

RINGLAND PARISH COUNCIL

Minutes of the meeting held at **Ringland Village Hall** on **Monday 16th March 2026 at 7.00pm**

These minutes are considered draft until approved at the next council meeting.

PRESENT:

Cllr Lindy Cooper (Chair), Cllr Malcolm Turner (Vice-chair), Cllr Simon Addington, Cllr Keith Stone, Cllr Margaret George, Cllr Jill Baker.

Clerk Kay Montandon, Cllr Peter Bulman (District Councillor) and 11 members of the public.

1. Apologies

Apologies were received from Cllr Greg Peck.

2. Declarations of Interest

None.

3. Minutes

The minutes of the meeting held on Monday 19th January 2026 were agreed to be a true record and signed by the Chair.

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

- i. District Councillor: Cllr Bulman let the meeting know that Cllr Peck would not be standing for re-election at the forthcoming County Council poll and referenced all Cllr Peck's hard work for the parish over the years. Cllr Bulman is standing for the County Council seat. Cllr Bulman referenced the council tax remaining at its previous level and discussed the District Council opposition to the planning permission for a solar farm at Alderford which has been refused.
- ii. The Chair noted Cllr Peck's retirement and thanked him on behalf of the council for his work in the parish.
- iii. There was no police report.
- iv. Members of the Public: Concerns were raised over the continued use of Ringland Bridge by heavy vehicles including Highways lorries. Parking outside the Swan pub on the road was also raised as a safety issue. The flooding at the village green and the erosion of the grass area is causing annoyance to residents living close by. The residents also requested better signage of the weight limit from the Weston Longville direction and enforcement cameras on the bridge. Clerk will contact highways with their concerns.

5. Planning

- a. To consider 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

6. Highways Matters

- a. The SAM2 unit is now with Gt Witchingham. The next time Ringland has it will be in August.
- b. To receive any update on the NWL and A47 dualling projects. A representative to the A47 liaison group reported that the diversion routes from the A47 closures will be tolerable especially with

the closure of the Honingham Road. The scheduled closure of the A47 will be moved to the end of the month. There was then some discussion about the impact on the transport and other infrastructure of a further 189 residential homes being added to the Merry Hills site. Cllr Bulman explained that, for a planning application of this sort, the planners do not need to take infrastructure into consideration. Cllr Bulman explained there is nothing happening with the NWL alternative options at all and nothing will happen before LGR.

- c. Hornsea verge damage was discussed, and the council were under the impression that the work had finished. Clerk to follow up with a further request for the verges to be repaired.
- d. The council noted that the Ringland Bridge now had a permanent weight restriction applied.

7. Council Representatives

To hear an update from Councillors and Clerk on the following areas and consider actions required:

- a. Village Hall: The PAT testing has been completed at a cost of £121. There are regular hirers using the hall. Two grants have been applied for to purchase a new cooker and the associated necessary electrical upgrading in the kitchen. It was agreed that a carpenter should be appointed to have a box built around the plug for the broadband router to protect it from impact. The work on the drain cover outside the entrance to the hall can be completed by Little Melton Property Services at a total cost of £115.19 including VAT. The council agreed to this work being completed and thanked Cllr Turner for his efforts in securing the costings and ensuring this work is completed at cost with no labour charge.
- b. The River Green: Quotes were received for the work to the barrier on River Green and one was selected. The chosen contractor is G&G Fencing and the cost will be £480 plus VAT. All were in agreement to have the work carried out. This work is budgeted for in the 25/26 budget. The Environment Agency is carrying out survey work on the River.
- c. Grazier's Committee. Two applications have been received. Some residents have been in touch regarding fencing to prevent sheep escaping which happened last year. Councillors will check the fencing with the graziers. There is a budget for fencing 100m this coming financial year. The graziers agreed to have their contact details on the parish noticeboards so residents can inform them if any sheep do escape.
- d. Management of Common Land. The Broadland Future for Nature Grant will reimburse the Parish for works done on reinstating ponds on Low Common. Residents asked questions about the project. Work has been completed on Ringland Hills and Church common to manage tree growth and gorse to maintain the grassland. Council will be putting a working party together to help clear leaf mulch in these areas which will help encourage grass to grow.
- e. Grass cutting. Alterations to the cutting regime for 2026 have been finalised and three contractors invited to quote. An extraordinary council meeting will be needed to choose which contractor to appoint.

8. Policies and Governance

- a. The Grant Awarding Policy was adopted with minor alterations to remove the reference to size of grants.
- b. The Internal Control Policy was reviewed and adopted as presented.
- c. The FOI Publications Scheme was reviewed and adopted as presented.
- d. The FOI Policy was adopted as presented.
- e. The Cyber Security Training Log was presented and councillors committed to carrying out the training before the end of March. Cllr Cooper and the Clerk have already completed the

training.

