee is a Standing Committee of the Council and is responsible for a range of non-executive functions to facilitate proper management of the Council's finances in accordance with external requirements and internal imperatives.

The Committee is also responsible for various matters concerning the effective development of good governance and administration, advising Council on constitutional and policy matters for which it is responsible.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To review and make recommendations to Council on issues of financial and general purposes for which Council retains authority.
3. To implement internal controls and recommend action it considers necessary to ensure that Council continues to comply with relevant legislation, regulation and guidelines.
4. To keep under review Council's banking arrangements and make recommendations to Council accordingly.
5. To maintain adequate provision and budgetary control for any other matters not delegated to Council or other Committees including IT & office supplies, utilities & services, streetlighting, subscriptions, community events and newsletter expenditure.
6. To conduct an annual review of the effectiveness of the Council's Statement of Internal Controls.
7. To review the year end accounts and annual return and make recommendations to Council for approval prior to submission to the External Auditor.
8. To monitor General and Earmarked Reserves and make recommendations to Council accordingly.
9. ~~To recommend the annual appointment of an Internal Auditor to Council~~To appoint the Internal Auditor in accordance with section 3 of the Council's Financial Regulations.
10. To consider and determine ways in which the Council can engage with the electorate and public at large including oversight of the Parish Council Website.
11. To consider and determine Council Member induction processes, training arrangements and associated costs.

~~11.~~12. To oversee the implementation of allocated policies, in line with the Council's Document Log.

~~12.~~13. To consider any other matter which may be delegated to it by the Council from time to time.

~~13.~~14. To consider any implication(s) linked to other Committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair~~man~~ shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair~~man~~'s absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will normally be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Finance & General Purposes Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chair~~man~~ and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

~~A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.~~

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Parish Clerk & RFO is normally the Clerk to the Committee. The Deputy Clerk & Facilities Manager will act as Clerk to the Committee in the absence of the Parish Clerk & RFO.

SUB-COMMITTEE

Events Advisory Group.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **1~~4~~5th May 202~~6~~5**.

PLAYING FIELDS & PROPERTY COMMITTEE
TERMS OF REFERENCE

ROLE

The Playing Fields & Property Committee is a Standing Committee of the Council. It is responsible for the provision, maintenance and future development of playing fields, sporting and recreational facilities at King George V Playing Field, Longdale, Florence Carter Memorial Park and for making recommendations to Council for new and improved services and provision.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision of Parish Council owned assets including trees.
3. To manage the maintenance and replacement of Parish Council owned assets.
4. To oversee tree maintenance including the programme of scheduled tree surveys at Longdale, Florence Carter Memorial Park and King George V Playing Fields.

~~3.~~5. To determine and monitor service contracts for grounds maintenance and security, making recommendations to Council for appointment.
~~4.~~6. To determine, monitor and appoint service contracts and other works, in line with budget requirements.
~~5.~~7. To oversee the implementation of designated policies.
~~6.~~8. To oversee the implementation of remedial actions from health & safety inspections, risk assessments and risk mitigation measures for property and playing fields.
~~7.~~9. To review and determine hire charges and conditions of hire for playing fields and facilities.
~~8.~~10. To determine charges and letting conditions for the use of Council facilities and amenities.
~~9.~~11. To oversee the management and operation of playing fields and associated equipment.
~~10.~~12. To prepare and review management plans for property and playing fields as required.
~~11.~~13. To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required.
14. Review and make recommendations for action, reports of all forms of crime and disorder.
~~12.~~15. To oversee the implementation of allocated policies, in line with the Council's Document Log.
~~13.~~16. To consider any other matter which may be delegated to it by the Council from time to time.
~~14.~~17. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

DRAFT

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair~~man~~ shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair~~man~~'s absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Playing Fields & Property Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chair and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Playing Fields & Property Committee and published in place of the draft minutes on the website as soon as practicable.

~~A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.~~

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk & RFO will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

SUB-COMMITTEE

There are no sub-committees of the Playing Fields & Property Committee.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the civic year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **1~~4~~5th May 202~~5~~6**.

DRAFT

ENVIRONMENT & HIGHWAYS COMMITTEE
TERMS OF REFERENCE

ROLE

The Environment & Highways Committee is a Standing Committee of the Council and is responsible for the preservation and enhancement of the local environment and interests of the local community within its powers and duties.

The Committee is also responsible for the consideration and representation to the appropriate authority, if necessary, any item relating to; roads, road safety and parking; footways including pavements; footpaths including Rights of Way; passenger transport services; and any other issue relating to highways, footpaths and public transport.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision, and manage the maintenance and replacement of Parish Council owned street scene furniture *not* on Parish Council owned land, including; bus shelters, flower containers or planters, litter bins, dog bins, grit bins, bollards or posts, village signs, noticeboards, village shelters or any other street scene furniture.
3. To determine and monitor service contracts for delegated grass cutting and make recommendations to Council for appointment.
4. To determine and monitor service contracts for bus shelter cleaning in line with budget requirements.
5. To oversee maintenance for the area off Low Road known as Green Lanes, including the provision, maintenance and replacement of bins, benches and other furniture or fixtures.
6. ~~To oversee the implementation of the Tree Management Policy, including the programme of scheduled tree surveys. .~~
7. To oversee tree maintenance including the programme of scheduled tree surveys at Green Lanes.
8. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council.
9. To consider its position in response to matters concerning highways, footpaths and public transport in Drayton and make recommendations to Council as necessary.
10. To review recycling and litter picking initiatives within the Parish and consider Council engagement.
11. To manage the planning and promotion of a community competition~~Drayton's Garden Competition.~~
12. To oversee the management and operation of Parish Council owned allotments and to determine allotment charges, tenancy agreements and rules and regulations.
13. To make recommendations to Council as necessary to protect the general environment and amenities of the village.
14. To oversee the implementation of allocated policies, in line with the Council's Document Log.
15. To consider any other matter which may be delegated to it by the Council from time to time.

DRAFT

~~14.~~16. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chair~~man~~ shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair~~man~~'s absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Environment & Highways Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chair~~man~~ and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

~~A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.~~

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

COMMITTEE CLERK

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

SUB-COMMITTEE

~~Jetty Working Group.~~

There are no sub-committees of the Environment & Highways Committee.

REVIEW

DRAFT

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **14~~5~~th May 2026~~5~~.**

DRAFT

STAFFING COMMITTEE
TERMS OF REFERENCE

ROLE

The Staffing Committee is a Standing Committee of the Council. It is responsible for the management, welfare and support of employees of the Parish Council including contractual arrangements, conditions of service and staffing structure.

The Staffing Committee also oversees the recruitment and onboarding processes including interviews, probation and appraisals.

The Staffing Committee ensures that the Council continues to comply with requirements of employment law and follows best practice in providing good working conditions for staff, seeking advice as required.

RESPONSIBILITIES

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
~~2. To review and make recommendations to Council on relevant employment policies, including but not limited to Health and Safety at Work, Employment Law, NJC Conditions of Service.~~
~~3.~~2. To amend staff contracts relating to legislative and Green Book updates.
~~4.~~3. To implement relevant employment policies, including but not limited to training and development, grievance and disciplinary procedures, complaints, recruitment and dismissal, absence and leave.
~~5.~~4. To receive and respond to internal and external complaints on staff conduct.
~~6.~~5. To oversee the annual staff appraisal process and consider annual pay awards for all employees and make recommendations to Council in respect of staff remuneration and/or terms and conditions of employment.
~~7.~~6. To oversee the recruitment process and make recommendations to Council on appointment of Council Officers and other staff.
~~8.~~7. To oversee the grievance and disciplinary process and make recommendations to Council on dismissal of Council Officers and other staff.
~~9.~~8. To monitor and performance manage the Parish Clerk, including annual appraisal.
~~10.~~9. To review staffing structure, levels and job descriptions as required.
~~11.~~10. To engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such a time as other arrangements can be put in place as directed by Council.
~~12.~~11. To ensure the health and safety of all staff and carry out risk assessments as required.
12. To seek professional advice as necessary to fulfil its obligations as an employer.
13. To oversee the implementation of allocated policies, in line with the Council's Document Log.
14. To consider any other matter which may be delegated to it by the Council from time to time.
15. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

MEMBERSHIP & TERM OF OFFICE

The Committee will normally comprise a maximum of 4 members of Council, excluding the Chair~~man~~ of the Council. Membership and Chair~~man~~ shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chair~~man~~'s absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

QUORUM

The quorum necessary for the transaction of business is 3 members of the Committee.

