

RINGLAND PARISH COUNCIL

Annual Parish Council Meeting

I give notice of a meeting and summon members to attend

The meeting will be held at

Ringland Village Hall, The Street, Ringland on **Monday 19th May 2025 at 7.30pm**

Members of the public are welcomed to attend

Kay Montandon

6th May 2024

Agenda

1. To elect the Chairman for the ensuing year
2. To elect a Vice-Chair for the ensuing year
3. To consider apologies for absence
4. To receive declaration of interest for items on the agenda and to consider any request for dispensations
5. To confirm the minutes of the meeting held on Monday 10th March 2025
6. To elect representatives for:
 - i. Biodiversity
 - ii. Footpath Officer
 - iii. Grass cutting
 - iv. Graziers Committee Working Group
 - v. Village Hall and Events
 - vi. SAM2 Speed Camera
 - vii. Councillor responsible for the quarterly inspection of the Parish Council accounts
7. To agree to the annual publishing of Councillor's contact details on the website
8. Public Participation and Reports
 - i. County Councillor
 - ii. District Councillor
 - iii. Police Matters
 - iv. Members of the Public
9. Planning
 - i. To consider responding to planning application: none
 - ii. To receive a report on plans refused/accepted by Broadland District Council
 - a) 2025/0608 Householder Ringland 5 Pitt Farm Green Ringland Norfolk NR8 6BF Single storey enclosed porch extension Approval with Conditions (Delegated) 2 April 2025
 - b) 2025/0783 Householder Ringland 62 The Street NR8 6AB single storey extension. Approval with Conditions (Delegated) 29 April 2025.

Clerk: Kay Montandon

Tel: 07355004437 Email: clerk@ringlandparishcouncil.gov.uk

- iii. To hear an update and to consider any necessary action with regard to enforcement issues on planning appeals - none

10. Highways Matters

- i. To receive a report on any issues: Ringland Parish Council has received notice that on 27th April Thomas Brandford, on behalf of the the Green Lane Association made application to NCC for the definitive map to be modified to show his proposed new route for the ford river crossing at Ringland River Green. The County Councillor and Director of Highways NCC have been informed.
- ii. To receive an update on the NWL and A47 projects.
Planned movement of earth from April to July 2025: A large amount of material will be moved between 7am and 5pm Monday to Friday from the A47 North Tuddenham site to the A47 Blofield site. This may cause a small increase in traffic during this period as more lorries will be on the road network.

11. Matters Arising from Minutes

- i. To hear an update and to consider any necessary action with regards to the following
 - i. Village Hall
 - ii. Church Mound
 - iii. Commons management: two quotes have been received, are included in the papers to be reviewed and a decision taken on whether to accept either of these.
 - iv. Graziers committee: To review and adopt the Terms of Reference of this Working Group
 - v. River Green

12. Periodic Items

- a. To review the Standing Orders, Financial Regulations and Financial Risk Management Policy
- b. To review and agree the insurance renewal – schedule and info included with papers
- c. To consider adopting the Safeguarding Policy
- d. To consider adopting the Graziers Committee Terms of Reference

13. New Items

To consider and agree the purchase of planter/s for the village hall. Options circulated with papers.

To note the appointment of a new electricity contract as our previous supplier stopped providing electricity on 31 March. Broker is Bionic and Supplier is EDF.

14. Finance

- i. To consider the Internal Auditor report for year ending 31 March 2025
- ii. To agree the accounts for year ending 31 March 2025
- iii. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
- iv. To consider the assertions on, and complete, the Annual Governance Statement 2024/25 and to authorise the Clerk and Chairman to sign

v. To consider and approve the Accounting Statements 2024/25 and to authorise the Chairman to sign

vi. To note the notice of period for the exercise of public rights 3RD June – 14th July 2025

15. To note the April accounts, bank reconciliation and the following payments made since the last meeting:

i.	M Andrew	Ground works March	£ 210.00
ii.	NPTS	Subscription	£ 87.00
iii.	Tesco	Mobile monthly contract	£ 10.60
iv.	HMRC	PAYE	£ 128.80
v.	HMRC	PAYE	£ 49.60
vi.	Broadland DC	Commercial bin collection	£ 449.76
vii.	Robin Goreham	Internal Audit	£ 70.00
viii.	L Trabucco	Feb Salary	£ 327.71
ix.	L Trabucco	March Salary	£ 327.71
x.	Kay Montandon	March Salary	£ 199.35
xi.	Kay Montandon	April Salary	£ 282.43
xii.	L Trabucco	Webroot	£ 29.99
xiii.	L Trabucco	Toner	£ 5.49
xiv.	M Andrew	Ground works April	£ 420.00
xv.	Target Trees	Treeworks	£ 780.00

16. To approve the following payments:

i.	Kay Montandon	May Salary	£ 282.43
ii.	HMRC	PAYE KM	£ 49.60
iii.	Kay Montandon	Work from home allowance Mar/Apr	£ 43.61
iv.	Kay Montandon	Travel expenses Mar 10-May 19 2025	£ 63.90
v.	Zurich Insurance	Policy	£ 783.37
vi.	Norfolk ALC	Annual Sub./membership fee 2025/26	£ 118.33
vii.	Tesco	Mobile monthly contract	£ 10.00

17. To note the following payments received since the last meeting:

i.	Canoe Permit	Canoe permits	£ 40.00
ii.	Broadland DC	Precept	£ 4,350.00
iii.	HMRC	VAT tax reclaim for 2024/25	£ 1684.92
iv.	Village Hall	Bookings	£ 320.00
v.	Village Hall	Payment from NCC from June 24	£ 28.00
vi.	St Peters Church		£ 286.10
vii.	Broadland DC	VE Day Grant	£ 200.00

18. To consider correspondence received

19.

Email	Nutrient Neutrality Flyer	Copied in papers	For information
Email	Wildlife Trust Walk	June 16 th 6-8pm request to use car park at village	For information
Email	Letter from Leader of Broadland DC regarding LGR	Copied in papers	For information
Email	NCC Bus Grant Info	Copied in papers	For information
Email	Broadland DC PSPO re	Copied in papers	For information

Clerk: Kay Montandon

Tel: 07355004437 Email: clerk@ringlandparishcouncil.gov.uk

	dog fouling		
Email	Broadland DC Broadsheet	Forwarded email	

20. General Parish issue (for information only) None

21. To consider and to confirm the date of the next Parish Council meeting as Monday 14th July.

RINGLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held at Ringland Village Hall, The Street, Ringland
on Monday 10 March 2025 at 7.30pm

Present: Cllrs N Adams (Chairman), L Cooper (Vice-Chair), S Addington, M George, K Stone and M Turner.

Officer: L Trabucco (Parish Clerk)

Members of the Public: Nine members of the public were present including new Clerk (Kay Montandon), Norfolk County Councillor Greg Peck and District Councillor Peter Bullman.

1. Apologies

It was **agreed** to approve apologies for Cllr Jill Baker - Unwell.

2. Declaration of Interest

None.

3. Minutes

To confirm the minutes of the meeting held on Monday 13 January 2025.

Upon the proposition of Cllr Cooper and seconded by Cllr Adams the minutes were unanimously agreed as a true record of proceedings. The Chairman signed the minutes.

4. Matter Arising

To hear an update and progress of items from the last meeting of the Council and to consider any necessary action with regards to the following:

- a. *Village Hall:* Margaret gave a general update on Village Hall matters and mentioned a regular hirer booked six additional dates.
- b. *The River Green:* Nick gave a general update of the recent incident involving vehicles accessing the locked gate at the River Green and concerns over the preservation of the area. He confirmed that Norfolk County Council and Highways are investigating the legality of the recent usage of the Old Ford and unauthorised access to private land across the river Wensum. It was mentioned that Natural England, Norfolk River Trust and the Environment Agency are also undergoing an investigation of damage caused to the River Wensum as it is a site of special scientific interest (SSSI).
- c. *Church Mound:* No further update. Nick will look into creating a QR Code that will be available on a signpost in the Church Mound car park that allows anyone using the car park to scan the QR code and donate a small amount towards ongoing maintenance of the car park.
- d. *Graziers Committee:* Simon gave a general update on the recent inspection from the Environment Agency for stocking records and mentioned that it was well within the permitted numbers.
- e. *Management of Common Land:* No further update received. Lindy will follow up with The Norwich Fringe Project.

- f. Appointment of new Clerk:

Upon the proposition of Cllr Adams and seconded by Cllr Addington it was unanimously approved to appoint Kay Montandon as Parish Clerk and RFO with effect from 10th March 2025.

The current Clerk and incoming Clerk will arrange a handover meeting before the end of the month.

5. Policies and Governance

- a. The model publication scheme was **agreed** as presented.
- b. Data Protection Policy was **agreed** as presented.
- c. Internal Control Policy was **agreed** with a small amendment.
- d. The Asset Register was **agreed** as presented.
- e. The Complaints Policy was **agreed** as presented.
- f. The Mailing list sign-up was **agreed** with a small amendment.

6. Public Participation and Reports (15 mins max 3 mins per speaker)

- i. *County Councillor*: Greg gave a general update on County Council matters. His full report will be available on the Parish Council website.
- ii. *District Councillor*: Peter gave a general update on District Council matters.
- iii. *Police Matters*. No update received.
- iv. *Members of the Public*:
Nick announced that he will resign from the Council on 19th May 2025 and read his statement.

A member of the public and member of the Green Lane Association Ltd spoke about the recent incident involving vehicles driving on the Old Ford and gave a general background of how the association make sure access is legal before allowing anyone to use it. He stated that he had received confirmation from NCC that the Old Ford is part of the legal highway and therefore has the same rights as a tarmac route. Discussions took place where other members of the public including Greg voiced concern over the preservation of the area and legality over the incident.