9. Finance

- a. The bank reconciliations and bank statements as at 30th January 2026 and 28th February 2026 were received and signed by the Chair.
- b. The accounts and budget review as at 30th January 2026 and 28th February 2026 were received and signed by the Chair.
- c. The Council Internal Scrutineer will be appraised of the internal audit process and involved where appropriate.
- d. The following payments were approved:

Kay Montandon	Mileage	£ 28.80
Tesco mobile	Phone March	£ 8.50
Tesco mobile	Phone April	£ 9.00
Kay Montandon	March Salary and WFH allowance	£316.91
Kay Montandon	April Salary and WFH allowance	£316.91
HMRC	PAYE March	£ 47.20
HMRC	PAYE April	£ 47.20
Sky Business	Broadband March	£ 29.94
Sky Business	Broadband April	£ 29.94
Wave	Water Village Hall (estimate)	£ 37.00
EDF	Electricity to Village Hall March (estimate)	£100.00
EDF	Electricity to Village Hall April (estimate)	£90.00
Norfolk Parish	Subscription	£116.40
Training Services		
ICO	Registration	£47.00

- e. The following payments and receipts since the last meeting were noted:

Payments

Tesco mobile	Phone January	£ 8.50
Tesco mobile	Phone February	£ 8.50
Kay Montandon	January Salary and WFH allowance	£ 316.71
Kay Montandon	February Salary and WFH allowance	£ 316.71
HMRC	PAYE	£ 157.40
Mark Andrews	January Grounds Work	£ 210.00
Sky Business	Broadband January	£ 29.94
Sky Business	Broadband February	£ 29.94
EDF	Electricity to Village Hall January	£ 76.94
EDF	Electricity to Village Hall February	£ 117.40
Prevent Fire	Village Hall extinguishers service	£ 69.90
Countrystyle	Recycling bin for glass	£ 38.41
DBF Electrical	Electrical works to Village Hall	£1608.82
JW Horticulture	Tree works Ringland Hills	£ 380.00
Laura Trabucco	Webroot Antivirus auto renewal	£ 29.99

Receipts

NCC	Recycling credits	£ 272.88
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Bookings	Village Hall	£ 120.00
Interest	Bank Account	£ 4.92
Broadland DC	Fund for Nature Grant	£5000.00

10. Staff appraisal

It was resolved that Councillors Cooper and Addington would carry out the Clerk's appraisal at a time to be decided.

11. To consider correspondence received.

email	CPRE	Response to the National Planning Policy Framework revisions	Encouraging Parish Council to respond to the NPPF consultation. <i>The council resolved to confirm agreement with the CPRE response.</i>
email	Broadland DC	Invitation to the next Town and Parish Council Forum Ask Clerk for online link to attend 2pm-3pm 14th April	We are pleased to invite you to the next Town & Parish Council Forum which will take place on Tuesday, 14th April. The forum will be an opportunity to provide updates on key issues, ask questions, and discuss areas of interest; a formal agenda will be circulated in advance of the session. If you are unable to attend, please note that the session will be recorded, and notes will be made available afterward.
email	Galliford Try	Road Closures 20-23 March. Info in pack too.	We'll be upgrading the A47 between Fox Lane junction and Easton Roundabout as part of our next steps as we upgrade the road to dual carriageway. To complete our work safely, the A47 will be fully closed in both directions from Easton Roundabout to Dereham interchange between 8pm Friday 20 March and 6am Monday 23 March 2026. Additionally, Church Lane, Easton (also known locally as Dereham Road) from the junction with the A47 to the junction with Dereham Road, will be fully closed. During the full road closure, we will be switching traffic onto our new local access road between Sandy Lane (Hockering) and Honingham Roundabout, with traffic diverted through our new Wood Lane Junction.
email	Broadland DC	Confirmation of election 7 th	Ringland Village Hall will be the polling station. <i>It was agreed that Cllr George will</i>

		May	<i>open the hall, Cllr Addington will lock up at the end of the day.</i>
email	Resident	Stile. Clerk asked County Councillor for help and NCC are apparently aware and sorting it, but stile still there on 06/03/2026	I am hoping you could help me with a problem. I have lived in Ringland for more than 50 years & always enjoyed the walking paths. I haven't done so many lately due to the various illnesses of my husband. I tried the 3 mile walk close to the common & river only to find that a stile has been erected across the path when nearing Low Farm. I find myself totally unable to negotiate this obstacle either by climbing over or through. Walkers Gates are perfect for us oldies with limited ability for climbing etc. so now I find myself unable to do this walk anymore , which I consider to be the most beautiful of all our paths & with a bonus of not having to walk so far on our increasing dangerous roads. As I mostly walk on my own, it's a real blow. Perhaps you could look into this for me. The stile in question is at What3words unwraps.immune.skillet <i>Clerk will send an email to NCC and copy Cllr Bulman requesting a timetable for the stile to be removed.</i>

12. To consider participating in the Big Broadland Litter Pick

It was resolved to have a litter pick at the Ringland Hills car park and Costessy Lane area.

13. To note items for information or for a future agenda

Broadband being affected by the trees opposite Manor Farm. Clerk will contact Open Reach.

