

RINGLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held at Ringland Village Hall, The Street, Ringland
on Monday 8 September 2025 at 7.30pm

Present: Cllrs L Cooper (Chair), M Turner (Vice-Chair), J Baker, K Stone and M George

Officer: Kay Montandon (Parish Clerk and RFO)

Members of the Public: Three members of the public were present.

1. Apologies

Apologies were received from Cllr Greg Peck, County Councillor, Cllr Peter Bulman Broadland and South Norfolk District Councillor, Cllr S Addington and Cllr A Illing

2. Declaration of Interest

There were no declarations of interest.

3. Minutes

The minutes of the meeting held on 14th July 2025 were agreed to be an accurate record and signed by the Chair. The minutes of the extraordinary meeting held on 21st August 2025 were agreed to be an accurate record and signed by the Chair.

4. Matters Arising

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

- a. Village Hall. The calor gas cooker has been inspected and is fine, but the bottles are inaccessible so would need to be moved. The council agreed to consider the costs of replacing with an electric cooker. Clerk to obtain quotes. Drain cover which is cracked on entrance to car park can be protected by a vehicle strength cover at a cost of £66 plus VAT for the cover plus works to fit. Probably cost in the region of £125 but quotes to be obtained by Cllr Turner. Council will then consider. Waste recycling at the Village Hall will cost £150.09 per year. It was agreed to request this service. Planters have been delivered and are awaiting a decision by councillors on where they should be placed and what should be planted in them. It was agreed councillors would have a look in daylight and decide the best position and planting between themselves.
- b. The River Green: It was agreed to have a new sign produced to add to the River Green sign that indicates BBQ and camping are not allowed on River Green. Clerk to obtain quotes. River Green footpath sign is still there. Clerk to remind NCC to remove it.
- c. Church Mound: Car park signs have been installed and the council agreed they look great. Cllr Turner was thanked for his work on this project.
- d. Graziers Committee. No update.
- e. Management of Common Land. A volunteer has offered to cut low common in the next week or so. A risk assessment has been completed and the resident has insurance for this activity. Cllr Addington has applied to the Land Registry to determine the boundary issue. Cllr Addington is going to arrange for a group of volunteers to do some scrub clearance and litter picking. There

was a discussion about whether locks should be put on the gates on the commons. Clerk to research and advise if it is permitted to lock common land gates. It was agreed there should be a sign welcoming people to the common. Clerk to obtain quotes. The stewardship grant runs until 2028 and is for £2154 per year. Cllr Coopers and Addington apply each year. A grant may also be available for the new gate.

- f. Grass cutting: A quote has been obtained from the contractor for the work next year. It was discussed under item 17.

5. Chair's report

Nothing to report.

6. Clerk's report

The Clerk's report was received. Broadband is installed and working. A cover for the plug will be installed by a resident. The Councillors thanked the resident for their help. The water heater in the hall is working badly and needs to be checked. An electrician will be commissioned to do this. A quote has been received and will be discussed in Item 17 and a further quote will be sought. The hall booking calendar service was considered a good idea and it was agreed to request this service from the website host at £25 a year plus VAT. It was agreed to sign the Armed Forces Covenant. A report on the Pride in Place forum was received. Payments and receipts since the last meeting were noted.

7. Policies and Governance

- a. The IT Policy as presented was agreed. It was also agreed to identify some IT training for councillors. Clerk to obtain quotes.
- b. The Data audit as presented was reviewed and agreed.
- c. The Data Protection Policy was reviewed and it was agreed to update the Privacy Policy and make modifications to the Data Protection policy with regard to the Privacy Notice. Clerk to bring forward the amended Privacy Policy and Data Protection Policy to the next meeting.

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

- i. County Councillor. Cllr Peck is on holiday and will send a report on his return.
- ii. District Councillor. Cllr Bulman sent in a report which was read by the Chair. I am still awaiting assignment of a case officer to deal with a complaint to the Ombudsman about the Lenwade garage development. I have formally lodged an objection to the proposed solar farm development at Alderford. I have formally objected to the revised Weston Leisure development. The Council is considering its response to the local government reorganisation on the 18 September. It is likely they will recommend 3 unitary authorities for Norfolk, which the Conservative Group are likely to oppose on the grounds that it is too expensive and would be less efficient and effective.
- iii. Police Matters. No report
- iv. Members of the Public: A resident queried if UK Power Networks could cut the tree on River Green that was supposed to be cut by them before. The Chair requested the Clerk contact the MP for help in this matter.