A comment was made to inform that the member of the public was advised last summer that works relating to the 1924 bridge construction impinge on the route, as published on the EDP article. During WW2 concrete anti-tank blocks were placed along the Taverham bank of the river which are still in place and the riverbed was reprofiled during the early 1990's so there is no guarantee that this would be safe and suitable for any vehicles. The Parish Council has obtained byelaws which apply to all Ringland's Commons, including the River Green which is used as a public picnic/leisure area, and byelaws stop anyone from bringing a motor vehicle onto the Commons except where permission is obtained for that class of vehicles, and therefore he was advised not to access the area.

7. Planning

- a. To consider responding to planning application:
 - i. [2025/0376](#) – 50 The Street, Ringland.
PROPOSAL: Removal of existing extension and erection of 2 storey rear extension.
Parish Council comment: **Approved.**

- ii. [2025/0608](#) – 5 Pitt Farm Green, Ringland.
PROPOSAL: Single storey enclosed porch extension.
Parish Council comment: **Approved.**

- b. To receive a report on plans refused/accepted by Broadland District Council. **None received.**
- c. To hear an update and to consider any necessary action with regard to enforcement issues on planning appeals. **None received.**

8. Highways Matters

- a. To receive a report on any issues. None reported.
- b. **Noted.** Temporary Traffic Order (TRO) continuing the restriction and suspension by use of vehicles of the Ringland Road/Ringland Bridge owing to a reduced load carrying capacity due to further deterioration of the bridge. The Order continues the provisions of the Notice dated 14th February 2025 that the current 7.5 tonne restriction will be suspended, and the Road will be subject to a 3.0 tonne weight restriction for the duration of the period the restrictions are necessary. This is anticipated to be from 7th March 2025 to 14th August 2026 (previously 14th February to 6th March 2025). The restriction is necessary because of the likelihood of danger to the public or serious damage to the road.
- c. **Noted.** Temporary Traffic Regulation Order (TRO) affecting the Ringland Lane from its junction with Marl Hill until its junction with Honingham Lane to facilitate the cutting back of vegetation. The Road will be temporarily closed (except for pedestrian access) for the duration of the works from 10th to 14th March 2025.
- d. To receive an update on the NWL and A47 projects: Nick Adams gave a general update and informed Council that the A47 project is in progress and currently on schedule. The NWL project is effectively on hold.

9. Finance

- a. The bank reconciliation as at 28 February 2025 was **received.**
- b. Internet banking access.
Upon the proposition of Cllr Turner and seconded by Cllr Addington it was unanimously agreed that Kay Montandon has internet banking access.

- c. The following payments made since the last meeting were **noted:**

Tesco	PC mobile monthly contract	£ 10.00
HMRC	PAYE month 10	£ 79.20
CountryStyle	Disposal/Bottle bank	£ 37.51
AF Affinity	Village Hall electricity	£128.47

- c. The following payments were **approved:**

L Trabucco	February Salary	£327.71
L Trabucco	January salary payment adjustment	£ 6.00
HMRC	PAYE month 11	£ 79.20
L Trabucco	Webroot – PC laptop annual antivirus cover	£ 29.99
Wave	Village Hall water charges	£ 21.07

10. To consider correspondence received. NOTED.

Email	South Norfolk and Broadland District Council	The Big Broadland Litter Pick 2025 running from 1st March until 31st May 2025 Community Group Competition / Reward and Prize draw	For information Big Broadland Litter Pick Broadland and South Norfolk
Email	South Norfolk and Broadland District Council	VE Day Community Grant – now open to organise a commemorative event for 80 th anniversary of VE day on 8 th May 2025	For information https://www.southnorfolkandbroadland.gov.uk/communities/community-funding/ve-day-grant
Email	Community Hornsea	Hornsea Three Project Newsletter - Feb 2025	For information
Email	South Norfolk and Broadland District Council	Nutrient Mitigation Fund (Norfolk) - a collaboration between Broadland District Council, South Norfolk Council, Breckland Council, North Norfolk District Council and Norwich City Council. Funding for projects to reduce nutrients entering our watercourses and release housing	For information Information NMF Norfolk

Simon mentioned that on Saturday 29th March at 10am volunteers can take part in a litter pick and vegetation clearance for the River Green. Litter pickers and bin bags will be provided. An email could be sent using the resident mailing list.

Margaret and Louise will be arranging VE Day on Saturday 10th May 2025 from 1pm to 3pm on Village Green, therefore the Parish Council could apply for the grant.

11. To consider arranging a Parish Council meeting in June to be called by the Clerk when Annual Accounts are available.

It was **agreed** for the Clerk to inform Council if a meeting in June was required.

12. The date of the next Parish Council General Meeting was **CONFIRMED as Monday 19th May 2025 at 7.30pm after the Annual Parish Meeting at 7pm.**

The meeting closed at 20.48pm

Chairmans signature..... Date of signing.....

Annual Parish Report 2024- 25

Council Delivers Balanced Budget and calls for cost-saving local government reorganisation

Norfolk County Council has approved a balanced budget for the 2025/26 fiscal year, despite facing considerable financial challenges.

Key Details from the Norfolk County Council Budget:

- **Gross Budget:** The council has a gross expenditure budget of £2.2 billion (£1.7 billion excluding schools). This includes:
 - £700 million for Adult Social Care
 - £367 million for Children's Services (non-schools)
 - £283 million for Infrastructure
 - £44 million for Communities and Environment
 - £46 million for Fire Services

Net Budget: The net budget for 2025/26 is £572 million. This represents the amount raised through Council Tax to fund the services provided by the council.

- **Budget Growth:** The 2025/26 budget includes an increase of £121 million, which covers:
 - £31 million for inflationary pressures
 - £35 million for legislative pressures (including the increase in the National Living Wage and higher Employers National Insurance contributions)
 - £15 million for demand and demographic pressures
 - Over £25 million to cover recurrent overspends from Adult and Children's Services in 2024/25.
- **Funding and Savings:** While costs have risen by £121 million, funding has only increased by £32 million. The Government has eliminated the Rural Services Delivery Grant and reallocated funds from rural to metropolitan areas. To balance the budget, savings of £45 million will be implemented.
- **Council Tax:** For 2025/26, Council Tax will increase by 4.99%, which includes a 3% rise for general Council Tax and a 2% increase for the Adult Social Care precept. A Band D household will pay £1,755.63 per year, or around £34 per week, for County Council services in 2025/26.

Norfolk announced as priority area for new powers and funding

Norfolk is set to gain new powers and funding following a significant Government announcement on 5th February 2025. Deputy Prime Minister Angela Rayner revealed that Norfolk would be a priority area for devolution and local government reform. As part of this, the Government is seeking to create a devolution deal for Norfolk and Suffolk, which would include the introduction of an elected mayor.

In addition, there are plans to reshape local government in Norfolk. The Government intends to replace the current two-tier structure, where services are shared between county and district councils, with unitary authorities. This would centralize decision-making and service delivery into a single authority, streamlining local government processes and potentially increasing efficiency and saving taxpayers money.

These changes will empower local areas with more control over their services and funding. For further details on the progress of devolution and the impact of these reforms, visit www.norfolk.gov.uk/devolution, where you can also find answers to frequently asked questions from the Local Government Association. To watch an informative video [go to our video explaining devolution and local government reform](#).

Norfolk signs historic agreement with Ukrainian region of Lviv

A cooperation agreement has been signed between Norfolk County Council and the Ukrainian region of Lviv which is designed to explore knowledge transfer, educational exchange and trade opportunities.

The historic Memorandum of Understanding (MoU) was signed on Thursday 2 May at the Ukrainian Embassy in London by Leader of Norfolk County Council Kay Mason Billig and in Lviv via video link by Maksym Kozytskyi, Head of the Lviv Regional Military Administration. It is the first such agreement to be signed with Lviv by any part of the UK.

Cllr Mason Billig was joined at the ceremony by Liz Truss MP, as the MP for South West Norfolk, Cllr Fabian Eagle Cabinet Member for Economic Growth, Cllr Chris Dawson, Rural Champion, Chris Starkie, Director of Growth and Investment, and Roberta Willner, Head of Economic Development. Also there to witness the signing of the agreement was Nataliya Klymko, Programmes Coordinator for Growth and Investment.

Both Norwich and Lviv have links to UNESCO: Norwich is a UNESCO City of Literature, and the historic part of Lviv city (300-acre historic centre) is included in the UNESCO World Heritage list. In 2022, Lviv was granted Freedom of the City of Norwich in solidarity with Ukraine, and the MoU - similar to a twinning arrangement - will further celebrate and build on these links.

Norfolk and Lviv have identified several key opportunities for collaborative working, including the TechBridge programme, a strategic partnership between the UK

Government, Ukraine Ministry of Digital Transformation and Ukraine Ministry of Foreign Affairs to forge connections between our tech ecosystems.

This partnership currently runs to 2025 but may be extended, providing businesses in both locations access to expert advice and support in navigating the barriers to UK-Ukraine trade. There are also specialist investment accelerator programmes for Ukraine tech SMEs looking to expand overseas.

The skills and knowledge the local Lviv tech sector offers are recognised on the international level. For example, Lviv IT specialists developed the Skype app and special effects for films such as Harry Potter and Spider-Man. Norfolk also has a strong growing ICT/Digital sector with several individual clusters, and the MoU will encourage collaboration within the sector between our regions by participating in mutual events of interest.

This not only benefits cluster growth in a key sector for Norwich and Norfolk's digital services and would benefit Lviv through the contribution to the recovery efforts.

Other opportunities for collaboration include an incoming visit to the Theatre Royal Norwich in October by the Lviv National Philharmonic Orchestra of Ukraine, led by leading conductor, Theodore Kuchar.

Norfolk County Council opposes National Grid pylon scheme

Councillors in Norfolk have objected to a National Grid proposal to construct an electricity transmission line across the county.

National Grid has launched a statutory consultation on plans for an 114 mile overhead power line between Norwich in Norfolk, Bramford in Suffolk and Tilbury in Essex.