MEETINGS

Ordinary Committee meetings will typically be held ~~4~~ 3 times per year and no fewer than once every 12 months.

PUBLIC PARTICIPATION

Normal public participation is permitted at meetings of the Staffing Committee.

MINUTES & REPORTING

Draft minutes are reviewed by the Chair~~man~~ and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Staffing Committee and published in place of the draft minutes on the website as soon as practicable.

~~A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.~~

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

No minutes are permitted to be confidential. The Clerk, as directed by the Committee, can record sensitive information on a separate report as an annex to the minutes as required.

COMMITTEE CLERK

The Parish Clerk & RFO is normally the Clerk to the Committee. The Deputy Clerk & Facilities Manager will act as Clerk to the Committee in the absence of the Parish Clerk & RFO.

SUB-COMMITTEE

The Staffing Committee may appoint a sub-committee for the purpose of Grievances and Appeals as required.

REVIEW

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **1~~5~~4th May 202~~6~~5**.

Paper	**DPC7d:** To appoint membership and Chair for Standing Committees.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

Per the Council's adopted Standing Orders, Council shall appoint Committee membership and Chair for standing committees of the council at the annual meeting.

Expressions of Interest – Committee Membership

On 30th April 2026 Council members were notified of the requirement to appoint Committee membership at the annual meeting and were invited to submit expressions of interest for membership. These have been summarised below and Councillors are welcome to submit expressions of interest for Committee membership at the meeting.

- **Finance & General Purposes:** Cllrs. J. Anderson, A. Crotch, G. Everett, A. Taylor, R. Turner (Max. 7 Members).
- **Playing Fields & Property:** Cllrs. J. Anderson, C. Brown, A. Crotch, G. Everett, K. Morgan, N. Quinsey, A. Taylor (Max. 7 Members).
- **Environment & Highways:** Cllrs. J. Anderson, G. Everett, H. Kisby, R. Turner (Max. 7 Members).
- **Staffing Committee:** Cllrs. J. Anderson, H. Kisby, N. Quinsey, A. Taylor, J. Edwards-Smith (Max. 4 Members).

Expressions of Interest – Committee Chair

The following expressions of interest have been received for consideration by Council. Councillors are welcome to submit expressions of interest for the role of Committee Chair at the meeting.

- **Finance & General Purposes:** Cllr. G. Everett.
- **Playing Fields & Property:** Cllr. A. Crotch.
- **Environment & Highways:** Cllr. H. Kisby.
- **Staffing Committee:** Cllr. N. Quinsey.

For Information

There are no recommendations for the appointment of new committees.

Recommendation

Council is asked to appoint for each of the four standing committees of the Council:

1. Committee membership
2. Committee Chair

Paper	**DPC7e:** To review representation on or work with external bodies and arrangements for reporting back.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

Per section 5jx. of the Council's adopted Standing Orders, Council is required to review it's representation on or work with external bodies and arrangements for reporting back.

Nominated Trustees

The Parish Council is responsible for nominating trustees for the following charities:

- **Bob Carter Memorial Youth and Leisure Centre Trust**
  Council is asked to nominate up to 6 trustees for appointment at the Annual General Meeting of the Management Committee.
  For reference the current representatives are; Cllrs. J. Anderson, H. Kisby and C. Brown and community representative Jude Durrant.

- **Thorpe Marriot Village Hall (TMVH)**
  Council nominated Cllr. J. Anderson as representative trustee at the April 2026 meeting of the Council for appointment at the annual general meeting of the TMVH Management Committee.

- **Drayton Village Hall (DVH)**
  Cllr. H. Kisby was appointed at the annual general meeting of the DVH Management Committee.

Representative Members

Current representation to external bodies is summarised below for information and Council is asked to confirm representation until the next annual meeting of the Parish Council:

- **Norwich Airport Limited Consultative Committee (ACC):** Cllr. J. Anderson
- **Norwich Western Link Committee (NWLC):** Cllr. G. Everett

For information

Arrangements for reporting back are managed through monthly council meetings under the public forum with opportunities for reports from public bodies presented each month.

Recommendation

Council is asked to:

1. Nominate up to 6 trustees for appointment by the Bob Carter Centre Management Committee.
2. Confirm representatives to external bodies, the ACC and NWLC.

Paper	**DPC9a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	14th May 2026
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.

The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.

Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.

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 31/03/2026			
	Cash in Hand 01/04/2025			1,118,311.56
	ADD			
	Receipts 01/04/2025 - 31/03/2026			348,478.25
				1,466,789.81
	SUBTRACT			
	Payments 01/04/2025 - 31/03/2026			319,424.27
A	**Cash in Hand 31/03/2026** (per Cash Book)			**1,147,365.54**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2026	0.00	
	Credit Card	31/03/2026	0.00	
	Skipton Community Saver 10 A	31/03/2026	90,291.87	
	Nationwide Instant Saver Issue 8	31/03/2026	131,677.50	
	Cambridge Building Society	31/03/2026	130,976.68	
	BDC Parish Deposit Scheme	31/03/2026	99,156.40	
	Unity Trust Bank - Instant Access (I	31/03/2026	651,479.86	
	Unity Trust Bank	31/03/2026	43,783.23	
				1,147,365.54
	Less unpresented payments			
				1,147,365.54
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,147,365.54**
	A = B Checks out OK			

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 30/04/2026			
	Cash in Hand 01/04/2026			1,147,365.54
	ADD			
	Receipts 01/04/2026 - 30/04/2026			131,030.96
				1,278,396.50
	SUBTRACT			
	Payments 01/04/2026 - 30/04/2026			32,820.49
A	**Cash in Hand 30/04/2026** (per Cash Book)			**1,245,576.01**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Unity Trust Bank	30/04/2026	141,993.70	
	Unity Trust Bank - Instant Access (I	30/04/2026	651,479.86	
	BDC Parish Deposit Scheme	30/04/2026	99,156.40	
	Cambridge Building Society	30/04/2026	130,976.68	
	Nationwide Instant Saver Issue 8	30/04/2026	131,677.50	
	Skipton Community Saver 10 A	30/04/2026	90,291.87	
	Credit Card	30/04/2026	0.00	
				1,245,576.01
	Less unpresented payments			
				1,245,576.01
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,245,576.01**
	A = B Checks out OK			

Paper	**DPC9b:** To receive list of receipts and payments.
Meeting	Council
Date	14th May 2026
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 01-04-2026 and 30-04-2026)

Cost Centre 1. Income

Code Number 10 Precept

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	27/04/2026	None		Unity Trust Bank		Precept	Broadland District Council	E	114,248.50		114,248.50
						Subtotal for Code:	Precept		£114,248.50		£114,248.50

Code Number 22 VAT Refund

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	20/04/2026	None		Unity Trust Bank		VAT Reclaim	HMRC	R		10,983.02	10,983.02
						Subtotal for Code:	VAT Refund			£10,983.02	£10,983.02