14. To note the date of the Annual Parish Meeting (APM) and the Annual Parish Council Meeting

APM will be at 7pm on 18th May and the Annual Parish Council Meeting will follow at 7.30pm. Refreshments will be provided for the APM. All residents and community groups are invited to attend.

15. To confirm the date of the next Parish Council meetings:

Monday 18 May 2026 7.30pm.

Monday 20 July 2026 7.00pm.

Monday 21 September 2026 7.00pm.

Monday 16 November 2026 7.00pm.

The Chair closed the meeting at 8.30pm.

Signed..... Date.....

DBF Electrical Services Ltd

53 The Street
Ringland
Norwich
NR8 6JD

Tele: 07712 167484

Email: info@dbfelectricalservices.co.uk

**Customer Details**

Ringland Village Hall
Ringland
Norfolk
NR8 6JA

Date: 29th September 2025

Project Ref: DBF25-071 - Ringland Village Hall

Dear Lindy Cooper

Please see the attached quotation and breakdown for the following:

Labour - Install new cooker cable
Labour - Second fix and terminate
Labour - Testing and issue minor works certificate

Total cost including labour and materials

£ 423.69 Total Cost

Clarifications

- This quotation is only valid for 30 days

Please read the attached Term & Conditions

If you happy to proceed with the works, please sign and return the acknowledgement section at the end of the T&C's

Note:

11.3. Domestic projects exceeding £1,500 will require a deposit of 30% before the work can commence. This amount will need to be received 1 week prior to the works commencing. Payment can be made by bank transfer.

Payment Details

Starling Bank: DBF Electrical Services Ltd

Sort Code: 60-83-71

Account No: 02287681

DBF Electrical Services Ltd

Kind Regards

David Frisby (Director)

D Frisby

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

Notes and how to adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G & A Governance and Accountability – Practitioners Guide produced by SAPPP 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. Cash payments received by the Council should be handed to the Clerk/RFO for banking as soon as practicable.
- 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. **The RFO is authorised to spend up to £250 for items that need to be purchased between council meetings, provided the purchase is from an approved budget and the purchase is reported to the council at the next meeting.**

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: 19th May 2025

Date reviewed: 18th May 2026

RINGLAND PARISH COUNCIL STANDING ORDERS

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 'chairman' 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. The 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 councillors 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

REVIEWED: 18th May 2026

RINGLAND PARISH COUNCIL ASSET REGISTER

LEGEND

Updated May 2026

P = Proxy A = Actual V = Valuation I = Insurance

Description	Purchase Date	Disposal Date	Pre Disposal Value	Basis of valuation	Value NET £
Community Assets					
Ringland Hills				P	£ 1.00
Church Hill Common				P	£ 1.00
Church Green				P	£ 1.00
Low Common				P	£ 1.00
River Green				P	£ 1.00
Hare Wash				P	£ 1.00
Sheep Dip				P	£ 1.00
Village Green				P	£ 1.00
Fixed Assets					
Ringland Hills					
Sign	21/11/2014			A	£ 262.00
Metal Gate	Pre 4/2018			P	£ 350.00
Church Hill Common					
Wooden Gate - Vehicular access to Common off Weston Rd	14/11/2019			A	£ 300.00
Church Green					
2x Wooden Benches	13/11/2014			A	£ 600.00
Low Common					
Fencing	07/12/2015			A	£ 218.00
Fencing	31/12/2018			A	£ 450.00
River Green					
Instructional/Orders sign	05/09/2014			A	£ 300.00
2.5kg Life Ring Buoy Orange and White				P	£ 80.00
Vehicular Barrier	11/05/2016			A	£ 350.00
Village Green					
Village sign	30/05/1905			I	£ 9,000.00
2x wooden benches fittings and install	09/05/2012			P	£ 1.00
2x brass memorial plaques (one on each bench)	19/06/2012			P	£ 1.00
Telephone Kiosk (houses defibrillator)	04/07/2019			A	£ 1.00
Defibrillator & pads - HeartSine Samaritan PAD 350P & install	18/11/2019			A	£ 750.00
Defibrillator paediatric pads Samaritan Pad Pak (Pink)	18/11/2019			A	£ 300.00
Defibrillator Cabinet	Pre 4/2018			P	£ 594.00
Reading Room (Village Hall)					
Building				I	£ 300,000.00
Building Exterior					
Notice Board - Lockable wall mounted metal case	Pre 4/2018			P	£ 185.16
KeySafe - PIN for key provision	01/09/2019			P	£ 1.00
Outdoor Defibrillator cabinet unlocked Yellow	18/04/2023			P	£ 710.00
HeartSine Samaritan 360P	18/04/2023			P	£ 700.00
Building Name sign	17/11/2012			A	£ 800.00
Building former name sign					
2x Lottery Grant Funding Signs	2013			P	£ 1.00
Disabled parking sign	Pre 4/2018			P	£ 30.00
Building Interior Contents - Kitchen					
Water Urn - Cygnet 20L	Pre 4/2018			P	£ 150.00
Water Urn					£ 85.00