A resident reported that the 20 signs on the roads in the village were badly eroded and needed repainting. Clerk to mention to Richard Pearson when they meet.

A resident mentioned a canoe hire business operating from River Green and not informing customers they need a permit to launch from the River Green. A prohibition of operating businesses from River Green to be added to the new sign.

There was discussion about the weight limit on Ringland Bridge being disregarded frequently. Clerk to request help from Cllr Peck with regard to getting cameras on the bridge to catch overweight vehicles.

A resident reported that hedges were overgrown on the Street and causing problems. The Clerk agreed to report to highways.

9. Safeguarding Training

It was agreed to defer consideration of this item until the next Council meeting.

10. Planning

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

11. Highways Matters

- a. SAM sign update by Cllr Turner. There have been emails from Weston Longville. Clerk to forward the latest which will help understand where the SAM1 is. A new rota is being prepared by Weston Longville.
- b. To receive an update on the NWL and A47 projects. None
- c. To receive an update on the River Green ford BOAT application. Cllr Addington is writing to all the residents in the parish regarding this application.

12. Finance

- a. The bank reconciliations as at 31st July and 31st August 2025 were accepted.
- b. The outline draft budget was discussed and it was agreed that a draft budget incorporating the amendments would be brought forward to the next council meeting.
- c. Approval of the following payments was proposed by Cllr Stone, seconded by Cllr Turner and approved by the council.

Kay Montandon	Mileage, Clerk's Manual	£116.10
Tesco mobile	Phone September	£ 13.50
Tesco mobile	Phone October	£ 8.50
Kay Montandon	October Salary and WFH allowance	£350.43
Kay Montandon	November Salary and WFH allowance	£350.43
HMRC	PAYE October	£ 55.60
HMRC	PAYE November	£ 55.60
Mark Andrews	Grounds work August	£420.00

13. To consider the most effective methods of communication within the council and between the clerk and councillors.

- a. It was agreed that WhatsApp would be used alongside email for communications with Councillors for urgent matters or to prompt Councillors that information has been sent to their.gov.uk emails.
- b. The council discussed the possibility of moving meeting to the 3rd Monday each alternate month at 7pm. It was agreed that all councillors and the District and County councillors would be consulted on the proposal. The future council meeting dates will be confirmed at the November meeting.

14. The following correspondence was noted.

Email	Broadland District Council	Parish guidance on dealing with encampments	For information – included with Agenda
Email	Norfolk Police	Information on Operation Radium Anti- Fraud campaign	For information included on email
Email	South Norfolk and Broadland District Council	Armed Forces Covenant. Requesting Parish Councils to sign the covenant.	https://www.armedforcescovenant.gov.uk/organizations/local-authorities/
Email	Go Compare	Go-compare have put together a guide to preparing for a flood and protecting your property - https://www.gocompare.com/home-insurance/guide/flood-damage-repair-and-prevention/ We think this information would be useful for your residents and wonder if you would consider linking to our guide at your page https://ringlandparishcouncil.gov.uk/category/news/	For information – and to decide whether to add link

15. The next Parish Council meeting was confirmed to be on Monday 10th November 2025 7.30pm.

16. Closure of meeting to the press and public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 17 in view of the confidential nature of the business to be transacted.

17. To discuss commercially sensitive quotes for works

It was agreed that Cllr Illing would discuss the grass cutting work with the contractor.

It was agreed that the Clerk would approach an additional electrician to have a comparable quote for works to the village hall.

The meeting closed at 9.28pm

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Ringland Parish Council 10th November 2025

Clerk's Report

To be noted and any actions agreed.