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2026	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.10	13.40	80.50
2	01/04/2026	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.09	13.41	80.50
3	01/04/2026	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.09	13.41	80.50
4	01/04/2026	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	67.09	13.41	80.50
6	23/04/2026	2026-2027/191		Unity Trust Bank		3G Pitch Hire	Gavin Ratcliffe	E	80.00		80.00
11	30/04/2026	2026-2027/187		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	100.80		100.80
12	30/04/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	89.77		89.77
						Subtotal for Code:	3G Income		£538.94	£53.63	£592.57

Code Number 603 CIL Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	24/04/2026	None		Unity Trust Bank		CIL Receipt	Broadland District Council	E	5,132.47		5,132.47
						Subtotal for Code:	CIL Income		£5,132.47		£5,132.47
						Subtotal for Cost Centre:	1. Income		119,919.91	11,036.65	130,956.56

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	23/04/2026	2026-2027/192		Unity Trust Bank		3G Pitch Hire	Gavin Ratcliffe	E	24.00		24.00
8	16/04/2026	2026-2027/188		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	50.40		50.40
						Subtotal for Code:	3G Deposits		£74.40		£74.40
						Subtotal for Cost Centre:	8. Earmarked Reserves		74.40		74.40

TOTALS	**£119,994.31**	**£11,036.65**	**£131,030.96**

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2026 and 30-04-2026)

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
5	09/04/2026	None		Unity Trust Bank		Rates for KGV	Broadland District Council	X	1,568.00		1,568.00
20	01/04/2026	970721		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
21	07/04/2026	810441277		Unity Trust Bank		Electricity Charges KGV	British Gas	S	419.37	83.87	503.24
22	10/04/2026	33119		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
24	20/04/2026	16408771		Unity Trust Bank		Water Charges LD	Wave Utilities	E	55.31		55.31
25	22/04/2026	815137511		Unity Trust Bank		Electricity Charges LD	British Gas	L	139.60	6.98	146.58
27	23/04/2026	16424054		Unity Trust Bank		Water Charges KGV	Wave Utilities	E	85.30		85.30
28	28/04/2026	974548		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	60.12	12.02	72.14
29	30/04/2026	33596		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
38	16/04/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	1.71	0.34	2.05
39	16/04/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
40	16/04/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
41	16/04/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
							Subtotal for Code: Utiliites & Services		£2,795.80	£196.51	£2,992.31

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	16/04/2026	Credit Card		Credit Card		Drain Spring	B&Q	E	16.00		16.00
							Subtotal for Code: Handyman Equipment & Consu		£16.00		£16.00

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	09/04/2026	512539		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	58.72	11.75	70.47
6	09/04/2026	17022		Unity Trust Bank		Scribe Annual Subscription	Starboard Systems Ltd	S	948.00	189.60	1,137.60
12	09/04/2026	513003		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	56.72	11.35	68.07
23	10/04/2026	55035		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
							Subtotal for Code: Stationery & Software		£1,257.94	£251.60	£1,509.54

Code Number 204 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	09/04/2026	2805		Unity Trust Bank		Payroll Services	NALC	S	216.00	43.20	259.20
8	09/04/2026	30655		Unity Trust Bank		Annual Subscription	Norfolk Parish Training Support	S	575.00	115.00	690.00
							Subtotal for Code: Subscriptions		£791.00	£158.20	£949.20

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	30/04/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	16.00		16.00
31	16/04/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
32	16/04/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
36	16/04/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2026 and 30-04-2026)

						Subtotal for Code:	Bank Charges		£25.00		£25.00

Code Number 282 Community Newsletter

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	09/04/2026	13641		Unity Trust Bank		Newsletter	Just Regional	S	210.00	42.00	252.00
						Subtotal for Code:	Community Newsletter		£210.00	£42.00	£252.00

Code Number 284 Website

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	09/04/2026	2084		Unity Trust Bank		Website Development & Support	Steve Jackman Training & Support	E	220.00		220.00
						Subtotal for Code:	Website		£220.00		£220.00

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	23/04/2026	15275009		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	679.49	135.90	815.39
						Subtotal for Code:	Street Lighting Energy		£679.49	£135.90	£815.39

Code Number 8523 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	09/04/2026	519		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
						Subtotal for Code:	Street Lighting Maintenance		£106.69	£21.34	£128.03
						Subtotal for Cost Centre:	2. Finance & General Purposes		6,101.92	805.55	6,907.47

Cost Centre 3. Environment & Highways

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	09/04/2026	2701005748		Unity Trust Bank		Waste Clearance	Broadland District Council	S	1,235.00	247.00	1,482.00
						Subtotal for Code:	Street Scene Maintenance		£1,235.00	£247.00	£1,482.00
						Subtotal for Cost Centre:	3. Environment & Highways		1,235.00	247.00	1,482.00

Cost Centre 5. Playing Fields & Property

Code Number 57 Play Area

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	09/04/2026	248		Unity Trust Bank		Play Area Cleaning	External Solutions Norfolk	S	2,500.00	500.00	3,000.00
						Subtotal for Code:	Play Area		£2,500.00	£500.00	£3,000.00

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	16/04/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.52		1.52
						Subtotal for Code:	Sports Facilities		£1.52		£1.52

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	09/04/2026	None		Unity Trust Bank		Repair outdoor light	Peter Stanger	E	80.00		80.00
33	16/04/2026	Credit Card		Credit Card		Pavilion Consumables	Medisave	S	172.05	34.41	206.46

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2026 and 30-04-2026)

						Subtotal for Code:	Pavilion Maintenance		£252.05	£34.41	£286.46

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	09/04/2026	None		Unity Trust Bank		Probation Service Toilets	Drayton Village Hall	E	10.00		10.00
						Subtotal for Code:	Grounds Maintenance		£10.00		£10.00

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	09/04/2026	1001112		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	952.00	190.40	1,142.40
19	09/04/2026	1001520		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80
34	16/04/2026	Credit Card		Credit Card		Padlock	B&Q	E	25.00		25.00
						Subtotal for Code:	Security		£2,031.00	£401.20	£2,432.20
						Subtotal for Cost Centre:	5. Playing Fields & Property		4,794.57	935.61	5,730.18

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
56	30/04/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,174.66		1,174.66
57	30/04/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
61	30/04/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,186.50		5,186.50
						Subtotal for Code:	Salaries		£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
60	30/04/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
						Subtotal for Code:	Employer Pension Contributions		£1,518.14		£1,518.14

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
58	30/04/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	216.71		216.71
						Subtotal for Code:	Expenses/Mileage		£216.71		£216.71

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18	09/04/2026	118		Unity Trust Bank		HR Consultancy	Council HR and Governance Support	S	1,300.00	260.00	1,560.00
						Subtotal for Code:	Consultancy Services		£1,300.00	£260.00	£1,560.00

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
59	30/04/2026	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
						Subtotal for Code:	Employer NI Contributions		£824.43		£824.43
						Subtotal for Cost Centre:	6. Staffing		10,606.54	260.00	10,866.54

Cost Centre 8. Earmarked Reserves

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2026 and 30-04-2026)

Code Number 8528 S106 Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	09/04/2026	1120		Unity Trust Bank		KGV Project Management	Greyfriars Cost Management Ltd.	S	3,728.58	745.72	4,474.30
							Subtotal for Code: S106 Expenditure		£3,728.58	£745.72	£4,474.30

Code Number 8534 Projects

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	09/04/2026	871		Unity Trust Bank		Neighbourhood Plan	C. C. Planning	S	350.00	70.00	420.00
15	09/04/2026	862		Unity Trust Bank		Neighbourhood Plan	C. C. Planning	S	2,450.00	490.00	2,940.00
							Subtotal for Code: Projects		£2,800.00	£560.00	£3,360.00
							Subtotal for Cost Centre: 8. Earmarked Reserves		6,528.58	1,305.72	7,834.30

	Net	Vat	Total
TOTALS	**£29,266.61**	**£3,553.88**	**£32,820.49**

Paper	**DPC9c:** To receive list of payments for authorisation.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.