P = Proxy A = Actual V = Valuation I = Insurance

Kettle - Swan Stainless Steel 1.7L	29/05/2015			A	£	30.00
Fridge - Beko	24/12/2013			A	£	828.00
Freezer - Beko						
Oven - Gas Beko						
Vertical window blind	Pre 4/2018			P	£	100.00
2x swing top waste bins (General & Recycling)	Pre 4/2018			P	£	25.00
Fire Blanket	Pre 4/2018			P	£	30.00
2kg Powder Extinguisher wth wall mounted bracket	Pre 4/2018			P	£	70.00
Wall Clock	29/03/2016			A	£	30.00
Miscellaneous Utensils/Cutlery/China/Glass	Pre 4/2018			P	£	300.00
Contents - Main Room & Store Cupboard						
2x electric portable heaters	07/01/2012			A	£	43.98
3x vertical window blinds	Pre 4/2018			P	£	270.00
2kg CO2 Extinguisher with wall hook & sign	Pre 4/2018			P	£	30.00
6L Water extinguisher with wall hook & sign	Pre 4/2018			P	£	30.00
6L Foam Spray extinguisher with wall hook & sign	Pre 4/2018			P	£	30.00
2x No smoking sign	Pre 4/2018			P	£	15.56
Fire Action Instructions	Pre 4/2018			P	£	5.00
Projector screen	Pre 4/2018			P	£	350.00
Floor standing bookcase	Pre 4/2018			P	£	190.00
4 drawer filing cabinet	29/01/2019			A	£	250.00
Laptop	2020			P	£	600.00
Mouse	2020			A	£	10.00
Wall Mounted notice board	Pre 4/2018			P	£	40.00
Door mat	18/03/2013			A	£	48.00
Wall Clock	Sept-10			P	£	1.00
Floor standing cabinet (for bathroom consumables)	Oct-11			A	£	65.00
46 Chairs	Pre 4/2018			P	£	600.00
10x small tables Gopak 1220x610mm	11/05/2016			A	£	800.00
2x large tables Gopak 8130x685mm	15/02/2016			A	£	300.00
Table storage trolley	21/01/2019			A	£	320.00
Chair Transporter	18/01/2019			A	£	70.00
3x litter grabbers	Pre 4/2018			P	£	30.00
6x hi-viz vests Yellow £5.50 each	21/05/2018			A	£	33.00
2x tripod frames for display of warning signs	25/07/2013			A	£	300.00
2x litter picking warning signs						
2x A frames	25/07/2013			A	£	127.00
A frame Large	29/04/2015			A	£	80.00
Plastic 7FT Xmas tree	02/12/2023			A	£	38.00
Xmas tree & decorations	Pre 4/2018			P	£	150.00
Balloon inflator	Pre 4/2018			P	£	45.00
Disco Ball	Pre 4/2018			P	£	40.00
Car Park						
50sq m Grid matting materials & installation - driveway	05/06/2018			A	£	2,300.00
3.6sq m Grid matting addnl to complete above area	10/12/2019			A	£	150.00
Fencing	09/03/2014			A	£	250.00
Q sign (Triangular) - 'Men at Work' with tree cutting plate	22/05/2018			A	£	45.00
4x highwayman two part (rubber base/cone) traffic cones 500mm £4.35 each	22/05/2018			A	£	17.40
4x highwayman cones 500mm	18/07/2013			A	£	80.00
Grit spreader Earthway	Pre 4/2018			P	£	200.00
Parking to front of Village Hall - re done	2021				£	6,000.00
Within Parish						
Grit bins - Village Hall	Pre 4/2018			P	£	107.10
- front of Village Hall	Pre 4/2018			P	£	107.10
- verge o/s no. 16 The Street	Pre 4/2018			P	£	107.10
- verge at entrance to PROW FP6 - The Street	Pre 4/2018			P	£	107.10

P = Proxy A = Actual V = Valuation I = Insurance

- grass island junction Field Road/The Street	Pre 4/2018			P	£ 107.10
- verge Honingham Lane/Weston Road junction	Pre 4/2018			P	£ 107.10
Notice Boards - Outside No 98 The Street	01/11/2013			A	£ 2,000.00
- Village Green					
Wheelie Bin	29/03/2017			A	£ 54.00
2x Speed Awareness Signs (SAM's)	24/12/2013			A	£ 305.00
					£ 334,290.70

Notes

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. The council currently uses online banking. Dual authorisation is achieved by email approval from two signatories who have reviewed the invoice to be paid. The council bank account will be changed to a community account during 2026 that allows for dual authorisation online for greater security and efficiency.	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 ensures 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 personally and claimed back via expenses against receipts. 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 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 versus budget are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts. 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 at each meeting 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, notice of public rights 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's 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 compliance 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.	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 via the meeting Agendas. Full Council approves all presented figures at the council 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. ICO Registration is renewed annually by Direct Debit.

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.