In non-statutory consultations, Norfolk County Council has urged National Grid to reconsider the scheme, but the project will be determined by the secretary of state for energy security and net zero as a Nationally Significant Infrastructure Project.

Norfolk County Council's planning and highways delegations committee have agreed to object to the proposal, arguing that alternative options, including an offshore or underground scheme, had not been adequately considered.

At a recent full council meeting, councillors backed a motion expressing concerns over the proposals.

That motion called for Kay Mason Billig, leader of the council to write to National Grid with several requests, including further consideration of an offshore alternative and of putting more of the power line underground.

Norfolk set to receive highest highways maintenance allocation in the region

Norfolk is set to receive more than £56 million for highways maintenance this year.

Funding for every local authority across England today can be used throughout 2025/6 on the roads are in most need of repair, and to deliver immediate fixes for communities across Norfolk.

This comes just a few weeks after Norfolk took the top spot for the second year in a row in the National Highways and Transport (NHT) survey on roads and transport. People from across the county gave Norfolk the highest (above average) score in satisfaction with the condition of the highways.

More than 5,300 potholes have been fixed across Norfolk since April this year and of those 99% were repaired by our contractors within the agreed response times. If you see a pothole - don't assume someone else has reported it. Let us know by completing our online form: www.norfolk.gov.uk/potholes

Norfolk's highways set for major investment in the year ahead

This month Norfolk County Council Cabinet has reviewed a series of investments and improvements to the county's highways infrastructure.

Documents reveal how 97 parishes, from Antingham to Worstead, will benefit from projects funded through the Council's Parish Partnership scheme. The 2025/26 programme is designed to deliver what local communities have requested, including trods, village gateways, bus shelters, and vehicle-activated signs.

The programme is jointly funded by Norfolk County Council and contributions from Town and Parish Councils. This year, Norfolk County Council plans to contribute £425,476, enabling a total investment of £848,702 for local projects.

The Cabinet has also reviewed the highways capital programme, which highlights successes from the previous year and outlines how highways maintenance funding will be allocated for the coming 12 months. This includes an additional £15 million from the Department for Transport (DfT).

With this extra funding, an additional 100 miles of roads in Norfolk will be resurfaced this year, supporting the Council's proactive approach to highway maintenance that helps prevent potholes. The funding will also provide additional resources for local repairs and patching across the county.

Norfolk County Council committed over £1m to keep people warm last winter

Proposals to support some of Norfolk's most vulnerable people this winter have been set out today.

Norfolk County Council is looking to use £1.15m of the £6.7m allocated to the county through the Household Support Fund to keep people warm and help them make ends meet.

The county council will use £0.75m to partner with local organisations, including Age UK and Citizens Advice Bureau, to reach some of those most affected by the changes to the Winter Fuel Payments. They will also put £400k into the 'warm spaces' scheme which provides vital respite in community spaces across the county.

The proposals also include £3.6m to continue providing cost-of-living vouchers for families eligible for means tested free school meals. This is in addition to:

- £1.00m to Norfolk Assistance Scheme. Delivered by the Norfolk County Council, the scheme includes direct award of assistance, the provision of household items and emergency help, alongside a range of support and guidance
- £0.70m to local councils across Norfolk to provide proactive and crisis support
- £0.25m to Adult Learning to continue free access to a range of courses to help with cooking at home, budgeting, and digital skills.

New strategy puts Norfolk at the forefront of the UK economy

Ambitious plans for Norfolk's economy have been unveiled in a new strategy to be presented to the county council's cabinet in November.

The strategy seeks to build on Norfolk's influence in key sectors, including clean energy, agri-tech and cutting-edge research.

Norfolk's Economic Strategy, also known as a Local Growth Plan, sets out an overview of the local economy and key priority areas for economic growth.

Norfolk is already at the forefront of some of the UK's most strategically important sectors.

Norfolk is a global leader for offshore wind with £39bn of clean energy investment forecasted over the next 20 years. In Great Yarmouth, the new Operations and Maintenance Campus is expected to create 650 new jobs and new commercial space for the offshore renewable energy sector. This £24.8m partnership project is a collaboration with Great Yarmouth Borough Council, with enabling works well underway.

Work is also underway to examine how to decarbonise the gas supply through the development of a 'Bacton Energy Hub', reusing existing North Sea assets for carbon storage, and blue/green hydrogen production.

The local Agri-Food and Agri-Tech economy puts Norfolk at the epicentre of addressing challenges around food security and climate change. Norwich Research Park is a world-leading research base at the forefront of global food and health research. It is Europe's largest single site hub of research, training, education, and enterprise in food and health.

Norfolk is already well known for a visitor economy which accounts for nearly 20% of all employment. The county was recently successful in bidding to become a Local Visitor Economy Partnership, alongside Visit East of England and Suffolk County Council. This put them on an even footing with the likes of Cornwall, the Peak District, and the Cotswolds who have the same level of Visit England accreditation.

Major infrastructure projects continue to transform how residents and businesses get around. The completion of the Herring Bridge and the start of construction on the long-awaited Long Stratton Bypass will bring a major boost for the local economy. Norfolk has also seen year-on-year growth in bus passenger numbers and the introduction of a major electric bus fleet.

The county council continues to push for improvements along the A47, with an ongoing campaign to improve connectivity and safety through further dualling in key areas.

Norfolk has built an increasingly enterprising culture, supporting residents to start up their own business, and for new start-ups to survive and thrive. Norfolk has a better than UK average for survival of new businesses at 63% after 3 years, compared to the UK average of 56%.

New Anglia Growth Hub acts as the 'front door' for local businesses looking for support. Over the past 10 years, the Growth Hub has supported over 14,000 businesses with free, impartial support and advice.

Norfolk street lighting goes green

Norfolk is leading the way in energy efficiency with the successful completion of its street lighting upgrade project, finishing almost a year ahead of schedule. This major initiative will cut CO2 emissions by over 200 tonnes annually, helping the county make significant strides toward a greener, more sustainable future.

The upgrade, carried out by Amey on behalf of Norfolk County Council, involved replacing 16,800 traditional High-Intensity Discharge (HID) lights with 15,531 state-of-the-art LED lanterns. This transition, which began in August 2023, will ensure that, starting in November 2024, 100% of Norfolk County Council's street lighting will use low-energy LEDs.

The final phase of this project will save approximately 1,099,032 kWh of energy each year, translating to an estimated £380,000 in savings based on current electricity prices.

Since the first LED streetlights were installed in 2008, the county has saved around 71 million kWh of energy, reducing carbon dioxide emissions by over 22,200 tonnes, equivalent to the carbon savings of 6.7 million litres of diesel. This project marks another significant achievement in Norfolk's ongoing commitment to reducing its environmental impact and promoting energy sustainability.

Working Well Norfolk helping people with long-term health issues to keep working

A scheme to support people in Norfolk with long-term health issues get back into employment or continue in their jobs has already helped more than 1,100 participants.

The Working Well Norfolk programme, launched in October 2023, supports individuals with long-term health issues to return to or stay in work. It has already helped over 1,100 participants, with 200 moving into work and 150 staying employed despite health challenges. The programme has received 1,600 referrals and will continue for another 18 months, with additional funding to help 730 more people, totalling 1,830 participants by September 2026. The £5.2m project is managed by Norfolk County Council and delivered by Seetec Pluss and Standguide Ltd. For more info or to refer, visit [Working Well Norfolk - Seetec Pluss](#) or call 01603 561054.

Discover the Best of Norfolk: Explore 1,500 Miles of Scenic Trails for Walking, Cycling, and Horse-Riding

Norfolk offers over 1,500 miles of beautiful walking, cycling, and horse-riding routes, each showcasing the county's unique nature and rich cultural heritage. Whether you're exploring tranquil river valleys, historic landscapes, or scenic coastal paths, Norfolk's trails offer something for every adventurer.

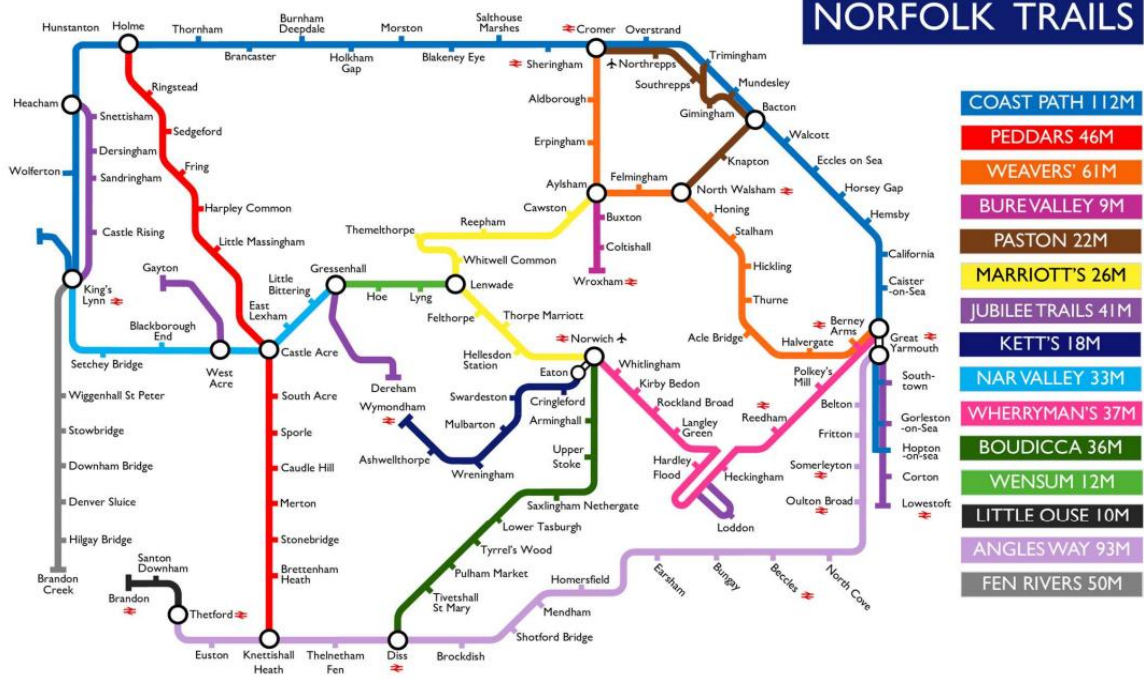
Highlights include the **Angles Way**, a 93-mile walking route through woodlands and heathland, and the **Boudicca Way**, a 36-mile journey through ancient Roman and Iceni heritage sites. For those seeking to explore the Broads, the **Bure Valley Path** offers a 9-mile route along a heritage railway. History buffs will enjoy the **Kett's Country Trail**, which follows the story of Kett's Rebellion, while the **Peddars Way** takes you along an ancient Roman road.