The authorised schedule shall be initialled below the last item by the person Chairing the meeting.

Recommendation

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

Drayton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
42	Street Scene Maintenance	14/05/2026		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services	S	108.80	21.76	130.56
43	Grounds Maintenance	14/05/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
44	3G Surface Maintenance	14/05/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
45	NCC Highways Verges	14/05/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
46	Grounds Maintenance	14/05/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	2,181.03	436.21	2,617.24
47	3G Surface Maintenance	14/05/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
48	NCC Highways Verges	14/05/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
49	Security	14/05/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
50	Subscriptions	14/05/2026		Unity Trust Bank		NALC Annual Subscription	NALC	E	1,093.38		1,093.38
51	Stationery & Software	14/05/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	65.35	13.07	78.42
52	S106 Expenditure	14/05/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Manageme	S	2,485.72	497.14	2,982.86
53	S106 Expenditure	14/05/2026		Unity Trust Bank		Asbestos Survey	Anglian Demolition & Asbe	S	650.00	130.00	780.00
54	Street Lighting Maintenance	14/05/2026		Unity Trust Bank		Structural & Electrical Testing	T T Jones Electrical Ltd	S	278.25	55.65	333.90
55	Streetlighting	14/05/2026		Unity Trust Bank		Purple Streetlight Repairs	T T Jones Electrical Ltd	S	1,700.00	340.00	2,040.00
								Total	**13,955.57**	**2,572.43**	**16,528.00**

Paper	**DPC10b:** To consider recommendation to approve Financial Risk Assessment
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

At the April 2026 meeting, the Finance & General Purposes Committee reviewed the Council's Financial Risk Assessment and confirmed that the document was a true reflection of the financial risks facing the Council and that the manner in which they should be mitigated remains adequate and up to date.

Summary of Changes

The Risk Assessment has been reviewed with additional risks identified in relation to:

- Capital projects/major works (Pg4)
- Local Government Reorganisation (Pg6)

Management of Risks have been updated to reflect current internal control arrangements and the risk assessment methodology has been included to identify how the Council has determined the risk status.

Recommendation

The Committee recommends the Financial Risk Assessment is adopted as presented.

Recommendation

Council is asked to consider the recommendation from the Finance & General Purposes Committee for approval.

Risk Assessment Methodology

This Financial Risk Assessment uses a matrix to determine the level of risk associated with each identified item.

Each risk is assessed using two criteria:

Likelihood – the probability of the risk occurring:

- 1 = Unlikely
- 2 = Possible
- 3 = Almost certain

Impact – the severity of the outcome if the risk occurs:

- 1 = Insignificant
- 2 = Moderate
- 3 = Significant

The likelihood and impact scores are combined using the Council's risk matrix to determine the overall risk rating:

- Low Risk – acceptable and managed through existing controls
- Medium Risk – requires monitoring and, where possible, mitigation
- High Risk – requires active management and review by Council

The risk ratings shown (L/M/H) within this document reflect this assessment.

Subject	Risks Identified	Status H/M/L	Management of Risks
Councillors	Losing Councillor membership or having less than 5 councillors at any one time.	L	When a vacancy arises, there is a legal process to follow. This either leads to a by-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are less than 5 Councillors at any one time on the Council it becomes inquorate. The legal process of Broadland District Council appointing members takes place.
Precept	Adequacy of precept Requirements not submitted to BDC in time Amount not received by BDC.	L	Regular budget review by Council. Deadline is ascertained from Broadland District Council asap and Precept is considered by Council before the deadline. The Clerk informs Council when the monies are received (approx. April/May and September time).
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which set out the requirements.
Banking	Inadequate Checks Bank Mistakes Losses & Charges Loss of signatories	L	The Council has Financial Regulations which set out the requirements for banking and reconciliations of accounts. The Clerk reconciles the accounts every month. Any issues are dealt with promptly. Current Bankers are specialists in dealing with local authorities. Signatories can be changed easily. Council has up to 4 signatories on accounts to protect against risks. Drayton Parish Council complies with the Financial Services Compensation Scheme (FSCS) and strives to limit each bank with £120,000 maximum to spread the financial risk where possible.
Internet Banking	Access	L	Access to banking sites is regulated by Standing Orders. No search engines are used, and bookmarked favourites is preferable. Each signatory has their own log on details which is subject to pin code entry. Councillors can view and release payments. Staff can view and set up payments but not release.

Subject	Risks Identified	Status H/M/L	Management of Risks
Loss of Cash	Loss through theft or dishonesty	L	Cheques received are banked within 5 banking days. Drayton Parish Council is a no cash council. Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. Corporate Credit Cards also have been insured against fraud or mis use. Employees are required to sign the Credit Card Agreement for Employees and abide by the Credit Card Policy.
Litigation	Potential risk of legal action being taken against the Council.	L	A Clerk's report is produced monthly and presented to Council, discussed and approved at the meeting. This report includes bank reconciliation and a breakdown of receipts and payments balanced against the bank.
Reporting and auditing	Information communication Compliance.	L	Councillors receive full details each month including bank reconciliation. This information is also placed on to the website. Half yearly inspections by the internal auditor are carried out and reports produced. Auditor's reports are considered by Finance & General Purposes Committee and recommendations are made to the full council.
DPC run activities	Risk of financial loss	L	Activities previously held have been financed by grants and/or budgeted revenue expenditure prior to events thus reducing the risk of financial loss to DPC. If finance is not secured in advance there may be some financial risk which would need to be covered by the council's reserves. All such expenditure goes through the required Council process of approval and minuted. Grant application form has been devised to keep records of applications.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	The Parish Council has in place a grant application process to approve the issuing of grants to locally based groups/organisations/events within the Parish.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One-off grants received tend to be for activities with conditions attached.
Best value Accountability	Work awarded incorrectly Overspend on services	L/M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.

Subject	Risks Identified	Status H/M/L	Management of Risks
Capital Projects/Major Works	Cost overruns Contractor failure/poor performance Inadequate tendering/ non-compliance with procurement regulations Cash flow pressure on reserves Project delays Insufficient project oversight/governance	H	Appointment of Project Management and Cost Consultancy Services. Project specific Scheme of Delegation in place, including regular reporting to delegated Project Officer, Committee and Council. Clear project scope and budget agreed by Council including budget strategy (S106, CIL and Earmarked Reserves). Cost estimates include contingency allocation and inflation.
Salaries and on costs	Salary paid incorrectly.	L	Salary rates are assessed annually by Council. Payroll is outsourced and sampled as part of the internal control checks and interim and year end internal audit. All staff members have a contract of employment and job description. Salaries are paid in arrears at the end of each month.
Employees	Loss of Clerk Fraud by Clerk Actions undertaken by clerk. Health and Safety	L	Reference to a Business Continuity Plan (BCP) should be made in case of loss of key staff. Procedural guides help to identify tasks required in case of absence. The Clerk is provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Health & Safety issues relating to the Clerk are with regard to working at home and driving to/from Council meetings. The Council's insurance covers travel to and from a place of work.
Election costs.	Risk of an election cost.	L	Election Reserve held. No Parish Council election has been held in Drayton for many years.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is claimed quarterly and released digitally to HMRC port via Scribe.