National Power Tree Works	Clerk asked MP for help and his assistant Lacey contacted NP for us. NP advised that an outage was planned to take place on 9 October between 9 and 2pm to facilitate third party tree trimming. Following on from the Parish Council's communication, NP has asked his Lead Field Engineer to arrange tree trimming permissions for the entire section of line whilst isolated. This will ensure that vegetation coming in to contact with the overhead cables along River Green can be addressed at the same time. Was this done?
Electricity safety check in hall and installation of wiring for a future cooker	Additional quote sourced and to be discussed by Council.
Locked gate on commons	It is acceptable to have a livestock gate locked as long as pedestrian access to commons is still possible.
Booking calendar on Parish website	New calendar available to see if it is helpful to make bookings easier.
Police officer for Ringland	Brett Peyton and Clerk met to discuss Ringland issues raised by residents – speed of traffic, heavy vehicles on bridge and how PC Peyton can support the village. PC Peyton will provide a report to the Council meeting.
Hedges on the Street	Highways contacted and they have reviewed and do not consider this to be a problem. At the NPTS autumn seminar NCC made the point that overgrown vegetation is something that PCs can write to landowners about in the first instance.
Membership of SLCC	The Clerk membership fee is £150. Would the Council wish for this membership to ensure access to professional guidance and resources for the Council?
Microsoft Office Upgrade	Parish PC is running a 2019 version of office which is no longer supported. Upgrade will be £66 for a year.
Fly tipping	First a boat and now asbestos roofing material – both reported to the Broadland fly tipping team. Boat also reported to police.

Ringland hills camper	A resident reported a gentleman sleeping in his car on the hills. The Broadland Rough Sleeper and Homeless team were informed and will help. PC Peyton also informed.
Mailing List and GDPR	For email lists to be compliant with GDPR there must be a clear, affirmative opt-in process. The Clerk has received a few emails requesting to be added to an email list following Simon's letter drop. Managing an email list is fraught with difficulty regarding compliance, but other parishes use automation tools to help. Although this is outside the Clerk's contracted duties, does the council wish the Clerk to learn how to do this, or would someone in the village be better placed to circulate information provided by the Clerk? Clerk is already contracted to post on the website and the Facebook page for general village info and is happy to do so.
WhatsApp Contacts	Clerk has only received a couple of councillors' preferred telephone numbers. Please email Clerk with your agreement to be contacted by WhatsApp and the appropriate number (for GDPR).
Payments made since September 8 th Meeting	Wave Village Hall Water £28.23 - 05/09/2025* Kay Montandon salary/back pay £350.04 - 09/09/2025 Sky Business Village Hall Broadband £29.94 - 11/09/2025* Tesco Mobile Clerk phone £13.50 - 15/09/2025 Mark Andrews Gardening £420 - 17/09/2025 Kay Montandon Expenses £116.10 - 17/09/2025 EDF Electricity Village hall £34.37 - 16/09/2025 Kay Montandon salary £316.71 - 01/10/2025 Mark Andrews Gardening £420 - 02/10/2025* Sky Business Broadband Village Hall £29.94 - 13/10/2025^ Tesco mobile Clerk phone £8.50 - 15/10/2025 EDF Electricity Village Hall £76.66 - 21/10/2025* HMRC PAYE £148.20 - 23/10/2025* Countrystyle Recycling £117 - 02/11/2025* Mark Andrews Gardening £420 - 02/11/2025 Sky Business Village Hall Broadband £29.94 - 10/11/2025*

	Approved at Council meeting 8/09/2025 except * which were approved by Cllrs Cooper and Addington by email. ^Invoice was not emailed out. Comms with Sky should now be sorted. Approval for the DD with Sky was agreed by Cllr Cooper and Addington by email on 10/06/2025. Approval for broadband contract at village hall agreed by council on 08/01/2024 item 10.2. *HMRC now set up as DD. They took Aug, Sep and Oct payments together for some reason.
Receipts since September 8 th Meeting	Canoe £15 Interest £6.20 and £5.80 Precept £4350 Village Hall hire £30 Litter pick grant £20 Recycling credits £87.46 and £202.91

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 third 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

REVISED 10TH November 2025

TO BE REVIEWED: May 2026

Inventory of Personal Data Captured, Stored and Processed by Ringland Parish Council Reviewed 10/11/2025