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

Reviewed at the Annual Parish Council Meeting on: 18th May 2026

Financial Year Ending

31 March 2027

Prepared by Kay Montandon, Clerk and RFO

May 2026

Balance per bank statement as at

30 April 2026

Business Current Account	£ 19,748.72
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Business Reserve Account	£ 6,772.87
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TOTAL	£ 26,521.59
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Balance as per R & P Book

Opening Balance 1st April 2025	£ 20,251.24
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Receipts	£ 7,427.33
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Payments	£ 1,161.71
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Interest	£ 4.73
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Closing Balance per R&P Book	£ 26,521.59
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Account Name
RINGLAND PARISH COUNCIL
BUSINESS RESERVE ACCOUNT

Account No 77971299 **Sort Code** 60-15-31 **Page No** 1 of 2



NatWest

MR S ADDINGTON
2 HILL HOUSE
WESTON ROAD
RINGLAND
NORWICH
NR8 6JJ

Business Reserve Account

Summary	
Statement Date	01 MAY 2026
Period Covered	02 APR 2026 to 01 MAY 2026
Previous Balance	£6,768.14
Paid In	£4.73
Withdrawn	£0.00
New Balance	£6,772.87
BIC	NWBKGB2L
IBAN	GB35NWBK60153177971299

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com

If you have changed your address or telephone number please let us know.

Interest paid for this account during TAX year 2025/26 was Gross interest £68.92

Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 APR 2026	BROUGHT FORWARD			6,768.14
30 APR	Interest 30APR GRS 77971299	4.73		6,772.87



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Statement Abbreviations N-S TRN FEE = Non Sterling Transaction Fee VRATE= Variable Payment Scheme Exchange Rate OD = Overdrawn	
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Current Account

MRS LINDY COOPER
2 HILL HOUSE
WESTON ROAD
RINGLAND
NORWICH
NR8 6JJ

Summary	
Statement Date	15 APR 2026
Period Covered	14 MAR 2026 to 15 APR 2026
Previous Balance	£13,791.33
Paid In	£2,537.33
Withdrawn	£1,252.06
New Balance	£15,076.60
BIC	NWBKGB2L
IBAN	GB26NWBK60153168509596

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Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
14 MAR 2026	BROUGHT FORWARD			13,791.33
16 MAR	Direct Debit TESCO MOBILE 330168393461A-0037		8.50	13,782.83
17 MAR	OnLine Transaction CLEMENTS NC VILLAGE HALL VIA MOBILE - PYMT	40.00		13,822.83
	Direct Debit EDF ENERGY A-8A4ABC51-001		103.54	13,719.29
26 MAR	OnLine Transaction LITTLE MELTON PROP INV. 524 VIA ONLINE - PYMT FP 26/03/26 10 40115423651325000N		115.19	13,604.10
	OnLine Transaction NORFOLK PAT TEST RINGLAND PC INV313 VIA ONLINE - PYMT FP 26/03/26 10 36115812761904000N		121.00	13,483.10
02 APR	OnLine Transaction CLEMENTS NC VILLAGE HALL VIA MOBILE - PYMT	40.00		13,523.10
	OnLine Transaction Kay Montandon RINGLAND PC VIA ONLINE - PYMT FP 02/04/26 10 11091637690549000N		316.71	13,206.39
07 APR	Automated Credit V HIBBINS HIBBINS CANOE FP 06/04/26 0829 600000001744385908	5.00		13,211.39
	OnLine Transaction Rivers Drainage Bo 60-0896-9 VIA ONLINE - PYMT		6.37	13,205.02
	OnLine Transaction Kay Montandon RINGLAND PC VIA ONLINE - PYMT FP 04/04/26 10 02152246754297000N		28.80	13,176.22
	OnLine Transaction Ringland Parish Co INV 14443 VIA ONLINE - PYMT FP 07/04/26 10 14103835532732000N		441.00	12,735.22
	OnLine Transaction Norfolk ALC INV2767 VIA ONLINE - PYMT FP 04/04/26 10 46143308729157000N		72.00	12,663.22
08 APR	Automated Credit KAY MONTANDON WWW.CROWDFUNDER.CO FP 08/04/26 1431 58824464723301290 WWW.CROWDFUNDER.CO .UK/PAYER ACC/1003 6221	500.00		13,163.22
10 APR	Automated Credit HMRC VTR XHV126000105851	1,859.63		15,022.85
13 APR	Direct Debit SKY BUSINESS 3006268 SUB		29.94	14,992.91
14 APR	Automated Credit CROWDFUNDER LTD CF-7511580 /PAYER FP 14/04/26 0816 PH737VT11HMRFLS400 ACC/AMJQAFFAYRJR8U I	52.70		15,045.61
15 APR	OnLine Transaction CLEMENTS NC VILLAGE HALL VIA MOBILE - PYMT	40.00		15,085.61
	Direct Debit TESCO MOBILE 330168393461A-0038		9.01	15,076.60



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If you currently receive your statement less frequently than monthly (e.g. quarterly) we'd like to remind you that you can change this so that you receive statements more frequently. If you wish to change how frequently you receive your statements you can do so by contacting our customer service teams on the number below.	
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Transactions