Subject	Risks Identified	Status H/M/L	Management of Risks
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed by the Clerk and submitted online to HMRC within the prescribed time frame.
Audit - Internal	Audit Completion within time limits	L	Internal auditor is appointed by the Finance & General Purposes Committee. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council are resolved and minuted at Parish Council Meetings.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings is managed by the Chair.
Members interests	Conflict of interest Register of Members interests	L	Declaring of interests by members at a meeting appears on the agenda to remind Councillors of their duty. Register of Members Interest forms are included on the agenda at the Annual Parish Meeting as a reminder for review by Councillors.
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and is included within the budget.
	Fidelity Guarantee	L	Guarantees are provided with insurance cover. Review takes place of necessary documentation.
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. All assets owned by the Parish Council are regularly reviewed and maintained. In the event of a loss of premises/laptop all computer files can be restored from the Cloud. Minutes and financial documents are stored on the website. Temporary accommodation may be required in another building.

Subject	Risks Identified	Status H/M/L	Management of Risks
Maintenance	Poor performance of assets or amenities Risk to third parties	L	All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at KGV Pavilion. The premises and the facilities are considered adequate for the Clerk, Councillors and Public who attend from a Health & Safety aspect.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L	Council's electronic records are stored on the Clerks computer. All data is stored on Microsoft's Cloud storage. Scribe data is available online and accessed through Scribe's own website which backs up data automatically.
Local Government Reorganisation	Changes to structure and uncertainty in responsibilities between tiers. Delays or disruption to relevant services e.g. grass cutting, planning, waste, highways. Changes to precept collection and payment arrangements. Loss of funding streams. Devolution of services/assets without adequate funding.	M/H	Clerk and Council to monitor LGR developments via principal authority communications such as Broadlands Town and Parish Forum, NALC and NPTS newsletters etc. Maintain strong communications with relevant officers during transition. Regularly review reserves, asset register and service delivery responsibilities. Ensure clear documentation of decisions during transition period and consider development of devolution/asset transfer policy if required.

Paper	**DPC10d:** List of Regular Payments
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

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 (FR6.6).

The approval of the use of BACS, Standing Orders, variable Direct Debits shall be reviewed by the Council at least every two years (FR7.9-7.11)

Considerations

At the April 2026 meeting, the Finance & General Purposes Committee reviewed the regular payments made by Council, including payment types against the 2026-27 budget and confirmed the attached payments list was accurate and up to date.

The Committee recommends the attached list of payments and payment types for authorisation for the year by Council.

Recommendation

Council is asked to consider the recommendation by the Finance & General Purposes Committee for approval.

DRAYTON PARISH COUNCIL
REGULAR PAYMENTS

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

DRAYTON PARISH COUNCIL
REGULAR PAYMENTS

Supplier	Description	Tender	Bank	Payment Frequency
Wix	Premium Plan	Credit Card	Lloyds Bank	3 Yearly
Adobe	Acrobat Pro	Credit Card	Lloyds Bank	Annual
Igloohome	Fee to generate codes for Smart Lock for 3G Pitch	Credit Card	Lloyds Bank	Monthly
Lebara Mobile	Tablet data for Maintenance Operative and Clerk Mobile	Credit Card	Lloyds Bank	Monthly
Stripe	Percentage fee for online payments through sports booking system "Clubspark"	Deducted from Hire Charges		
ICO	Data protection fee	Direct Debit	Unity Trust Bank	Annual
Anglian Internet	Office 365 subscription and support package.	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at KGV	Direct Debit	Unity Trust Bank	Monthly
British Gas	Electricity at Longdale	Direct Debit	Unity Trust Bank	Monthly
Comm Tech	Office Broadband and phone system	Direct Debit	Unity Trust Bank	Monthly
Lloyds Bank	Credit card payments	Direct Debit	Unity Trust Bank	Monthly
N Power	Streetlights	Direct Debit	Unity Trust Bank	Monthly
Norwich Waste Disposal Ltd.	Waste collection at KGV, Longdale and Bob Carter Centre.	Direct Debit	Unity Trust Bank	Monthly
Wave Utilities	Water and sewerage charges for Longdale and KGV	Direct Debit	Unity Trust Bank	Quarterly
CF Corporate	Printer Lease	Direct Debit	Unity Trust Bank	Per schedule
Safepoint	Lone Worker Device Subscription	Direct Debit	Unity Trust Bank	Monthly

Paper	**DPC10e:** General Fund Transfers
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

At the April 2026 meeting, the Finance & General Purposes Committee considered a detailed report on the Council's year-end General Fund position. The report identified a surplus of £30,726.94 above the Council's recommended General Fund level, in line with the Council's Reserves Policy and proper practices guidance.

The Committee considered options for reserve transfers from the year-end surplus to reduce the General Fund balance towards the level set out in the Council's reserve policy, while allocating funds for future planned expenditure.

Recommendation

The Committee agreed to recommend transfers from the General Fund to the following Earmarked Reserves:

- £15,000 to KGV Enhancements
- £15,000 to Longdale Enhancements
- £726.94 to Allotments

Total: £30,726.94

Recommendation

Council is asked to consider the recommendation from the Finance & General Purposes Committee for approval.

Paper	**DPC14a:** Neighbourhood Plan Advisory Group Membership
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

In line with the adopted Terms of Reference for the Neighbourhood Plan Advisory Group, there are currently 2 vacancies for a Council representative and 2 vacancies for Community representatives for appointment by Council.

Considerations

Councillor Membership: Councillors are invited to submit nominations for consideration for appointment by Council.

Community Membership: Following a recent round of advertisements inviting expressions of interest for Community Membership, the following application has been received for consideration for appointment by Council

I currently work one day a week for the Diocese of Norwich as the Schools Environmental Advisor, where I support schools in achieving the Eco Green Flag Award, developing their Climate Action Plans, and running sustainability focused events for children. This builds on my twenty-nine years of experience as a teacher and head of school.

During my teaching career, I have organised many events for both children and adults, led teams, and engaged deeply in my school communities. These experiences have strengthened my ability to bring people together, coordinate projects, and support collaborative decision making.

I have lived in Drayton for twenty-seven years, and both of my children attended the local schools. During that time, I served as a parent governor at the infant school, supported the PTA at both schools, and I am now a co-opted governor at Drayton Junior School.

For the past twenty years, I have also been part of the Drayton Drewray Relief in Need Charity and currently serve as its chair. Through this role, I work closely with a range of local organisations, including the Norfolk Wildlife Trust, of which I have been a member for two decades.

I would welcome the opportunity to contribute my experience, local knowledge, and commitment to community life.

Kind regards,

Sharon Brett

Recommendation

Council is asked to consider appointment of Councillor and Community Members to the Neighbourhood Plan Advisory Group.

Paper	**DPC14b:** To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

On 20th April 2026, Council received the attached grant application from Priscilla Bacon for consideration.

The Council currently has £3,000.00 remaining in the grants scheme until 31st March 2027.

Considerations

Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following:

a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.
b. The grant must go towards supporting or purchasing *one* of the following:
    i. Purchasing equipment either in part or in full.
    ii. Funding transport to enable group members to partake in a group trip or outing.
    iii. For training activities, or to purchase the expertise of a trainer/facilitator.
    iv. Raising the profile of the group's work.
    v. Covering running costs of a viable group experiencing a period of hardship.
    vi. Hosting special events or celebrations.
    vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.

Section 137 Expenditure – Statutory Compliance Note

Expenditure will be made under Section 137 of the Local Government Act 1972 where Council is satisfied that the expenditure is not otherwise authorised under any other statutory power. Council shall confirm that the expenditure complies with the requirements of Section 137 in that it is for purposes which, in the opinion of the Council, are in the direct benefit of the Council's area, or part of its area, or all or some of its inhabitants.

The statutory spending limit applicable for the current financial year is £11.60 per elector, and Council is asked to note that the total Section 137 expenditure, including this proposal, remains within the permitted allowance per elector as prescribed by legislation.

For Information

Please note confidential information is redacted from the published papers.

Recommendation

Council is asked to consider the award of funding for the grant application received.