Other stunning routes include the **Norfolk Coast Path** (a 112-mile National Trail), the **Marriott's Way** (26 miles of scenic walking, cycling, and horse-riding), and the **Wherryman's Way**, a 40-mile trek through the beautiful Broads National Park.

Whether you're interested in history, nature, or simply exploring the countryside, Norfolk's extensive network of trails provides the perfect way to experience this beautiful region.

For more information please visit www.norfolk.gov.uk/article/42852/Norfolk-Trails

NORFOLK TRAILS



RINGLAND PARISH COUNCIL
TERMS OF REFERENCE GRAZIER'S COMMITTEE
MAY 2025

The Graziers committee is a Working Group of the Parish Council which is tasked with ensuring the sound management of grazing practices on the Common Lands of the Parish.

The membership of the Working Group comprises:

- a) All current graziers who have completed the appropriate Graziers Committee Application and been accepted by the Parish Council
- b) A Parish Councillor

Meetings will be called ad hoc according to the needs of the Graziers and the Parish Council. The attendees will be listed in the notes of the meeting which will be taken and sent to the Parish Clerk to be stored securely for future reference.

These TOR will be reviewed in 2027.

Signed Parish Clerk:

Dated:

RINGLAND PARISH COUNCIL

Introduction to Standing Orders

A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy. Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders

Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

- a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (<https://www.saaa.co.uk/legislation-guidance/>). One exception is that the law requires Standing Orders to contain details about contracts (see [Contacts and Procurement](#)).

2. Agendas (and summons)

- b) **All items to be decided at a meeting must be detailed on the agenda.**
- c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**
- d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- e) **The agenda/summons must be signed by the clerk and dated.**
- f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 10 days before a meeting.
- g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.
- h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- i) The agenda should be sent to the district and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.
- j) The agenda will detail the following in this order:
 - i. Receipt or approval of apologies for absence
 - ii. Receipt of declarations of interest and consideration of requests for dispensations
 - iii. Confirmation of the accuracy of the minutes of last meeting
 - iv. Public participation
 - v. Other items for discussion such as planning matters; financial reports; progress of projects etc.
- k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:

- i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities
 - ii. Review of the terms of reference for committees
 - iii. Appointment of councillors to committees and working parties
 - iv. Review of policies
 - v. Review of membership of external bodies
 - vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- l) The following items can be considered at a meeting even if they are not on the agenda:
- i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
 - ii. to defer consideration of an item until a future meeting
 - iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - iv. to temporarily suspend the meeting
 - v. to suspend a particular standing order (unless contrary to legislation)
 - vi. to adjourn the meeting
 - vii. to close the meeting
- m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 3 councillors.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

- a) **The council must elect a chair who must be a member of the council.**
- b) **The appointment of chair must be an annual appointment.**
- c) **At the moment when the new chair accepts office the previous chair automatically retires.**
- d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**

- f) The casting vote does not have to be used in the same way as the original vote.
- g) **The chair or in their absence the vice-chair (if any) must preside.**
- h) **If both are absent the council must appoint some other councillor to preside.**
- i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

- a) **Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

- a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
- b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
- f) A dispensation will be decided by the council or the committee.
- g) **If a dispensation is not granted, the councillor must not take part in the item and should consider leaving the room, returning to the meeting after the item has been concluded.**
- h) **A dispensation may be granted for the following reasons:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

- a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the**

general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.

- b) **The council decides terms of reference for the committee.** e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.
- c) **A committee will have an agenda, be open to the public, and have minutes.**
- d) The quorum of a committee should be no less than three.
- e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.**
Non-councillors must abide by the council's Code of Conduct.
- f) A committee may delegate any of its functions to a sub-committee.
- g) Standing Orders of the council shall apply to all committees and sub-committees.
- h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement (must be included in Standing Orders)

- a) **A public contract with an estimated value in excess of £30,000 (inc VAT) but less than the published relevant thresholds referred to in 8d below, must comply with the Procurement Regulations 2024.**
- b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts over £30,000 for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Procurement Act 2023 or the Procurement Regulations 2024 apply to the contract and, if either of these Regulations apply, the Council must comply with the procurement rules.**

9. Councillor Vacancy

- a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.**
- b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
- d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
- f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

- a) **The council must ensure that a written record of its processing activities is maintained.**
- b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
- e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

- a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 5 minutes.
- b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

- a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
- b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- d) The council may delegate to a committee (see [Committees, Sub-committees and Working Parties](#)).

13. Disorderly Conduct

- a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment

- b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- c) **A council must appoint a Responsible Financial Officer**
- d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000. If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the**

requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d) **In addition, a council must meet on at least three other occasions during the year** and may hold further meetings as required.
- e) This council meets on the first Monday of every alternate month, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- f) Meeting dates for the following year should be set on or before the last meeting of the year.
- g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
- i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- j) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.
- n) A meeting shall not exceed a period of 2 hours

18. Minutes

- a) Minutes shall include:
 - i. the date, time and place of the meeting
 - ii. the names of councillors and officers who are present
 - iii. interests declared
 - iv. dispensations granted
 - v. when a councillor arrives late, leaves early, or is absent for period of time
 - vi. the public participation session
 - i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors)

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - i. engagement, terms of service, conduct and dismissal of employees
 - ii. terms of tenders and proposals and counter proposals in negotiation for contracts
 - iii. preparation of cases in legal proceedings
 - iv. the early stages of any dispute
- c) Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the chair.
- d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
- e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
- f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.

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

ADOPTED: 19th May 2025

SIGNED (CHAIR):

TO BE REVIEWED: May 2026

RINGLAND PARISH/TOWN COUNCIL FINANCIAL REGULATIONS (suitable for a council up to £25,000)

Notes and how do adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as ‘Proper Practices’

GPC General Power of Competence

Notes: Items and actions described by the word “must” are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

1. General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved 19th May 2025 and will be updated in May 2026 unless there are changes in local government law, or the Council's financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

- 2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.
- 2.2. Accounts should be presented showing a comparative previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.
- 2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.
- 2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor, to undertake an annual review of the council's internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of the year-end and a quotation should be received for this work. The Internal

Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for "No" boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.

- 2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.
- 2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.
- 2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).
- 2.8. The Council must have an item on every agenda where the council's finances can be considered. Reporting on receipts and approval of payments should happen at every meeting with bank reconciliations (i.e. the cash book reconciled to the bank) and budget monitoring to be done at every meeting. This is part of Internal Control.

3. The Budget

The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District / Borough Council in December. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to £500 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

- 5.1. Monies received must be banked on a regular basis by the RFO. No cash payments should be received by the Council.
- 5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).
- 5.3. Direct debit or standing order payments may be permitted, with the approval of Council, for regular items such as utility bills, ICO fee or payroll, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.
- 5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

- 6.1. Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.
- 6.2. Payment authorisation
Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.
- 6.3. Card Payments

The Council has no debit / credit card currently. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.

The Council will obtain a debit card for the use of the Clerk only as soon as is practicable. Payments can only be made if they have been agreed by Council and are within budget.

7. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT

Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders

Before placing an order one written quotation is required for items costing up to £1,000. For items costing £1,000 - £5,000 two quotations should be obtained before committing to expenditure, unless the service or item is of specialist nature for which there are few potential providers. For items costing £5,000 – £10,000 three written quotations should be obtained unless the service or item is of specialist nature for which there are few potential providers. Items between £10,000 and up to £30,000 should be detailed in a tender document. For items costing in excess of £30,000 see **Contracts** below.

12. S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure. S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved.

13. Contracts

For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders.

14. Stores

The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

- 15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
- 15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.
- 15.3. The Council may consider maintaining assets through an Earmarked Reserve.
- 15.4. Assets should be inspected annually and details should be recorded.
- 15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.
- 15.6. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, should be included in the policy. The

Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document, one method that can be used is the Risk Matrix in G&A. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Date Approved:

Date to be reviewed (at least every third year)

Chairmans signature

Ringland Parish Council Financial Risk Assessment

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Precept	Inadequate Precept	L	To determine the precept required, the Clerk/RFO examines the current financial year's accounts together with the projected year-end accounts, and considers all expenditure and income required for the next financial year, then presents this to Councillors to enable Council to make an informed decision and subsequent approval of such. The public are then notified of this via a meeting Agenda and invited to attend the next full Council meeting, at which Council agree the Precept amount. The Clerk then submits the Precept form to Broadland District Council for processing and payment.	The procedures in place are adequate and are reviewed annually.
	Precept not paid by Local Authority	L	The Clerk/RFO checks the bank account in April and again in September, to ensure the half yearly precept payments have been made by BDC.	
Financial Regulations	Not adhering to policy and procedures as set out in the Financial Regulations	L	The Clerk/RFO and Council follow the Financial Regulations as set out by NPTS, which have been revised and adopted by the Parish Council. These are reviewed annually by the Clerk/RFO and Council and adopted at the Annual Parish Council Meeting.	Current Financial Regulations are adequate and adopted by Council.
Standing Orders	Not adhering to policy and procedures as set out in the Standing Orders	L	The Clerk/RFO and Council follow the Standing Orders as set out by NPTS, which have been revised and adopted by the Parish Council. These are reviewed annually by the Clerk/RFO and Council and adopted at the Annual Parish Council Meeting.	Current Standing Orders are adequate and adopted by Council.
Bank Records & Banking	Banking / Financial Errors	L	All items of income and expenditure are cross-referenced against the bank statements and a reconciliation report created. Records are presented regularly to Council.	Current procedure adequate.
	Loss through theft and dishonesty	L	All expenditure and income are included on meeting Agendas before being approved by Council at Parish Council Meetings and minuted as such. All cheques are to be signed by 2 Councillors with stubs initialled also. Blank cheques are never authorised and if a mistake is made on a cheque, it is automatically cancelled, and a line put through it. It is then stapled to the relevant cheque book stub which states the details of the cheque and why it was cancelled. The Council is also covered by a Fidelity Guarantee of within the annual insurance policy.	Current procedure and insurance adequate.