Account type: **Business Current**

Account number: **68509596**

Sort code: **601531**

Account name: **SLA RINGLAND PARISH**

Your transactions

Date: **07 May 2026**

Showing: **07 Apr 2026 to 06 May 2026, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
06 May 2026	BAC	NORWICH ANGL CUR , GREENVHALL , FP 06/05/26 1640 , RP4659985342462200	£60.00		£19,395.81
05 May 2026	DPC	Kay Montandon , RINGLAND PC , VIA ONLINE - PYMT , FP 05/05/26 10 , 09105531513410000N		£296.51	£19,335.81
05 May 2026	DPC	NORFOLK PARISH TRA, SUBS INV 21392 , VIA ONLINE - PYMT , FP 05/05/26 10 , 46105743893875000N		£116.40	£19,632.32
27 Apr 2026	BAC	BROADLAND DC	£4,850.00		£19,748.72
23 Apr 2026	D/D	HMRC SDDS , 0000609977		£142.00	£14,898.72
23 Apr 2026	DPC	COUNTRYSTYLE , INV577945 , VIA ONLINE - PYMT , FP 23/04/26 10 , 5115553811721000N		£33.01	£15,040.72
22 Apr 2026	D/D	EDF ENERGY , A-8A4ABC51-001		£82.87	£15,073.73
20 Apr 2026	BAC	KING DE+J , KING CANOE , FP 19/04/26 1338 , RP4659982910139300	£15.00		£15,156.60
16 Apr 2026	BAC	RICHARD KERSLAKE & , KERSLAKE VHALL , FP 15/04/26 1925 , P8FRP5YRR0XKQNHJ00	£60.00		£15,141.60
16 Apr 2026	BAC	C PORTER , PORTER CANOE , FP 15/04/26 2002 , 400000001755044458	£5.00		£15,081.60
15 Apr 2026	D/D	TESCO MOBILE , 330168393461A-0038		£9.01	£15,076.60
15 Apr 2026	DPC	CLEMENTS NC , VILLAGE HALL , VIA MOBILE - PYMT	£40.00		£15,085.61
14 Apr 2026	BAC	CROWDFUNDER LTD , CF-7511580 /PAYER , FP 14/04/26 0816 , PH737VTI1HMRFLS400, ACC/AMJQAFFAYRJR8U, I	£52.70		£15,045.61
13 Apr 2026	D/D	SKY BUSINESS , 3006268 SUB		£29.94	£14,992.91
10 Apr 2026	BAC	HMRC VTR , XHV126000105851	£1,859.63		£15,022.85
08 Apr 2026	BAC	KAY MONTANDON , WWW.CROWDFUNDER.CO, FP 08/04/26 1431 , 58824464723301290 , WWW.CROWDFUNDER.CO, .UK/PAYER ACC/1003, 6221	£500.00		£13,163.22
07 Apr 2026	DPC	Norfolk ALC , INV2767 , VIA ONLINE - PYMT , FP 04/04/26 10 , 46143308729157000N		£72.00	£12,663.22



Date	Type	Description	Paid in	Paid out	Balance
07 Apr 2026	DPC	Ringland Parish Co, INV 14443 , VIA ONLINE - PYMT , FP 07/04/26 10 , 14103835532732000N		£441.00	£12,735.22
07 Apr 2026	DPC	Kay Montandon , RINGLAND PC , VIA ONLINE - PYMT , FP 04/04/26 10 , 02152246754297000N		£28.80	£13,176.22
07 Apr 2026	DPC	Rivers Drainage Bo, 60-0896-9 , VIA ONLINE - PYMT		£6.37	£13,205.02
07 Apr 2026	BAC	V HIBBINS , HIBBINS CANOE , FP 06/04/26 0829 , 600000001744385908	£5.00		£13,211.39

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Bank Reconciliation 2025-2026