Category	Personal detail held	Purpose	How held	Legal basis for processing	With whom do we share this data	How long is it held for?
Personel - Clerk to the Council						
Contract	Terms of employment	Contractual	Electronically/Hard copy	Legal obligation		
Payroll/Pension	Address, NI no, Tax Code,	Legislative	Electronically		HMRC, payroll provider, Pension Provider, Audit	Period of contract
Salary claims	Bank details	Financial	Electronically/Hard copy		Bank, Audit	Period of contract
Timesheets	Hours and record of work	Contractual/Audit	Electronically			Period of contract
Appraisal	Performance & development	Contractual	Electronically			Period of contract
Public Contact (List)	Address, email, tel no	Public reference	Electronically/Hard copy	Public Task	Public	
Councillors						
Register of Interests	Disclosable pecuniary & other interests	Democracy	Hard Copy	Legal obligation	This is Public Knowledge	
Contact information	Name, address, email, tel no	Communication	Electronically/Hard copy	Public Task	Name is public knowledge	
Public Contact (List)	email &/or tel no	Public reference	Electronically/Hard copy	Consent	Public	
Contractors /Suppliers where we hold personal data of a natural person (not the data						
Quotes/Invoices	Name, address, email, tel no, bank details	Business/Financial	Electronically/Hard copy	Contract	Audit, Public exercise of rights - inspection on audit	Invoices 6 years
Village Hall Hire						
Hirer	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		Hire forms 6 years
Canoe permits						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		App forms 6 years
Grazing applications						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		6 years
Residents						
Electoral Register	Name, address	Legislative	Hard Copy	Public Task	Public Document required by law,. RPC choose to hold.	1 year
Email sign up	Name, address, email	Communication	Electronically/Hard copy	Consent		Until opt out or 2 years
Members of public						
Enquiries	Name, address email, tel no	Democracy	Electronically/Hard copy	Public Task		Until query actioned
Volunteers						
Village volunteers	Name, address, email, tel no	Communication	Electronically/Hard copy	Consent	Name is public knowledge, other data is confidential	Until opt out or 2 years

Ringland Parish Council

Data Protection Policy

Purpose of the policy

This policy explains to councillors, staff and the public about data protection and how Ringland Parish Council undertakes to manage data. The Parish Council is covered by the Data Use and Access Act 2025, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations (PECR).

Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

The General Data Protection Regulations and the Data Protection Act 2018 require that everyone within the council must understand the implications of data protection and that roles and duties must be assigned. The Council is the data controller and the Clerk is the data processor. It is the Clerk's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and the safe disposal of information.

Data protection regulations require continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the council (both financially and reputationally) and one which is included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

The Clerk will investigate data breaches. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss,

loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will also notify those concerned directly.

It is unacceptable for non-authorised users to use employees' or councillors' log-in passwords in any way. It is unacceptable for employees, volunteers and members to use IT in any way that may contravene the GDPR or cause problems for the Council.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information (if applicable). Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council uses a privacy notice on its website, all email communications and any mailing list opt in form. Where consent is being relied on as the lawful basis for processing the data, privacy notices must be verifiable.

Information Audit

The Clerk must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making incl. profiling.

If a request is received to delete information, then the Clerk must respond to this request within a month. The Clerk has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The Council will be informed of such requests and will determine the charge.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection is included on the Council's Risk Management Policy.

This policy document is written with current information and advice. It will be reviewed regularly or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Adopted 10/11/2025
For review 11/2026

Based on Norfolk Parish Training Services Model Policy on Data Protection 2022

RINGLAND PARISH COUNCIL

FINANCIAL RESERVES POLICY

1. PURPOSE

The Parish Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments and to have money available in an emergency.

2. GENERAL RESERVES

The use of this is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

It is intended to maintain the General Reserve at a level equivalent to twelve months precept income, but at all times should be sufficient to cover staff salaries to cover for long term sickness or the resignation of the Clerk, whereby the services of a locum clerk may be required. If the balance is drawn down, replenishment will be provided for in the next annual budget.

If the General Reserve is exhausted due to extreme circumstances, the Council may make emergency borrowings from Earmarked Reserves, which will be replaced at the next annual budget.

3. EARMARKED RESERVES

These are set up to meet known or predicted liabilities.