Ringland Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Electronic Payments (BACS)	Payments made without Council approval Incorrect electronic payment or amount made / No monitor on actual electronic entry	L M	All BACS payments are approved by Council prior to the payment being made where possible. If a payment needs to be made outside of the meeting, then approval is to be agreed with the Chairman, with the decision and payment ratified at the next available council meeting via the monthly Ratification Statement. Council uses Natwest app-based "Approver" facility, which automatically requires that payments made from the account must be authorised by two signatories before being released to the payee. Those authorising check the payment to ensure that it matches the approval list from the meeting or the invoice presented by the Clerk via email.	Reviewed annually.
Financial/Account Records	Inadequate Records	L	The Clerk/RFO maintains an electronic cashbook listing all income and expenditure. There is an internal auditor appointed annually to produce a report to Council prior to external audit. Electronic files are saved to the laptop and are backed up to dropbox.	Reviewed annually.
Investment Account/Income	Loss of funds	L	The account is reviewed regularly and reconciliations are completed for authorisation by the Parish Council. Council reviews the investment policy at each year end.	Review annually.
Grants Awarded to Council	Not receiving grant funding when successfully applied for	L	The Clerk/RFO is to ensure that all grant payments are made to the Council according to the terms of the grant and at the correct time, following up with the individual local authority and/or organisation if they are not.	All reviewed annually.
Grants Awarded by Council	Grant Payments	L	The Clerk/RFO also ensures there is a power to pay such grants before presenting the grant application to Council for approval. The Clerk/RFO ensures that all annual grants are budgeted for and a schedule of such payments kept for audit purposes and future budgeting.	All reviewed annually.

Ringland Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Cash	Loss through theft and dishonesty	L	No petty cash is held by the Clerk/RFO or Council members. Any sundry items are to be purchased by the Clerk/RFO either personally and claimed back via expenses against receipts Held, or via the debit card. Cash and receipts from parish events are handed to the Parish Clerk or a Councillor and banked upon receipt and the banking slip handed to the Clerk for the accounts.	N/A Current procedure adequate. Reviewed annually.
Borrowing	Ability to repay any loans	L	The Clerk/RFO ensures that appropriate cash-flow forecasting is completed as and when required, and annually, the Clerk/RFO completes affordability check calculations. A report is presented to Council by the Clerk/RFO before any loans are applied for.	Reviewed as and when finance is required for a particular project not covered by the Precept and at budget time.
Best Value	Charges made on the Parish Council are too high	L	The Clerk/RFO should obtain at least 3 estimates/quotations wherever possible for any work undertaken by contractors on behalf of the Parish Council and for any major expenditure, as set out in the Financial Regulations. All estimates/quotations are then agreed and approved by full Council and minuted accordingly.	Current procedure is adequate.
Financial Reporting	Insufficient information	L	All income and expenditure are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts. Each quarter, the Clerk/RFO circulates a Financial Report to Council, outlining income and expenditure against budget and highlighting main points in a commentary. All income and expenditure are also entered into the cashbook against the correct cost area. The Clerk/RFO ensures that all VAT returns are made in a timely manner and recorded in the cashbook. All accounts are available for public inspection.	Current procedure is adequate. The cashbook (budget) is reported on quarterly and reviewed by full council.

Ringland Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Audits	Annual Audit is not completed within the set deadline Annual Audit is not advertised	L L	The Clerk/RFO prepares the year end accounts statement and Annual Governance and Accountability Return for the Internal Auditor to review in April. Once the accounts have been returned and any recommendations reported on and observed, Council then approves them at the annual meeting in May, along with all audit papers and the Annual Governance and Accountability Return. These are then submitted to the External Auditor for review. The Clerk ensures the annual audit and conclusion of audit notices are displayed on the Council notice board and website for the public to view, for the prescribed period of time.	Current procedure adequate.
Invoices	Goods not supplied but billed Incorrect Invoicing	L L L	Invoices are only paid after the service or goods have been received to the Council' satisfaction, and only after full Council have approved them. All requests /orders for goods and services are confirmed in writing by the Clerk/RFO, to agree all costs involved. The Clerk/RFO checks all invoices received for accuracy and ensures all information is entered into the Cashbook.	Current procedure is adequate. The Cashbook (budget) is reviewed annually by the Clerk/RFO and Internal Controller.
Freedom of Information Act	Non-compliance with the Model Publication Scheme	L	Information and documentation is made available on the Parish Council website, in order to comply with the Model Publication Scheme. Information is also publicised on the Parish noticeboards, with all FOI's dealt with in accordance with the Model Publication Scheme also.	Reviewed annually, therefore current procedure is adequate.
Salaries	Salary and expenses paid incorrectly Incorrect NI & Tax deductions and Pension contributions	L L	Ringland Parish Council only employs one person, the Clerk. The Clerk presents their wage, expenses and any extras such as stipend payments and pension contributions, monthly, via the meeting Agendas. Full Council approves all presented figures at the monthly meetings, which is recorded in the minutes. The payroll is externally processed.	Current procedures are adequate.
Data Protection	Non-compliance with Data Protection Legislation	L	Ringland Parish Council is registered with ICO the UK Data Protection Agency and is governed by their rules. Ringland Parish Council have also adopted various policies and procedures concerning the 2018 General Data Protection Regulations.	Reviewed annually, therefore current procedure is adequate. Service is renewed annually.

Ringland Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Insurance	Inadequate Cover	L	An annual review is undertaken prior to the renewal of the insurance policy. Third party risk is included within the cover, with current liability set at £10m.	Due to the insurance being reviewed annually and cover updated with any capital items as and when required, the current procedure in place is adequate.
	Fidelity Guarantee	L	The amount is reviewed annually to ensure insurance cover is sufficient for the Parish Council's needs.	
	Public Liability	L	The Parish Council maintains insurance cover in all areas.	
	Personal Accident	L	All Council members, employees and/or volunteers of the Parish Council are covered under the personal accident plan of the insurance policy. Risk Assessments are undertaken for any major events and the insurance company notified.	Quotations will be obtained annually.
	Cost	L	Quotations are obtained when it is time to renew insurance cover and are presented to Council for it to decide which to accept.	
Physical Assets	Loss or damage Risk/damage to third party property	M L	An annual review is conducted for insurance, storage and maintenance purposes. An annual review is also conducted for the level of public liability insurance required.	The Asset Register is updated when necessary with a full review conducted annually.
Financial Assets	Land Rent not paid or rent income received	L	The Clerk/RFO is to ensure that all rent income and expenditure, is paid in a timely manner and recorded within the budget.	All rent payments and income are reviewed annually.
	Adequacy of Reserves	L	Considered by Council annually at budget setting in November/December and minuted.	Reviewed annually.

Signed by the Chair:

Reviewed and Adopted at the Parish Council Meeting on: 19th May 2025

Ms Laura Trabucco
Ringland Parish Council (Broadland)
12 Seton Road
Taverham
Norwich
Norfolk
NR8 6QE

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720875813
Insured	Ringland Parish Council (Broadland)
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2025
To	31 st May 2026
and any other period for which cover has been agreed.	
Renewal Premium	£ 783.37
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	150565056
Long term agreement active until	01 st June 2027
Preparation Date	22 nd April 2025
Prepared by	Mr James Stephens
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Ringland Village Hall, Address, Ringland Village Hall, The Street, Ringland, Norwich, Norfolk, NR8 6JA	£315,000.00	N/A	£15,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Outdoor, Street Furniture & Equipment	£15,750.00	£250
Civic Regalia	£1,050.00	£250
Power Tools, Associated Equipment	£4,200.00	£250
Marquees	£525.00	£250
Office, Computer Equipment	£2,100.00	£250

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £12,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£250,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Parish Clerk - Laura Trabucco	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£100,000.00	£100,000.00	£100,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000.00	£100,000.00	£100,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000.00	£100,000.00	£100,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000.00	£100,000.00	£100,000.00	£100,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000	£125,000	£125,000	£125,000
8. Temporary Total Disablement	£500.00 per week	£500.00 per week	£500.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	Key Personnel Cover Extension. The following activities are excluded: a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Select for Local Councils

Notice to policyholders

This document outlines the main changes to your updated policy document. It doesn't include a record of every change or those made to individual client policies. Please make sure that you read any accompanying documents alongside your updated policy document to understand the complete terms, conditions, limitations and exclusions of your policy.

Throughout your policy

Your policy wording has been updated in line with our standard format. As such there are changes to the overall structure along with the conditions, exclusions, section names, numbering and positioning of some clauses. There are corresponding changes to the appearance of your policy schedule where appropriate. A summary of the key changes is as follows.

Your Select for Local Council Policy

- A clause has been added to clarify that any limits in the policy apply only once regardless of the number of insured parties, unless specifically stated otherwise.