Annex A
To the Grants Policy
Dated October 2022

DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT

Name of Organisation or Group:	**Status (Charity, trust, etc.)**
PRISCILLA BACON HOSPICE CHARITY	CHARITY
Address:	
20 LOW ROAD, DRAYTON NR8 6AA **Postcode:** NR8 6AA	
Telephone Number:	01603 854092
Email Address:	tracyhenry@priscillabaconhospice.org.uk
Lead Applicant Name:	Tracy HENRY
Amount requested:	£ 200.00
Date of Application:	20/4/26
Brief Description of Request:	TO REPLACE THE OUTSIDE STOCK BINS OUTSIDE OUR DRAYTON CHARITY SHOP.
Account Name:	Priscillabaconretail Limited
Sort Code: [redacted]	**Account No:** [redacted]

For Office Completion

Application Status:	**Date Received:**	**Approved / Declined**
Full Parish Council Meeting Date:		
Comments on Decision (Including any conditions of award):		

Your Organisation

1. Describe the business of your organisation.

TO SUPPORT THE PRISCILLA BACON LODGE TO ENHANCE THE PATIENT EXPERIENCE, FUNDING SPECIALIST EQUIPMENT, ENHANCEDCATERING, PATIENT & FAMILY TRANSPORT, ART & MUSIC THERAPY.

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

VOLUNTEERING OPPORTUNTIES.
COMMUNITY SPIRIT.
END OF LIFE CARE AT PRISCILLA BACON LODGE

About your Request

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

OUTSIDE STORAGE BOXES NEED REPLACING AS ONE OF THE CURRENT BOXES IS NO LONGER SECURE OR FIT FOR PURPOSE

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

TO GIVE THE SHOP ONGOING STORAGE TO ALLOW DONATIONS FROM PUBLIC TO BE STORED ~~SECURELY~~. SECURELY

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

URGENT NEED OF REPLACEMENT.

Funding

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

£180-00

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

CHARITY FUNDS

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

NO

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

FUNDRAISING

Other Information

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

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

balance sheet.

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

For Applicant:

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

Print Name: TRACY HENRY

Signature: [redacted]

Date Submitted: 20/4/26

Please return form to:

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

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

Paper	**DPC14c:** Teen Challenge Donation
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

At the March 2026 meeting of the Council, it was agreed to host the Annual Parish Meeting at the Drayton Hall Auditorium free of charge. It was also confirmed that refreshments would be provided by Teen Challenge for purchasing under Section 137 of the Local Government Act 1972.

In accordance with the Council's adopted Grants Policy, Council is asked to consider a donation up to £50 to Teen Challenge in recognition of their support with the Annual Parish Meeting.

Recommendation

Council is asked to consider a donation up to £50 to Teen Challenge in recognition of their support with the Annual Parish Meeting.

Paper	**DPC7a:** To review and confirm delegation arrangements.
Meeting	Council
Date	14th May 2026
Author	Parish Clerk & RFO

Summary

Background

Per section 5jv of the Council's adopted Standing Orders, Council is required to review delegation arrangements to committees, sub-committees, staff and other local authorities.

The Scheme of Delegation was adopted at the April 2023 meeting of the Council and outlines the Council's agreed delegation arrangements.

The Scheme of Delegation has been reviewed and updated to reflect the latest versions of Council's adopted Financial Regulations and Standing Orders and amendments have been tracked-changed for reference.

Recommendation

Council is asked to review the track-changes as presented and approve the delegation arrangements as outlined in the Scheme of Delegation.

SCHEME OF DELEGATION

DRAYTON PARISH COUNCIL

Version 1.4~~3~~

Approval Date:	May 202~~65~~	**Approval Route:**	Council
Review Date:	May 202~~76~~	**Policy Holder:**	Finance & General Purposes Committee

Document Change History

This is version 1.43 of the Scheme of Delegation 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 1.4 May 2026	
Ref.	**Change**
Delegation References	Updated to reflect latest version of adopted Financial Regulations and Standing Orders.
Committees	Per 4.11 of Financial Regulations, Committees are permitted to add and/or withdraw allocated earmarked reserves subject to limits set out in 5.14 of the Financial Regulations.
Working Groups	Amendment under Minutes & Reporting to require Groups to report actions and outcomes at the next meeting of the parent body. Amendment to include delegated Officers to receive recommendations for approval.

Version 1.3 May 2025	
Ref.	**Change**
Introduction	Paragraph added to clarify document formatting such as body type.
Staffing	Job titles amended to reflect the designation of the Proper Officer and Responsible Financial Officer to the Parish Clerk.
Other Local Authorities	New section added to confirm current delegation arrangements in place.

Version 1.2 April 2024	
Ref.	**Change**
Working Groups	Additional section on delegated authority of Working Groups included. (Approved at April 2024 meeting of the Council)

Version 1.1 November 2023	
Ref.	**Change**
Committees	Additional matter reserved for Committees included under item 7 (approved November 2023 budget meeting of the Council)

Introduction

Pursuant to s.101 of the Local Government Act 1972, Drayton Parish Council (the Council) as a local authority may arrange for the discharge of any of their functions by a committee, a sub-committee, an Officer of the authority or by any other local authority.

The Scheme of Delegation sets out the delegated authority to act for Officers and Committees of the Council and is intended to facilitate the effective day to day running of the Council with all reasonable speed.

Those items presented in bold type contain legal and statutory requirements and cannot be changed. References in brackets indicate the relevant governing document where the authority is stipulated such as Standing Orders or Financial Regulations.

Matters reserved only for Council

The following matters are reserved for the Council and may not be delegated to a Committee, Officer of the Council or any other local authority:

1. **To elect a Chairman and Vice-Chairman of the Council (SO5e)**
2. To review and approve delegation arrangements to committees, sub-committees and staff of the Council (SO5iv)
3. To review and approve Terms of Reference for committees (SO5vi)
4. To appoint members to existing committees (SO5vii)
5. To appoint any new committees in accordance with Standing Order 4 (SO5viii)
6. **To approve the final annual budget (FR1.6~~1.13 & FR3.3~~)**
7. **To approve the final precept (FR1.6~~1.13 & FR3.4~~)**
8. **To approve accounting statements (FR1.6~~.13~~)**
9. **To approve the Annual Governance and Accountability Return (AGAR) (FR1.6~~1.13~~)**
10. **To approve any application for borrowing and subsequent arrangements for the loan (FR1.6 & 12.1~~1.13 & FR8.1~~)**
11. **To determine action in relation to outstanding debts (FR13.3~~1.13~~)**
12. **To declare eligibility for the General Power of Competence (FR1.6~~1.13~~)**
13. **To determine action to be taken in response to recommendations in any report from the internal or external auditors (FR1.6~~1.13~~)**
14. **To approve banking arrangements including the bank mandate for all council bank accounts (FR1.7~~1.14 & FR5.1~~)**
15. **To authorise any grant or a single commitment in excess of** £~~75~~,~~50~~00 **(FR1.7 & 5.14~~1.14 & FR4.1~~)**
16. **To consider recommendations from the Staffing Committee in respect of staff termination payments ~~remuneration and/or terms and conditions of employment~~ (FR11.7~~1.14 & FR7.3~~)**

17. To consider a full business case before employing interim staff (FR11.8).

~~17.~~18. To determine matters incurring expenditure for which budget provision is not made or exceeded (FR5.16~~4.2~~)

19. To approve regular payments including the use of variable direct debit, BACS and Standing Orders (FR7.9 - 7.11)

~~18.~~20. To approve the movement to other budget headings or to an earmarked reserve as appropriate, any unspent or available amounts during the budget year (FR4.4~~2~~)