Examples of Earmarked Reserves include:

- Future projects such as replacement of equipment
- Maintenance of land & property owned by the Council, such as The Village Hall
- Expenditure for accidents not covered by insurance (eg fallen/dangerous trees)
- Possible election in event of casual vacancy and contested elections

4. PROCEDURE

Any decision to set up a reserve must be made by the Council.

The Council will be required to consider the following when making recommendations for each reserve:

- The reason for/purpose of the reserve
- How and when the reserve can be used
- Procedures for the reserves management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

Expenditure from reserves can only be made by the Council.

The reserves will be reviewed by the Council as part of the annual budgeting process.

The Responsible Financial Officer will maintain a detailed schedule of all reserves which will form part of the accounts.

SCHEDULE OF FINANCIAL RESERVES

Ear Marked Reserve	2025/26	2026/27
Election	500	500
Building Contingency	600	600
Village Hall Car Park	7000	600
Sign on commons	0	250
Fencing on Commons	0	1500
River Green Parking	700	0
Church Green	0	100
	8800	3550
General Reserve		
Projection for end of 25/26	12800	7650
Projected deficit in budget for 26/27		-1600

Adopted November 2025

Review November 2026



Organisation Name

RINGLAND PARISH COUNCIL

We commit to uphold the Armed Forces Covenant and support the Armed Forces Community. We recognise the contribution that Service personnel, both regular and reservist, veterans and military families make to our organisation, our community and to the country.

Signed on behalf of:

Ringland Parish Council

Signed:

Name: Cllr Lindy Cooper

Position: Chair

Date: 10th November 2025

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
His Majesty's Government

and

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of The Armed Forces Covenant

1.1 We, **Ringland Parish Council**, will endeavour to uphold the key principles of the Armed Forces Covenant:

- *Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.*
- *In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the contribution that Service personnel, reservists, veterans, the cadet movement and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant by:

- **The Council will support the employment of the Armed Forces Community and their dependents where possible.**
- **The Council will support Armed Forces Events where possible including Remembrance Day and the Poppy Appeal.**
- **The Council will signpost residents from the Armed Forces Community to support services and other sources of help if needed.**
- **The Council will encourage the parish to be supportive of the Armed Forces Community in employment, training and service provision.**

2.2 We will publicise these commitments through our meeting minutes and on our website.

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

In respect of **Ringland Parish Council – NO0361**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2024/25

We 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.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date 18/08/2025

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

31 March 2026

Prepared by Kay Montandon, Clerk and RFO

September 2025

Balance per bank statement as at

30 September 2025

Business Current Account	£	12,217.12
Business Reserve Account	£	6,736.22
RPC Events	£	25.49
TOTAL	£	18,978.83

Less unpresented cheques or cash at

30 September 2025

None

Net Balances as at

30 September 2025

Balance as per R & P Book

Opening Balance 1st September 2025	£	15,499.81
Receipts	£	4,465.00
Payments	£	992.18
Interest	£	6.20
Closing Balance per R&P Book	£	18,978.83

Bank Reconciliation

Ringland Parish Council

Financial Year Ending

31 March 2026

Prepared by Kay Montandon, Clerk and RFO

October 2025

Balance per bank statement as at

31 October 2025

Business Current Account	£	11,537.48
Business Reserve Account	£	6,742.02
RPC Events	£	25.49
TOTAL	£	18,304.99

Less unpresented cheques or cash at

31 October 2025

None

Net Balances as at

31 October 2025

Balance as per R & P Book

Opening Balance 1st October 2025	£	18,978.83
Receipts	£	320.37
Payments	£	1,000.01
Interest	£	5.80
Closing Balance per R&P Book	£	18,304.99