General exclusion - War Risks

- This exclusion has been updated, clause e) of the Nuclear and war risks, government or public authority order and sonic bangs exclusion has been amended to also exclude the additional contingencies of mutiny, war-like operations and civil commotion assuming the proportions of or amounting to a popular rising, military rising and martial law.

General provisions - new section added

1. Limit of liability

Applicable to Parts A, B, C, D and R

- The Limit of liability under the General provisions has added to make it clear there is a maximum limit of liability which applies any one event , not per item or per building.
- This applies to your Property sections of cover only, including Material Damage, Business Interruption, All Risks, Money and Terrorism, where in force.
- It is important that you consider the adequacy of this limit against your insurance needs. If you require a higher limit, please engage with your Risk and Insurance Consultant or Market Underwriter.

2. Sanctions

- The wording has been moved from General Conditions.

General conditions

Long term agreement

- The wording of the Long term agreement condition under General Conditions has been amended.
- The condition still makes it clear that this is an annual policy and renewal does not have to be offered.
- The amendments make it clear that the long term agreement governs the rate that is charged.
- The amendments also make clear about the circumstances in which the rate can be changed, and the rights you have in such a scenario. These include changes to your risk, changes to legislation, changes in the availability of reinsurance, which change the risk covered for you. Where rates are changed in such situations, you are not obliged to renew the policy with Zurich Municipal however if you do, the long term agreement will be held to have been honoured.

Survey and risk improvement action

- The survey and risk improvement subjectivity has been removed from our quotation documents and added to your policy wording to make it more visible throughout the life of the policy.
- This condition sets out the requirements on customers in respect of supporting surveys and completion of risk improvement actions.

Damage definition

Applicable to Parts A and B

- A clarification for the definition of 'damage' under the Property sections of your policy wording has been added, to make it clear that damage defined under the policy must be accidental and physical loss or accidental and physical damage.
- This does not impact the causes of such 'damage' that you choose to insure against, including insured malicious damage and/or insured other deliberate acts, which are fortuitous as far as you are concerned as a customer.

Part A - Material damage

Exclusions to parts A, B and C - Pollution and contamination

- The pollution and contamination exclusion has been amended to exclude any claims consisting of as well as caused by or resulting from pollution or contamination.

Endorsements

Unoccupied buildings

- The unoccupancy condition has been updated to be clearer about the minimum requirements we specify to you on notification to us of a property becoming unoccupied, allowing you to act on key protections quicker. These include removal of combustible contents when the property becomes unoccupied, removal of accumulated combustible materials over time during inspections, and a fortnightly minimum inspection frequency unless a different frequency is agreed by us in writing.

Part C - All risks

- The underinsurance provision within Part C - All Risks has been amended to be clear that average is applied to each individual article of property insured rather than to the total sum insured for a group of articles under one item.

Part E - Public liability

Abuse - Cover

- Abuse cover is still provided. Multiple incidents to a claimant will constitute one claim which will be recorded as the date the first claim was made against the insured.
- Associated Special Definitions of Abuse and Abuse Event have been included for clarity.

Concussive and sub-concussive impacts - Cover

- A cover clause for Concussive and sub-concussive impacts has been introduced.
- An associated Special Definition of Concussive and Sub-concussive Impacts has been included for clarity.
- A series of conditions have been introduced which reflect best practice in respect of risk management and documenting of Concussive and sub-concussive impacts.

Court attendance cost - Cover

- The day rate which can be claimed by members or employees has increased.

Damage to reputation - Cover

- This is a new section of cover to your policy.

Joint/Cross liabilities- Cover

- This is a new section of cover to your policy.

Use of heat - Cover

- The condition for use of heat has been updated to reduce the inspection frequency to twenty minutes.

Cyber - Special exclusion

The cyber exclusion has been altered to:

- write back in cover for liability in respect of physical bodily injury or physical damage to material property subject to a costs inclusive, annual aggregate limit of indemnity
- remove the existing requirement for an unauthorised act for the exclusion to apply.

Part G - Employers' liability

Court attendance cost - Cover

- This is a new section of cover to your policy.

Damage to reputation - Cover

- This is a new section of cover to your policy.

Part O - Personal accident

This wording has been re-written and includes additional enhancements:

- Childcare costs and domestic staff expenses for members and employees
- Coma benefit
- Dependents benefit
- Disability assistance
- Disappearance
- Domestic travel expense
- Exposure
- Funeral expenses
- Hijack or kidnap
- Hospitalisation benefit
- Medical expenses
- Moving costs
- Physiotherapy
- Rehabilitation support
- Retraining expenses

Cover for personal effects following assault or accident has been limited.

Part P - Legal expenses

- This wording has been re-written but the cover remains the same.

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RINGLAND PARISH COUNCIL

Safeguarding Policy

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Ringland Parish Council facilities and events or activities.

Definitions

Children and young people: anyone under the age of 18.

Vulnerable adult: anyone over the age of 18 who is unable to care for themselves, unable to protect themselves from significant harm or exploitation, or may be in need of community care services.

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual using the Parish Council facilities for the purposes of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

In order to promote a safe environment for children, young people and adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in/on Parish facilities are aware of safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults where appropriate, for example by undergoing Disclosure and Barring Service (DBS) checks.
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

Use of Parish facilities by groups for use with children, young people or vulnerable adults

(eg clubs, or organisations, regularly using the Village Hall) will require the leaders to demonstrate they have suitable public liability insurance, a suitable safeguarding policy and/or agree to work within the Parish Council's safeguarding policy, that they are aware of the Parish Council policy and abide by it whilst using the parish facilities, that their leaders have valid DBS checks as appropriate, that their leaders know where the first aid box is, and that the leaders do risk assessments for individual activities.

Safe working practices

All users of the Parish facilities must follow the safeguarding policy and procedures at all time. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS Check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others.
- Have male and female leaders working with a mixed group where possible.
- Ensure registers are completed and individuals are signed in and out with children collected by their parents/carers.
- Ensure they have access to a first aid kit, telephone and know the fire procedures.
- Have appropriate procedures in place to allow for assistance with toilet trips supervised under a robust safeguarding procedure.
- When working outside ensure that appropriate breaks, clothing and shelter are available.

Expectations of behaviour

All users of Parish facilities should ensure communications, behaviour and interactions with others are appropriate and professional and that they treat each other with respect and show consideration for other users.

All users should refrain from any behaviour that involves racism, sexism or bullying and in addition to report instances to group leaders, parish councillors, the parish clerk or parents and carers as appropriate.

Allegations against staff and volunteers

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. If an allegation is made against a member of staff or volunteer, the person in receipt of the allegation should inform the Chair of the Parish Council immediately. The Parish Council should then follow the Multi-Agency Safeguarding Hub procedures.

Cause for concern

Staff and volunteers should be concerned by any action or inaction that significantly harms the physical and/or the emotional development of a child or vulnerable adult.

Abuse can involve physical, emotional, sexual, financial abuses or neglect.

How to report a concern

<https://www.norfolk.gov.uk/article/39170/Multi-agency-safeguarding-hub-MASH>

If you are suspicious or concerned about someone's safety, whether child or adult, call the Multi-Agency Safeguarding Hub on **0344 800 8020**. Our text relay number for people with hearing or speech impairments is **18001 0344 800 8020**. You may remain anonymous but please give us as much information as possible so that we can follow it up.

In an emergency call 999.

To be adopted: May 2025
To be reviewed: May 2027

Scenic Planters

Our Scenic Planters are hard wearing, long lasting, and low maintenance. Available as a meter square or a smaller rectangular design, both contain a self-watering reservoir that will keep your planter watered for 7 days, saving you time and money, and reducing water wastage.

Our Scenic Range also offers the opportunity to attach display boards which could promote local groups, sponsors, local points of interest and much, much more. These versatile planters can give you a high impact floral display that will look fantastic in any setting, and the robust design means that they will continue to look good for many years.



Benefits

- Hard-wearing, long lasting, and low maintenance
- Eco-friendly self-watering reservoir - saving time, money and water waste
- Soft edges allow flowers to cascade over the side without damage
- Rain groove to prevent damage from water staining
- Our unique easy drain feature and forklift runner allow for safe and easy transport
- Robust construction for long life
- Display board option to promote local groups, sponsors or points of interest

Scenic Square Planter

The Scenic Square Planter is our most popular planter and is the core building block for many types of floral schemes. Compost volumes are kept down with large internal shoulders, combined with our eco-friendly self-watering reservoir the key cost elements of water and compost have been carefully minimised.

Size (mm): 1000 x 1000 x 770 (LWH)

Capacity: 175l water, 225l compost

Available in all our colours. See page 4.



Scenic Rectangle Planter

This versatile planter is an ideal solution for areas where space is at a premium. Its smaller footprint makes it the perfect choice to add colour and interest to walkways, or spaces where a traditional planter might be cumbersome.

The slimline design means it can be used to create a floral barrier to separate different areas, or to guide pedestrian traffic. The Scenic Rectangle Planter is the perfect solution for any space.

Size (mm): 1200 x 500 x 700 (LWH)

Capacity: 100l Water, 100l Compost

Available in all our colours. See page 4.



Silver trim also available

RINGLAND PARISH COUNCIL
Annual Internal Audit Report
(as required by section 151 of the Local Government Act 1972)
Financial Year ended 31st March 2025

I have in the presence of Mrs Kay Montandon (Parish Clerk) inspected the parish council documents as appropriate, and line with, the scope of the audit requested. Kay also acts as the Responsible Finance Officer for the council. Cllr. Nick Adams is presently Chairperson of the Council.
I would like to thank the Parish Clerk for providing me with all the information required to carry out the audit.

PREVIOUS INTERNAL / EXTERNAL AUDITOR REPORT

Internal Auditor: No recommendations.

ANNUAL PRECEPT REQUEST & BUDGETARY PROCESS

Ringland Parish Council has calculated and approved an annual precept of £8,290 (no change from previous year / the Council's meeting of 8th January 2024 refers).