Ringland Parish Council

Financial Year Ending

31 March 2026

Prepared by Kay Montandon, Clerk and RFO

April 2026

Balance per bank statement as at

31 March 2026

Business Current Account £ 13,483.10

Business Reserve Account £ 6,768.14

TOTAL £ 20,251.24

Balance as per R & P Book

Opening Balance 1st April 2025 **£ 23,872.33**

Receipts £ 20,372.22

Payments £ 23,993.84

Closing Balance per R&P Book £ 20,250.71 -£

0.53

Ringland Parish Council - Accounts March 2026

Payments (Expenditure)	2024/25	Grants or other income received	held from prev. years	2025-26 Budget	2025-26 Actual	Over/ Under Spent	Receipts (Income)	2024/25	2025-26 Budget	2025-26 Actual
Administration							Precept	8,290.00	8,700.00	8,700.00
Clerk's Salary	5,015.80			4,500.00	4,855.80	-355.80	Canoe Permit	360.00	350.00	305.00
Office Expenses	277.34			450.00	556.53	-106.53	Village Hall hire	1,544.00	1,000.00	1,374.61
Travel Expenses	0.00			100.00	92.70	7.30	Commons	5,382.48		2,524.43
Training	0.00			250.00	0.00	250.00	Recycling	252.70		563.25
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	37.12		0.00
Audit	125.00			100.00	322.00	-222.00	Grant	700.00		5,220.00
Insurance	918.11			1,000.00	783.37	216.63	Other			0.01
Publication (Website)	237.24			190.00	71.40	118.60	VAT Refund from previous yr	1,311.57		1,684.92
ICO	47.00			35.00	47.00	-12.00	Bank Interest paid			76.02
Subscription / Membership	117.61			240.00	205.33	34.67				
APM Refreshments	0.00			25.00	0.00	25.00	Total	17,877.87	10,050.00	20,448.24
Maintenance							Opening Balance @ 1 April	23,872.33		21,055.33 Opening balance @ 1 Mar
Grass cutting	3,780.00			4,600.00	3,780.00	820.00	Total Receipts ytd	20,372.22		135.00 receipts in month inc £50 refund from Feb
Footpaths	0.00			250.00	0.00	250.00	Total Payments ytd	23,993.84		770.31 payments in month
Notice boards	0.00			250.00	0.00	250.00		76.02		5.22 interest in the month
Commercial bins	449.76			900.00	449.76	450.24	RPC events	222.51		124 restated events acc is £124 at 1 Jan 2025
Bottle Bank (recycling)	81.24			100.00	179.41	-79.41	Closing Balance	20,549.24		20,549.24
Village Hall	675.69			1,800.00	4,103.57	-2,303.57	Represented by:			
Tree Works	0.00			1,200.00	1,110.00	90.00	Bus. Current Account	17,154.72		13,483.10
Commons	0.00			800.00	7,319.63	-6,519.63	Bus. Reserve Account	6,692.12		6,768.14
Village Sign	0.00			150.00	0.00	150.00	Villate Hall float	-		-
Defibrillator	0.00			350.00	0.00	350.00	RPC Events	25.49		248.00 events balance at 31/3/2026
S137 Grant	0.00			0.00	0.00	0.00	Total	23,872.33		20,499.24 Closing balance at 31st March
Community Events	180.51			0.00	117.34	-117.34				50.00 refund from overpayment in feb
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 - Recurring Exp.	26,285.50			17,390.00	23,993.84	-6,603.84				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			10,699.24
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				

Ringland Parish Council - Accounts April 2026

Payments (Expenditure)	2025/26 Actual	Grants or other income received	held from prev. years	2026-27 Budget	2026-27 Actual	Over/ Under Spent	Receipts (Income)	2025-26	2026-27 Budget	2026-27 Actual
Administration							Precept	8,700.00	9,700.00	4,850.00
Clerk's Salary	4,855.80			5,000.00	458.71	4,541.29	Canoe Permit	305.00	1,000.00	25.00
Office Expenses	556.53			300.00	9.01	290.99	Village Hall hire	1,374.61	1,500.00	692.70
Travel Expenses	92.70			180.00	28.80	151.20	Commons	2,524.43	2,154.00	0.00
Training	0.00			300.00	0.00	300.00	Recycling	563.25	250.00	0.00
Councillor Expenses	0.00			100.00	0.00	100.00	Wayleave	0.00	37.12	0.00
Audit	322.00			280.00	0.00	280.00	Grant	5,220.00	0.00	0.00
Insurance	783.37			1,000.00	0.00	1,000.00	Other	0.01		0.00
Publication (Website)	71.40			126.00	0.00	126.00	VAT Refund from previous yr	1,684.92		1,859.63
ICO	47.00			47.00	0.00	47.00	Bank Interest paid	76.02	70.00	4.73
Subscription / Membership	205.33			400.00	72.00	328.00	Total	20,448.24	14,711.12	7,432.06
APM Refreshments	0.00			25.00	0.00	25.00	Opening Balance @ 1 April	20,250.71		20,251.24 Opening balance @ 1 apr
Maintenance							Total Receipts ytd	7,427.33		7,427.33 receipts in month
Grass cutting	3,780.00			4,000.00	0.00	4,000.00	Total Payments ytd	1,161.71		1,161.71 payments in month
Footpaths	0.00			0.00	0.00	0.00		4.73		4.73 interest in the month
Notice boards	0.00			0.00	0.00	0.00	RPC events	248		248
Commercial bins	449.76			600.00	0.00	600.00	Closing Balance	26,769.06		26,769.59
Bottle Bank (recycling)	179.41			100.00	33.01	66.99	Represented by:			
Village Hall	4,103.57			1,000.00	112.81	887.19	Bus. Current Account	13,483.10		19,748.72
Tree Works	1,110.00			1,000.00	0.00	1,000.00	Bus. Reserve Account	6,768.14		6,772.87
Commons	7,319.63			1,000.00	447.37	552.63	Villate Hall float	-		-
Village Sign	0.00			0.00	0.00	0.00	RPC Events			248.00
Defibrillator	0.00			0.00	0.00	0.00	Total	20,251.24		26,769.59 Closing balance at 30th April
S137 Grant	0.00			0.00	0.00	0.00		-0.53		0.00
Community Events	117.34			50.00	0.00	50.00				
Projects	0.00			800.00	0.00	800.00				
VAT yet to be reclaimed	0.00			0.00	0.00	0.00				
						0.00				
Sub Total - Recurring Exp.	23,993.84			16,308.00	1,161.71	15,146.29				
Projects (EMR)							Earmarked Reserves (EMR)			9800
River Green Parking	0.00			700.00			General Reserves			16,969.59
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				