Ringland Parish Council - Accounts September 2025/26

Payments (Expenditure)	2024/25	Grants or other income received	Money held from prev. years	2025-26 Budget	2025-26 Actual	Over/ Under Spent
Administration						
Clerk's Salary	5,015.80			4,500.00	2,515.14	1,984.86
Office Expenses	277.34			450.00	215.75	234.25
Travel Expenses	0.00			100.00	92.70	7.30
Training	0.00			250.00	0.00	250.00
Councillor Expenses	0.00			100.00	0.00	100.00
Audit	125.00			100.00	322.00	-222.00
Insurance	918.11			1,000.00	783.37	216.63
Publication (Website)	237.24			190.00	71.40	118.60
ICO	47.00			35.00	0.00	35.00
Subscription / Membership	117.61			240.00	205.33	34.67
APM Refreshments	0.00			25.00	0.00	25.00
Maintenance						
Grass cutting	3,780.00			4,600.00	2,520.00	2,080.00
Footpaths	0.00			250.00	0.00	250.00
Notice boards	0.00			250.00	0.00	250.00
Commercial bins	449.76			900.00	449.76	450.24
Bottle Bank (recycling)	81.24			100.00	143.00	-43.00
Village Hall	675.69			1,800.00	1,404.50	395.50
Tree Works	0.00			1,200.00	780.00	420.00
Commons	0.00			800.00	7,212.83	-6,412.83
Village Sign	0.00			150.00	0.00	150.00
Defibrillator	0.00			350.00	0.00	350.00
S137 Grant	0.00			0.00	0.00	0.00
Community Events	180.51			0.00	81.36	-81.36
Projects	12,695.28			0.00	0.00	0.00
VAT yet to be reclaimed	1,684.92			0.00	0.00	0.00
						0.00
Sub Total - Reoccurring Exp.	26,285.50			17,390.00	16,797.14	592.86
Projects (EMR)						
River Green Parking	0.00			700.00		
Building Contingency	0.00			600.00		
Village Hall Car Park	0.00			7,000.00		
Church Green	12,431.21			1,000.00		
Election	0.00			500.00		
Sub Total - Projects	12,431.21		-	9,800.00	0.00	0.00

Receipts (Income)	2024/25	2025-26 Budget	2025-26 Actual
Precept	8,290.00	8,700.00	8,700.00
Canoe Permit	360.00	350.00	280.00
Village Hall hire	1,544.00	1,000.00	994.61
Commons	5,382.48		0.00
Recycling	252.70		0.00
Wayleave	37.12		0.00
Grant	700.00		200.00
Other			0.01
VAT Refund from previous yr	1,311.57		1,684.92
Bank Interest paid			44.10
Total	17,877.87	10,050.00	11,903.64
Opening Balance @ 1 April	23,872.33		15,499.81 Opening balance @ 1 Sep
Total Receipts ytd	11,903.64		4,465.00 receipts in month
Total Payments ytd	16,797.14		992.18 payments in month 6.20 interest in the month
Closing Balance	18,978.83		18,978.83
Represented by:			
Bus. Current Account	17,154.72		12,217.12
Bus. Reserve Account	6,692.12		6,736.22
Villate Hall float	-		-
RPC Events	25.49		25.49
Total	23,872.33		18,978.83 Closing balance at 30 Sep
Earmarked Reserves (EMR)			9800
General Reserves			9,178.83

Ringland Parish Council - Accounts October 2025/26

Payments (Expenditure)	2024/25	Grants or other income received	Money held from prev. years	2025-26 Budget	2025-26 Actual	Over/ Under Spent
Administration						
Clerk's Salary	5,015.80			4,500.00	2,980.05	1,519.95
Office Expenses	277.34			450.00	224.25	225.75
Travel Expenses	0.00			100.00	92.70	7.30
Training	0.00			250.00	0.00	250.00
Councillor Expenses	0.00			100.00	0.00	100.00
Audit	125.00			100.00	322.00	-222.00
Insurance	918.11			1,000.00	783.37	216.63
Publication (Website)	237.24			190.00	71.40	118.60
ICO	47.00			35.00	0.00	35.00
Subscription / Membership	117.61			240.00	205.33	34.67
APM Refreshments	0.00			25.00	0.00	25.00
Maintenance						
Grass cutting	3,780.00			4,600.00	2,940.00	1,660.00
Footpaths	0.00			250.00	0.00	250.00
Notice boards	0.00			250.00	0.00	250.00
Commercial bins	449.76			900.00	449.76	450.24
Bottle Bank (recycling)	81.24			100.00	24.00	76.00
Village Hall	675.69			1,800.00	1,630.10	169.90
Tree Works	0.00			1,200.00	780.00	420.00
Commons	0.00			800.00	7,212.83	-6,412.83
Village Sign	0.00			150.00	0.00	150.00
Defibrillator	0.00			350.00	0.00	350.00
S137 Grant	0.00			0.00	0.00	0.00
Community Events	180.51			0.00	81.36	-81.36
Projects	12,695.28			0.00	0.00	0.00
VAT yet to be reclaimed	1,684.92			0.00	0.00	0.00
						0.00
Sub Total - Reoccurring Exp.	26,285.50			17,390.00	17,797.15	-407.15
Projects (EMR)						
River Green Parking	0.00			700.00		
Building Contingency	0.00			600.00		
Village Hall Car Park	0.00			7,000.00		
Church Green	12,431.21			1,000.00		
Election	0.00			500.00		
Sub Total - Projects	12,431.21		-	9,800.00	0.00	0.00