There are no significant unexplained variances in the budget.

Earmarked Reserves for future projects are outlined in the Annual Budget and the Reserves policy.

The budgetary process is covered in the Financial Regulations.

BOOK KEEPING / TO INCLUDE END OF YEAR PROCEDURES

The cashbook is well presented.

The bank is reconciled on a monthly basis.

Financial record keeping is of a good standard and is shared with councillors at each meeting.

An End Of Year Bank Reconciliation has been prepared.

No petty cash is held.

ACCOUNTING & INTERNAL CONTROLS

(To include regular review of key policies)

Receipts & Payments is used as the basis for accounting.

The Council has adopted a Reserves Policy.

It has also adopted an Internal Control policy which is reviewed annually and which is an example of good practise.

I discussed with Kay whether a clause detailing "Adequacy of Reserves" might be added to the Council's Risk Management policy.

PAYROLL

(To include proper implementation of PAYE / NIC / VAT)

The Clerk's salary scale, and terms of employment, is formally approved annually by the Council and recorded in the relevant minutes.

PAYE and NIC have been properly operated.

Payroll is administered by Ms. Diane Malley.

VAT is up to date and properly implemented.

The last Return covered the period 1st April 2024 to 31st March 2025.

GOVERNANCE PROCEDURES

The Council holds six Full Council meetings each year plus an Annual Parish Meeting.

The clerk's salary is paid in accordance with members approval and statutory guidance, and documented in the relevant minutes.

Risk Assessment & Management policy & Financial Risk Assessment – 2025 and should be reviewed annually.

Financial Regulations – April 2023 and should be reviewed every four years or earlier if deemed necessary.

Standing Orders - April 2023 and should be reviewed at least once during each four year Council cycle.

All the above policies are fit for purpose.

The council's website is of a good standard and has a gov.uk domain.

It is regularly updated with Agendas and Minutes.

It is fully compliant with the 2015 Local Government Transparency Code.

Council policies include: Code of Conduct; General Data Protection and Data Audit schedule; Internal Control, Reserves, Complaints and Equality & Diversity.

Consideration should be given to the adoption of a Safeguarding policy (this was also discussed with Kay).

Training for councillors and staff is provided by NPTS and NALC.

The Parish Council manages a Permit scheme which regulates the launching and landing of canoes from the river in the village.

It would assist the Clerk if consideration were given to providing her with a credit card (with set limits) for use in making urgent or necessary payments in the hiatus period between Council meetings. If such a card is provided, its use should be fully prescribed in Financial Regulations.

INSPECTION OF ASSETS REGISTER & INSURANCE REQUIREMENTS

Ringland Parish Council holds a number of community assets such as Ringland Hills and River Green.

Other assets include: the Village Hall; the Village sign; two defibrillators; two noticeboards; a number of wooden benches; and it is responsible for grass cutting in the village.

I have inspected the Assets Register and have found this to be very well presented.

It was updated in March 2025.

I would suggest the register is reviewed periodically to ensure adequate levels of insurance are in place.

Insurance provider is Zurich, policy renewed May 2024.

CONCLUSIONS AND ANY RECOMMENDATIONS

I would make no formal recommendations at this time but kindly note the comments in italics.

I believe governance procedures and accountancy records for this council to be of a very good standard.

In conclusion, I am satisfied that this parish council is functioning well and is fully discharging its legal and statutory responsibilities.

In accordance with the above I have duly signed and completed the relevant part (Form 3) of the Annual Governance and Accountability Return 2024/25.

ROBIN GOREHAM

(Internal Auditor)

April 2025

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

31 March
2025

Prepared by Laura Trabucco, Clerk and RFO

4 April 2025

Balance per bank statement as at

31 March 2025

Business Current Account	£ 17,154.72
--------------------------	-------------

Business Reserve Account	£ 6,692.12
--------------------------	------------

RPC Events	£ 25.49
------------	---------

TOTAL	£ 23,872.33
--------------	--------------------

Less unpresented cheques or cash at

31 March 2025

None

Net Balances as at

31 March 2025

Balance as per R & P Book

Opening Balance 1st April 2024	£ 26,855.92
--------------------------------	-------------

Receipts	£ 36,675.13
----------	-------------

Payments	£ 26,285.50
----------	-------------

less trf of funds from Bus Res a/c	-£ 13,373.22
------------------------------------	--------------

Closing Balance per R&P Book	£ 23,872.33
---	--------------------

-£	0.00
----	------

Ringland Parish Council - Accounts 2024/25

Payments (Expenditure)	2023/24	Grants or other income received	Money held from prev. years	Budget	Actual	Over/ Under Spent	Receipts (Income)	2023/24	Budget	Actual
Administration							Precept	8,290.00	8,290.00	8,290.00
Clerk's Salary	4,865.55			3,800.00	5,015.80	1,215.80	Canoe Permit	280.00	300.00	360.00
Office Expenses	279.98			410.00	277.34	132.66	Village Hall hire	866.50		1,544.00
Travel Expenses	-			100.00	0.00	100.00	Commons			5,382.48
Training	54.00			200.00	0.00	200.00	Recycling	746.46		252.70
Councillor Expenses	-			50.00	0.00	50.00	Wayleave	37.12		0.00
Audit	75.00			125.00	125.00	0.00	Grant	700.00		5,929.86
Insurance	1,292.89			500.00	918.11	418.11				14,548.3
Publication (Website)	102.70			130.00	237.24	107.24	Other			2
ICO	35.00			35.00	47.00	-12.00	VAT Refund from previous yr	1,311.57		252.77
Subscription / Membership	194.25			180.00	117.61	62.39	Bank Interest			115.00
APM Refreshments	-			25.00	0.00	25.00		12,231.6	8,590.0	36,675.1
							Total	5	0	3
Maintenance								28,466.7		26,855.9
Grass cutting	3,990.00			4,300.00	3,780.00	520.00	Opening Balance @ 1 April	1		2
Footpaths	-			250.00	0.00	250.00		12,231.6		36,675.1
Notice boards				250.00	0.00	250.00	Total Receipts	5		3
Commercial bins	825.79			900.00	449.76	450.24		13,842.4		26,285.5
Bottle Bank (recycling)	75.00			100.00	81.24	18.76	Total Payments	4		0
Village Hall	843.43			1,600.00	675.69	924.31				-
							less trf of funds from Bus. Res. a/c			13,373.2
								26,855.9		23,872.3
							Closing Balance	2		3

				1,000.0
Tree Works	500.00	1,000.00	0.00	0
Commons	-	750.00	0.00	750.00
Village Sign	-	100.00	0.00	100.00
Defibrillator	125.00	300.00	0.00	300.00
S137 Grant	-	-	0.00	0.00
Community Events	-	-	180.51	
			12,695.2	
Projects	331.08	-	8	
VAT yet to be reclaimed	252.77	-	1,684.92	
	13,842.4	15,105.0	26,285.5	6,862.5
Sub Total - Reoccurring Exp.	4	0	0	1
Projects (EMR)				
River Green Parking	1,000.00	500.00		
Building Contingency	1,500.00	500.00		
Village Hall Car Park	3,000.00	5,000.00		
	5,929.8		12,431.2	1,501.3
Church Green	4,000.00	5,000.00	1	5
Election	1,500.00	-		
	11,000.0	10,000.0	12,431.2	1,501.3
Sub Total - Projects	0	-	0	1

Represented by:

		17,154.7
Bus. Current Account	6,880.09	2
	19,950.3	
Bus. Reserve Account	4	6,692.12
Villate Hall float	-	-
RPC Events	25.49	25.49
	26,855.9	23,872.3
Total	2	3

0.00

Earmarked Reserves (EMR) 5,000.00

General Reserves @ 31 March 8,000.00

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

RINGLAND PARISH COUNCIL

www.ringlandparishcouncil.gov.uk **ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

RINGLAND PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.ringlandparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

RINGLAND PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	28,467	26,856	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8,290	8,290	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,942	15,012	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,866	5,016	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,977	21,270	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	26,856	23,872	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	26,856	23,872	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	257,825	334,291	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

19/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2025

as recorded in minute reference:

14.v

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

RINGLAND PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Tuesday 3 June – Monday 14 July 2025. (The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement _____ 22 May 2025 _____ (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to: (b) <u>clerk@ringlandparishcouncil.gov.uk</u> _____ _____ _____ commencing on (c) <u>Tuesday 3 June 2025</u> _____ _____ and ending on (d) <u>Monday 14 July 2025</u> _____ 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com 5. This announcement is made by (e) _____	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



Nutrient Mitigation in Norfolk

Thinking about a Nutrient Mitigation Project?

The Norfolk Mitigation Fund offers **grants and repayable loans** to reduce phosphorus and nitrogen levels in the Wensum, Bure, and Yare catchments. This supports much-needed housing and helps restore river conditions through nutrient neutrality.



Who can apply?

To qualify for funding, your project must:

- Be based or applied within the Wensum, Bure, or Yare catchments ([Wensum and Broads Nutrient Neutrality Catchment Map](#)).
- Aim to reduce phosphorus and nitrogen outputs.
- Involve diversifying your operation (temporarily or permanently).
- Require specialist advice or capital funding.
- Not already receive government support for the proposed activity.



What Projects Qualify?

Here are some examples:

Crop changes: Planting low-fertiliser crops or those that absorb nutrients.

Fertiliser reduction: Applying less or switching to alternatives.

Riparian buffers: Installing or expanding natural buffers near waterways.

Livestock changes: Reducing or ceasing livestock levels.

Septic tank upgrades: Modernising or combining multiple systems.

Nature-based solutions: Creating wetlands or similar ecosystems.

Business adaptations: Installing new equipment or changing operations.

Case studies are also on our website

Where can the fund help?

Feasibility Support: If you have an idea but need scientific advice or funding to explore it further, a grant could help.

Loan Funding: If you have a project ready to go but need funding to make it a reality, a loan could be the solution.