~~19. To approve expenditure in relation to any capital project (FR4.6)~~

~~20. To receive quarterly budget reports (FR4.8)~~

~~21. To approve any changes in earmarked reserves (FR4.9)~~

~~22.~~21. To approve and/or ratify a monthly set of accounts (FR7.8~~5.2~~)

~~23.~~22. To approve financial arrangements for Hire Purchase and/or leasing of tangible assets (FR12.2~~8.2~~)

~~24. To approve annually, particulars of all charges to be made for work done, services rendered, or goods supplied (FR9.2)~~

~~25.~~23. To approve annually, a review all fees and charges (FR13.2~~9.3~~)

~~26. To approve any variation to a contract or addition to or omission from a contract for building or other construction works (FR12.3)~~

~~27.~~24. To approve the purchase, acquisition, sale, lease or disposal of all tangible moveable property where the estimated value of any one item exceeds £250 (FR16.5~~14.2~~)

~~28.~~25. To approve the purchase, acquisition, sale, lease or disposal of real property (interests in land) (FR16.4~~14.3 & 14.4~~)

~~29.~~26. To approve governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and all Council Policies~~y~~ ~~(FR18.1)~~

~~30. To appoint the internal auditor for the provision of year-end internal audit~~

~~31.~~27. To appoint and dismiss Council Officers following recommendations from the duly delegated committee

~~32.~~28. To approve the Council's insurance requirements following recommendation from the duly delegated committee

~~33.~~29. To nominate and appoint representatives of the Council to any other authority, organisation or body as necessary

~~34.~~30. To receive and respond to national and local consultations, including planning matters

~~35.~~31. To adopt the schedule of meetings for the ensuing year

~~36.~~32. To determine any other matters which do not fall within the remit of committees, sub-committees or delegated Officers of the Council

Committees

Committees have delegated authority to act within their Terms of Reference and budget agreed by the Council. This means committees can resolve and thereafter instruct action by Officers on all matters not reserved for consideration by Council, or by another committee. For matters reserved by Council or other committees, committees can only recommend a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation(s) have been approved by Council.

All decisions and/or actions taken by a committee of the Council shall be deemed on behalf of and in the name of the Council. As such all members of the Council shall receive agendas, minutes and supporting papers of all committees for information.

Council members are entitled to attend all committees and sub-committees whether or not they are members of the committee, although no voting rights or right to participate in discussions or proceedings is granted.

All delegated authority will be exercised in accordance with governing documents including approved budgets, Council policy and all statutory common law and contractual requirements.

The following matters are reserved to all committees:

1. To act within their Terms of Reference and budget agreed by Council
2. **To appoint a sub-committee whose terms of reference and members shall be determined by the Committee (SO4a)**
3. To determine the number and times of its meetings, other than in respect of ordinary meetings (SO4diii)
4. To decide as to whether to grant a dispensation relating to the meeting of the Committee (SO123e)
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. To review the committee's three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall formulate and submit proposals for the following financial year to the Council not later than the end of December each year including any proposals for revising the forecast (FR4.53.1)
6. To authorise expenditure on revenue items up to and including £7,5005,000 for that class of expenditure in the approved budget for the Committee (FR5.144.1)
7. To authorise unforeseen expenditure on revenue items that will exceed the amount provided in the budget for that class of expenditure, provided the requirements of 5.144.1 of the Financial Regulations are adhered to
7.8. To add and/or withdraw from allocated Earmarked Reserves subject to its Terms of Reference and limits set out in 5.14 in the Council's adopted Financial Regulation

Working Groups

Role and Responsibilities

As a parent body, The Parish Council and/or a Committee of the Council may form a Working Group to carry out specific detailed tasks on any matter that falls within its powers. The parent body will establish the role of the Working Group and its Terms of Reference. The Working Group will research, investigate, consider and make recommendations within its remit to the parent body accordingly.

Any recommendations made by Working Groups are subject to approval by the parent body or delegated Officer.

There is no delegated budgetary allowance for Working Groups and all budget requests must be made in writing to Council in line with Standing Orders.

Membership and Term of Office

The membership of a Working group shall be appointed by resolution of the parent body and include no less than 3 Council Members. Membership may include non-councillors or 'Community Members' at the discretion of the parent body.

The Working Group Chair shall be a Council member and be appointed by it's members as the first item of business at its first meeting.

Members of the public who have specific knowledge, expertise and/or experience on the subject may be invited as attendees to assist the Group.

A Working Group is expected to be time limited and the continuing need for a Working Group will be reviewed annually by the parent body.

Quorum
The quorum necessary for the transaction of business is to be determined by the parent body and be no less than 3 members of the group, to include a minimum of two Council members.

Meetings
Working Groups will arrange their own meetings and schedule of work as required. Meetings may be held remotely as necessary.

Decisions on recommendations shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

Public Participation
Working Groups do not meet in public.

Minutes and Reporting
Working Groups may take notes and record actions and outcomes as necessary for reporting at the next meeting of the parent body. All recommendations must be made in writing and presented to the parent body for consideration.

Group Clerk
The Clerk to the parent body will normally clerk the meeting.

Review

The parent body will conduct an annual review of its Working Groups at its first meeting of the year.

Officers of the Council

The term Officer includes all permanent, contract and temporary staff working for the Council. Officers will have the delegated powers of the post they are undertaking, including posts held under any interim or deputising arrangements.

The Parish Clerk & Responsible Financial Officer

The Parish Clerk to the Council is designated and authorised to act as the Proper Officer and Responsible Financial Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

Specific delegation is provided to the Parish Clerk, who for statutory purposes is the Data Protection Officer and the Health & Safety Officer.

While retaining overall responsibility, the Parish Clerk to the Council may delegate authority to other Officers, in accordance with employee job descriptions, with the exception of those matters in bold typeface.

All delegated authority will be exercised in accordance with governing documents including approved budgets, Council policy and all statutory common law and contractual requirements.

The following matters are reserved to the Parish Clerk:

1. **To receive dispensation requests in writing (SO13d)**
2. **To serve on councillors by delivery or post at their residences or by email authenticated in such a 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) at least three clear days before a meeting of the council, a committee,** or sub-committee **(SO145bi)**
3. **To convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office (SO145biii)**
4. **To facilitate inspection of the minute book by local government electors (SO145biv)**
5. **To receive and retain copies of byelaws made by other local authorities (SO145v)**
6. **To witness signatures of any two councillors who sign, on behalf of the Council (subject to Standing Order 223(a), any deed required by law (SO223b)**
7. To hold acceptance of office forms from councillors (SO145vi)
8. To hold a copy of every councillor's register of interests (SO145vii)
9. To notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections
10. To arrange and manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations (SO14b5xiii)~~(FR4.1, FR5.5 & FR6.2)~~

~~11. To authorise changes to account details for suppliers (FR6.17)~~

11. Authorise individual purchases within an agreed budget for that type of expenditure for any items below £500 excluding VAT, and in consultation with the Chair of the Council or Chair of the appropriate Committee any items below £2,000 excluding VAT (FR5.14)
12. Authorise expenditure up to £2,000 in cases of serious risk to the delivery of council services or to public safety on council premises (FR5.17)

~~12.~~13. Authorise any payment to avoid a charge or to comply with contractual terms (FR6.9)

14. Authorise fund transfers within the councils banking arrangements up to the sum of £75,000 (6.9)

~~13.~~15. To dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible/moveable item not exceeding £250 and ensure any disposal details are recorded in the Assets Register.

~~14.~~16. To line manage all staff employed by the Council in accordance with staffing policies, procedures and budgets

~~15.~~17. To manage the day to day operation and administration of services and facilities in accordance with agreed budget and policy of the Council including, but not limited to; office hours and staffing, provision of IT equipment, hire bookings and charges and, routine H&S inspection and control.