Receipts (Income)	2024/25	2025-26 Budget	2025-26 Actual
Precept	8,290.00	8,700.00	8,700.00
Canoe Permit	360.00	350.00	290.00
Village Hall hire	1,544.00	1,000.00	994.61
Commons	5,382.48		0.00
Recycling	252.70		290.37
Wayleave	37.12		0.00
Grant	700.00		220.00
Other			0.01
VAT Refund from previous yr	1,311.57		1,684.92
Bank Interest paid			49.90
Total	17,877.87	10,050.00	12,229.81
Opening Balance @ 1 April	23,872.33		18,978.83 Opening balance @ 1 Oct
Total Receipts ytd	12,179.91		320.37 receipts in month
Total Payments ytd	17,797.15		1,000.01 payments in month
	49.90		5.80 interest in the month
Closing Balance	18,304.99		18,304.99
Represented by:			
Bus. Current Account	17,154.72		11,537.48
Bus. Reserve Account	6,692.12		6,742.02
Villate Hall float	-		-
RPC Events	25.49		25.49
Total	23,872.33		18,304.99 Closing balance at 30 Sep
Earmarked Reserves (EMR)			9800
General Reserves			8,504.99

Ringland Parish Council
Estimated Accounts for 2025/6 and Budget for 2026/7

Payments	2022/23		2024	2025/26				2026/27		Notes
	Budget	Actual		Agreed Budget	To Date Net	Est. to Year End Net	Over/Under Spent ytd	Draft Budget Net	Inc/Dec on 2025/26 Est. Exp.	
Receipts (Income)										
Interest			115.00		44.10	81.30		70.00		
Canoe Permit	125.00	305.00	360.00	350.00	280.00	280.00		1,000.00		Potential for increased fees - assume £20x50 permits
Recycling			252.70		87.00	200.00		250.00		
Wayleave (Eastern Power Networks)			37.12	0.00	37.12	37.12		37.12		
Village Hall Hire			1,544.00	1,000.00	518.00	1,000.00		1,500.00		can this be increased?
Commons			5,382.48		0.00	2,154.00		2,154.00	RPA	
VAT Return		899.67	1,311.57		1,684.92	1,684.92				
Grant			700.00	0.00	200.00	200.00		0.00		
Other										
Total Receipts (not precept)		1,204.67	9,702.87	1,350.00	2,851.14	5,637.34		5,011.12		
Precept by Broadland DC		8,127.00	8,290.00	8,700.00	8,700.00	8,700.00		9700 ?		
Total income			17,992.87	10,050.00	11,551.14	14,337.34	0.00	14,711.12 ?		
Administration										
Insurance	576.50	694.48	918.11	1,000.00	783.37	783.37	216.63	1,000.00		Estimate as no idea what next year will be
Audit Fee	84.11	143.00	125.00	100.00	280.00	280.00	-180.00	280.00		External audit fees may be due again
Subscription / Membership	273.79	694.48	117.61	240.00	205.33	240.00	0.00	400.00		NALC, SLCC, NPTS
Clerk's salary and payroll	3,660.11	3,984.37	5,015.80	4,500.00	2,515.14	4,699.80	-199.80	5,000.00		salary increase and back pay
Office Expenses	1,042.38	1,237.99	277.34	450.00	215.75	415.00	35.00	300.00	0.00%	mobile, ink, stationary, microsoft office
Travel Expenses			0.00	100.00	92.70	179.10	-79.10	180.00	80.00%	Clerk lives 16 miles from parish
Training	145.00	110.00	0.00	250.00	0.00	150.00	100.00	300.00		Safeguarding training? Whole council training?
Councillors Expenses	-	-	0.00	100.00	0.00	100.00	0.00	100.00		
Publications (Website)			237.24	190.00	59.50	101.40	88.60	126.00		£70 quoted plus £25 for bookings add on +VAT
Information Commissioner			47.00	35.00	0.00	47.00	-12.00	47.00	-	
APM Refreshments			0.00	25.00	0.00	0.00	25.00	25.00	-	Annual Parish Meeting
Maintenance										
Grass Cutting	948.46	918.55	3,780.00	4,600.00	2,520.00	4,000.00	600.00	4,000.00		quote obtained
Footpaths	948.46	775.59	0.00	250.00	0.00	0.00	250.00	0.00	-	
Notice boards	948.46	918.55	0.00	250.00	0.00	0.00	250.00	0.00	-	
Commercial bins	948.46	918.55	449.76	900.00	449.76	600	300.00	600.00	-	Includes recycling for this coming year
Bottle Bank Collection (Recycling)	948.49	918.55	81.24	100.00	20.00	100.00	0.00	100.00		
Tree Works	-	-	0.00	1,200.00	650.00	1,000.00	200.00	1,000.00		
Commons	550.00	352.00	0.00	800.00	6,010.69	6,500.00	-5,700.00	1,000.00		Cutting and new signs on commons and river green (river green in current year, commons for 26/27)
Village Hall (adjusted for incorrect EDF bill and partial refund)	653.36	413.60	675.69	1,800.00	525.29	1,200.00	600.00	1,000.00		utilities/cleaning/wi-fi/repairs/sundries/EICR for 25/26