Important to Note:

- Your project must be **new or in progress** – the Fund cannot purchase credits from completed work.
- Projects generating biodiversity net gain credits may also qualify for nutrient credits.

About the fund

Run by five Norfolk Councils, the Fund launched in May 2024. By October 2024, it has already awarded £6.2m in loans and £277k in grants.



Learn more



info@nmfnorfolk.co.uk



nmfnorfolk.co.uk

*To all Town and Parish
Councillors in Broadland
Via email*

Broadland District Council
The Horizon Centre
Peachman Way
Broadland Business Park
Norwich NR7 0WF

Dear Colleagues,

As you will be aware, Norfolk is undergoing a period of significant change, with plans for local government reorganisation being developed over the coming months, following a request from Government. This presents an important opportunity to reshape how local government works, ensuring that decision-making is more responsive to the needs of our communities and that any new structures, protect the distinctiveness of our district.

At Broadland District Council, we firmly believe that town and parish councils play a crucial role in this process. Your deep connection to local issues and your unique insights into the needs of your communities make you essential partners as we develop our business case for submission to central government in September 2025. We value your input and know that the success of this reorganisation depends on working closely together to ensure that any changes support the vitality and aspirations of our towns and villages.

Over the next few months, as we work on the business case with our district council partners, we are committed to engaging with you in a number of ways. Our aim is to create an open and inclusive dialogue where all voices can be heard and local needs and concerns are addressed. Specifically, we will:

1. **Provide an Open Invitation for Engagement:** As elected Members, we are keen to directly engage with you and our residents, whether that be through coming along to your meetings or attending any public events you may be holding in your areas. Please email lgr-bdc@southnorfolkandbroadland.gov.uk to let us know if you would like to host a visit for us.
2. **Continue to hold regular briefings via our Town and Parish Council Forum:** We will provide updates, listen to your feedback, and answer any questions you may have. These sessions will be an opportunity to discuss specific issues, share ideas, and shape the direction of the reorganisation.
3. **Provide Support and Information:** We recognise that this is a complex process, so we will provide clear, accessible information and guidance to help town and parish councils understand the proposed changes and how they will be affected. We will also offer opportunities for more detailed discussions on how the reorganisation could enhance local services and governance. Our aim is to ensure that you are fully informed and involved every step of the way.

4. **Encourage Active Participation:** As we develop our business case, we want to ensure that your views and concerns are taken into account. Your feedback will be instrumental in shaping a proposal that reflects the priorities of all our communities. That is why we have launched a public consultation which you can find following this link: [FutureEast](#). This will be publicised on our website and via other channels, but we welcome your support on getting your residents and local businesses giving their views.

We understand that these changes may bring about questions and concerns, but I want to reassure you that our goal is to ensure the interests of our residents are put the forefront of any decisions being taken. Town and parish councils will continue to play a central role in this process, and we are committed to working with you to ensure that the reorganisation brings tangible benefits to your communities.

Should you have any immediate questions or wish to discuss any aspect of the reorganisation, please do not hesitate to contact me. We look forward to working with you in the coming months as we shape the future of local government in Norfolk.

Yours sincerely,



Cllr Sue Holland,
Leader of Broadland District Council

Guidance for Town and Parish Councils in Norfolk: Applying for BSIP Funding for Bus Shelters

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Service Improvement Plan (BSIP) funding to purchase new or replacement bus shelters.

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

Contents

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

Choosing a Bus Shelter

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.

- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a Street Furniture Licence.

Consents and Consultation

Before proceeding, you will need:

- A site assessment by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.
- A Street Furniture Licence for shelters located on public highways.

Apply for a Street Furniture Licence here

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

Grant Funding

As part of the BSIP scheme, Norfolk County Council is offering funding to support the installation or upgrade of bus shelters. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost*.
- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Written approval from a local Highway Engineer.
- Planning permission and/or conservation consent must be secured if needed.

****Contributions can also be made from NCC Local Member Funds.***

Maximum BSIP funding available: £8,000 per shelter

Please note: Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so would distribute the funding countywide.

How to Apply for Grant Funding

Applications should be submitted via email to: bussshelters@norfolk.gov.uk

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. Written confirmation from the Highway Engineer that the location is suitable.
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **30th June 2025**.

For further information about the application process, contact the **Travel Development Officer**:  robert.pratt@norfolk.gov.uk

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

Successful applicants will be notified within 4 weeks of funding submission. Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs.

Shelter installations are expected to be completed by **31st March 2026**. NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 http://www.abacuslighting.com/
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Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 http://www.ableengineering.co.uk/index.php
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 http://www.shelters.co.uk/
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 http://www.garrickoutdoor.org.uk/
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 http://www.glasdon.com/home.aspx?cid=2
Littlethorpe Ltd Pingle Farm ` Seine Lane Enderby Leicester LE19 4PD	0116 260 3777 http://www.bus-shelters.co.uk/
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 http://www.macemainamstad.com/

Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE	01302 327172 http://www.polydon.co.uk/index.htm
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 http://www.queensbury.org/
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 http://www.smfdisplays.com/
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 M: 07796 807059 F: 01362 851809` W: www.westcotec.co.uk
Trueform Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ	020 8561 4959 http://trueform.co.uk/
Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256 https://www.clearchannel.co.uk/contact

Parish & Town Clerks
District of Broadland

Friday, 02 May 2025

Dear Sir / Madam

**Anti-social Behaviour, Crime and Policing Act 2014
Public Space Protection Order (Dog Fouling) Renewal: Broadland**

I am writing to consult you on a proposal to renew the Public Space Protection Order (PSPO) (Dog Fouling) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

It is proposed to renew the PSPO with the existing prohibitions and requirements and it will cover the administrative district of Broadland, unless the consultation process identifies that changes are required.

A copy of the proposed PSPO is attached for your information and I would welcome any comments you wish to make by the Wednesday 11th June 2025.

Yours sincerely

Teri Munro
Community Safety & Interventions Lead
E: teri.munro@southnorfolkandbroadland.gov.uk

Two Councils
One Team



Broadland District Council 2022

The Anti-Social Behaviour, Crime and Policing Act 2014

Fouling of Land by Dogs

The District of Broadland Public Spaces Protection Order No. 2

1. Broadland District Council (“the Council”) hereby makes the following Order:

- a. This Order is made by the Council in exercise of its powers under Section 59 and Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and this Order may be cited as the Broadland District Council Public Space Protection Order No.2.
- b. The Council is satisfied that:
 - i. Activities carried on within the restricted area as defined in Article 2 below, being the fouling of land by dogs and/or the presence of dogs in enclosed play areas have had or are likely to have a detrimental effect on the quality of life of those in the area: and
 - ii. that such activities may be of a persistent or continuing nature and the restrictions imposed by this notice are justified.

2. The Restricted Areas

- a. This Order relates to all land within the administrative area of the Council, shown in red on the plan in Schedule 1 of this Order, (“the Restricted Area”). This Order relates to all public/private land open to the air to which the public have access with or without payment including but not limited to all public highways (to include verges, footways, and footpaths), all public parks, pleasure grounds, sports grounds, playing fields and play areas.

3. Requirements and prohibitions

- a. Fouling – failure to remove dog faeces

If a dog defecates at any time on land within the restricted area the person who is in control of the dog at that time shall remove the dog’s faeces from the land forthwith. This restriction is subject to the exemptions as stated in Article 4.

4. Exemptions

- a. The restrictions and prohibitions defined in Article 3 of this Order shall not apply to a person who is:

- i. registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
- ii. has a disability that affects their mobility, manual dexterity, physical coordination, or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which they rely for assistance.

5. For the purposes of this Order

- a. A person who habitually has a dog in their possession shall be considered in charge of the dog at any time unless at that time another person is in charge of the dog.
- b. Placing dog faeces in a suitable waste disposal receptacle shall be considered sufficient removal to satisfy the requirement of Article 3.
- c. The Council does not consider being unaware of dog defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces as an acceptable reason for failing to remove the faeces as require by Article 3.

6. Offences

- a. Under section 67 of the Act, it is an offence for a person, without reasonable excuse, to do anything that the person is prohibited from doing by a public space protection order or to fail to comply with a requirement to which the person is subject under a public space protection order.
- b. A person failing to comply with a requirement or prohibition set out in Articles 3(a) or 3(b) of this Order shall be guilty of an offence unless he or she has reasonable excuse for failing to do so.
- c. A person guilty of an offence is liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- d. Pursuant to section 68 of the Act, a Constable or authorised person of the Council, may issue a fixed penalty notice to anyone he or she has reason to believe has committed the offences specified above. This gives the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council.
- e. The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.

- f. A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

7. Commencement and duration of the Order

- a. This Order comes into force on 13th October 2022 and shall remain in force until the 12th October 2025 unless extended under section 60 of the Act.

8. Right to Appeal

- a. Any interested person wishing to challenge the validity of this Order must do so within 6 weeks beginning with the date on which this Order is made or, if applicable, varied.
- b. An application under Section 66 of the Anti-Social Behaviour, Crime and Policing Act 2014 is to the High Court.
- c. An interested person means an individual who lives in the restricted area or who works in or visits that area

Dated 13th October 2022

The Common Seal of Broadland District Council

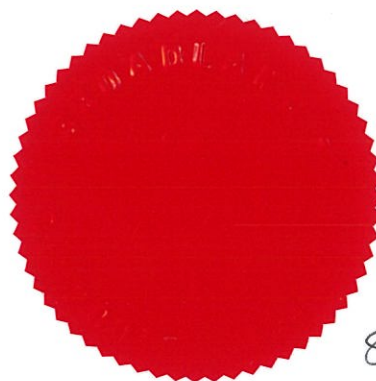
Was hereunto affixed in the presence of

Linda Mockford
Deputy Monitoring Officer



Officer of the Relevant Service

N. HOWARD
ASSISTANT
DIRECTOR
REGULATORY



8354



Community at heart