~~16.~~18. To manage, as the Council's Data Protection Officer, requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures (SO145viii)

~~17.~~19. To receive and send general correspondence and notices to the press and public on behalf of the Council except where there is a resolution to the contrary (SO1~~45~~x)

~~18.~~20. To manage 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) (SO1~~45~~xi)

~~19.~~21. To manage access to information about the Council via the publication scheme (SO1~~54~~xvi)

~~20.~~22. To organise, promote and manage facilities and events as instructed by Council or appropriately delegated Committee or Working Group

~~21.~~23. To represent the Council at meetings and forums

~~22.~~24. To act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council and the relevant committee or sub-committee. The Chair~~man~~ of the Council or Chair~~man~~ of the appropriate Committee shall be informed as soon as practicably possible of any action taken or to be taken by the Parish Clerk.

~~23.~~25. To act as instructed by resolution of the Council, appropriately delegated committee, or as detailed in governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and other policies and procedures of the Council.

The following matters are reserved to the Responsible Financial officer;

- Acts under the policy direction of the council (FR1.~~5~~9);
- Administers the council's financial affairs in accordance with all Acts, Regulations and proper practices (FR1.~~5~~9);
- Determines on behalf of the Council its accounting records and accounting control systems (FR1.~~5~~9);
- Ensures the accounting control systems are observed (FR1.~~5~~9);
- Maintains the accounting records of the council up to date in accordance with proper practices (FR1.~~5~~9);
- Assist's the council to secure economy, efficiency and effectiveness in the use of its resources (FR1.~~5~~9); and
- Produce's financial management information as required by the council (FR1.~~5~~9).

1. To administer the accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices (FR~~3~~2.1)
2. To produce bank reconciliations for all accounts (FR2.~~6~~2)
3. To complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations. (FR3.4~~2.3~~)
4. To 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations. (FR3.11~~2.9~~)

5. To report to Council any correspondence or report from internal or external auditors (FR3.12.2.10)
6. To prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council (FR4.33.2)
7. To issue the precept to the billing authority and shall supply Council with a copy of the approved annual budget (FR4.93.4)
8. To provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget (FR4.8)
9.8. To prepare a set of accounts for ratification shall form part of the agenda for the monthly Council Meeting (FR6.105.2)
10.9. To examine, verify and certify all payments to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council (FR5.23)
11. To authorise and instruct the payment of items in accordance with 5.5 of the Financial Regulations (FR5.5 & FR6.2).
12.10. To authorise changes to account details for suppliers (FR7.126.17)
13.11. To complete any VAT return that is required and any repayment claim at least annually (FR13.69.8)
14.12. To maintain a Register of Assets and Investments (FR16.214.6)
15.13. To maintain a record of all insurances effected by the Council and the property and risks covered thereby and annually review it (FR17.115.3)
16.14. To prepare financial risk management policy statements (FR217.1)
17.15. To issue sales invoices for payment as agreed by the Council, duly delegated committee, sub-committee or Parish Clerk and collect all sums due to the Council (FR13.19.1)
18.16. To prepare all necessary arrangements for the provision of internal and external audit
19.17. To act as instructed by resolution of the Council, appropriately delegated committee, the Parish Clerk or as detailed in governing documents of the Council including Standing Orders, Financial Regulations, Scheme of Delegation and other policies and procedures of the Council.

Delegation to Other Local Authorities

There are no arrangements in force under s.101 of the Local Government Act 1972 for the discharge of any functions of the Council by another local authority.

Delegation from Other Local Authorities

Drayton Parish Council, under the delegation of Norfolk County Council, cuts designated roadside verges in Drayton.

Paper	**DPC10a:** To receive minutes for information.
Meeting	Council
Date	14th May 2026
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 **Thursday 30th April 2026, 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 R. Turner.

In attendance: Amy Pinkham, Parish Clerk & RFO, 0 members of the public.

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 2nd February 2026 for approval [Pg5-8].**

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

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

   None.

5. **To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg9-11].**

   The Committee received the report with no further questions. It was noted that the Norfolk Records Office had confirmed the records held for Drayton Parish Council and the Council's Document Log had been updated accordingly.

6. **To receive Finance & General Purposes Committee agenda schedule for information [Pg12-13].**

   The Committee received the agenda schedule with no further questions. It was noted it would be helpful to share the agenda schedules for each committee with all Councillors for future reference.

7. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q4 [Pg14-18].**

   The Committee received the report with no recommendations for further action. It was clarified that the reports were accumulative and did not include year-end adjustments.

8. **To note verification of bank reconciliations for all accounts for Q4 [Pg19].**

   The Committee received the report with no further questions. It was noted that Cllr. Turner would receive a view only Scribe log in and training would be arranged in due course.

9. **To receive the Internal Audit Action Plan for monitoring status of agreed corrective action [Pg20-22].**

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

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10. **To receive confirmation of reserve transfers per 2026-27 approved budget [Pg23-24].**

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

11. **To note year-end General Fund position and consider transfer of any unallocated funds to an earmarked reserve for approval by Council [Pg25-28].**

    The Committee **AGREED** to recommend a General Fund transfer of £15,000 to the earmarked reserve for KGV Enhancements and £15,000 to Longdale Enhancement, £726.94 allotments.

12. **To review the effectiveness of the system of internal control and agree the statement of internal control for the period ending 31st March 2026 [Pg29-34].**

    The Committee reviewed the effectiveness of the system of internal control for 2025-26 and agreed the Statement of Internal Controls for the period 31st March 2026. The Committee **AGREED** to recommend to Council that it has met its obligations in relation to Assertion 2 of the Annual Governance Return.

13. **To review Financial Risk Assessment and make recommendations for amendment for approval by Council [Pg35-41].**

    The Committee **AGREED** to recommend the Financial Risk Assessment as presented for approval by Council subject to inclusion of risks associated with Local Government Reorganisation.

14. **To review the Asset Register for appropriateness and accuracy [Pg42-48].**

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

15. **To review insurance needs for recommendation for approval by Council [Pg49].**

    The Committee **AGREED** the minimum levels of cover remained adequate and no further insurance adjustments were required. It was noted that Council would consider insurance quotations based on the current insurance needs identified for approval at the May 2026 meeting.
    It was further noted that the Clerk would discuss insurance needs relating to the KGV Refurbishment project before works commence.

16. **To appoint Committee Member to undertake verification of bank reconciliations [Pg50].**

    The Committee **AGREED** to appoint Cllr. R. Turner to undertake verification of bank reconciliations for 2026-27.

17. **To consider list of regular payments including Direct Debits, Standing Orders and BACS for approval by Council [Pg51-53].**

    The Committee **AGREED** to recommend to renew the use of Direct Debits, Standing Orders and BACS for regular payments as presented for approval by Council.

18. **To appoint membership to Events Advisory Group [Pg54].**

    The Committee **AGREED** to appoint membership as presented. It was noted that the next meeting of the Group would be held remotely at a date to be agreed in May 2026.

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19. **To review amendments to CCTV policy and consider recommendation for approval by Council [Pg55-56].**

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

20. **To note exchange of information.**

    In line with the Council's Financial Regulations, the Committee noted scheduled works for the replacement of 6 streetlights as a result of faulty headlamps for expenditure from the earmarked reserve for Streetlights.
    That the Committee would consider a strategy for Councillor recruitment at its next meeting.
    That the Committee would consider a protocol for confidential items at its next meeting setting out expectations for attendance and receipt of supporting papers by non-committee council members.
    It was further noted that Travellers on Reepham road had moved on but additional Travellers had since arrived. Broadland District Council had been notified accordingly.

21. **To note the date and time of the next meeting is scheduled to take place on Thursday 30th July 2026 at 7pm at King George V Pavilion.**

    Noted.

    Meeting closed: 8:54pm

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