Village Sign	-	-	0.00	150.00	0.00	0.00	150.00	0.00	
Defibrillator			0.00	350.00	0.00	0.00	350.00	0.00	replacement pads in 2027 and 2028
S137 Grants	-	-	0.00	0.00	0.00	0.00	0.00	0.00	
Community events			180.51	0.00	81.36	150.00	-150.00	50.00	
Projects			12,695.28	0.00	0.00	0.00	0.00	800.00	electrical works and cooker at village hall to be done
				0.00		0.00	0.00		
Sub Total - Recurring Expenditure	11,727.58	12,079.71	24,600.58	17,390.00	14,408.89	20,545.67	-3,155.67	16,308.00	
								-11,296.88	expenditure less income without precept
								9,700.00	Possible increase of £1000 to precept
								-1,596.88	expenditure less income with precept
Projects (Earmarked Reserves)									
Fencing on commons								1,500.00	
New sign on common								250.00	
River Green Parking	5,000.00	5,000.00	0.00	700.00				0.00	
Building Contingency	1,500.00	-	0.00	600.00				600.00	
Village Hall Car Park	-	-	0.00	7,000.00	-			600.00	project for 2025-2028 total £7k
Church Green	4,000.00	-	12,431.21		-			100.00	shrubs
Election				500.00				500.00	
Sub Total - Projects	10,500.00	5,000.00	12,431.21	8,800.00	0.00			3,550.00	
								5,146.88	Bank accounts hold £6736.22 and £12217.12 @30/09 with £6136.78 to spend to the end of 25/26
Surplus (added to reserves) / - deficit (taken from reserves)		19,685.83	0.00					7,653.12	Budget deficit plus earmarked reserves Likely to be £12800 in the bank at the end of 25/26 so £12800-£5146.88=£7653.12 Reserves should ideally be 12 months of spend - ie £16000 for 26/27
VAT to be reclaimed		899.67	252.77						
Earmarked Reserves				9,800.00				3,950.00	The Council can only afford to do some of the car park project in this financial year.
General Reserves				14,000.00				7,653.00	Should be equal to 12 months expend.
PRECEPT SETTING								9,700.00 ?	
Tax Base		87.00	87	87.00				87?	Tax base not known yet - will be set by BDC end Dec
Band D Charge		95.28	95.28	100				111.49	Average for Broadland £106.35 25/26
Inc/Dec on Prev Yr		0.00%	0.00%	4.95%				11.49%	
Inc/Dec on Band D on Prev yr £			0	4.72					