Supplier	Product
Sky	Broadband
Tesco	phone
EDF	Electricity
HMRC	PAYE
Anglian Water	Water

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

RINGLAND PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

£20,372 ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

£23,994 ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

www.ringlandparishcouncil.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

RINGLAND PARISH COUNCIL

www.ringlandparishcouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	✓		
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 (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

22/04/2026

ROBIN GOREHAM

Signature of person who carried out the internal audit

R Goreham

Date 22nd April 2026

*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).

RINGLAND PARISH COUNCIL
Annual Internal Audit Report
(as required by section 151 of the Local Government Act 1972)
Financial Year ended 31st March 2026

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. Lindy Cooper 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 AUDITOR REPORT

Internal Auditor: No formal recommendations made but discussion held about a debit card for the Clerk's use. The Council decided against this.

ANNUAL PRECEPT REQUEST & BUDGETARY PROCESS

Ringland Parish Council has calculated and approved an annual precept of £8,700 (the Council's meeting of 13th January 2025 refers).

There are no significant unexplained variances in the budget.

Explanations have been provided for all minor variances.

The budgetary process is outlined in the Financial Regulations, item 3.

BOOK KEEPING / TO INCLUDE END OF YEAR PROCEDURES

The cashbook is well presented.

The bank is reconciled on a monthly basis.

The Clerk makes financial reports to councillors at each meeting.

End Of Year Bank Reconciliation has been correctly 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.

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

Financial Regulations – reviewed May 2025 and every two years

Standing Orders – November 2025 and annually.

The Council has adopted a Reserves Policy.

It has also adopted an Internal Control policy which is reviewed annually.

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 correctly implemented.

The last Return covered the period 15th April 2025 to 26th March 2026.

GOVERNANCE PROCEDURES

The Council holds six Full Council meetings each year.

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

Council policies include:

Code of Conduct; General Data Protection, Complaints, Equality & Diversity, Health & Safety, Social Media, Freedom of Information, Biodiversity and Safeguarding (discussed last year).

Training for councillors and staff is provided (primarily) 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.

COMPLIANCE WITH ASSERTION 10: laws, regulations & proper practices relating to digital and data compliance

1. An IT Policy has been adopted.

2. The council has adopted a gov.uk domain website.

Councillors have designated gov.uk email addresses.

3. The Council's website provides accessible information which is regularly updated.

4. The Council has adopted a Website Accessibility statement and a Data Audit schedule.

5. Roles & Responsibilities of councillors are outlined on the website.

All councillors (bar two) have undertaken data management training. The Clerk keeps a training log of all courses attended by herself and councillors.

INSPECTION OF ASSETS REGISTER & INSURANCE REQUIREMENTS

Ringland Parish Council holds a number of assets such as:

Ringland Hills;

Church Hill Common;

River Green;

the Reading Room / Village Hall;

the Village sign;

two defibrillators;

two noticeboards;

two SAM2 Speed awareness signs;

a number of wooden benches;

miscellaneous office equipment;

and it is responsible for grass cutting in the village.

I have inspected the Assets Register which is well presented.

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

Insurance provider is Zurich. Policy is due for renewal on 1st June 2026.

CONCLUSIONS AND ANY RECOMMENDATIONS

I would make no formal recommendations at this time.

I believe governance procedures and accountancy records for this council continue 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 2025/26.

ROBIN GOREHAM

(Internal Auditor)

April 2026

Section 1 – Annual Governance Statement 2025/26

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 2026, 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 have assured 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
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*For any statement to which the response is 'no', an explanation **must** be published

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

DD/MM/YYYY

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

Information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

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

Section 2 – Accounting Statements 2025/26 for

RINGLAND PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	26,856	23,872	<i>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.</i>
2. (+) Precept or Rates and Levies	8,290	8,700	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	15,012	11,672	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	5,016	4,856	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	21,270	19,138	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	23,872	20,250	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	23,872	20,251	<i>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.</i>
9. Total fixed assets plus long term investments and assets	334,291	334,291	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

WHAT **EXEMPT 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 statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), 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 an exempt 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 the AGAR Form 2), accompanied by:
 - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
 - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); 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 25 (inspection of statements of accounts etc), 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?

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 Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026; 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: RINGLAND PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement <u>2nd June 2026</u> (a) 2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2026, these documents will be available on reasonable notice by application to: (b) <u>Kay Montandon clerk@ringlandparishcouncil.gov.uk or 07355 004437</u> commencing on (c) <u>Wednesday 3 June 2026</u> and ending on (d) <u>Tuesday 14 July 2026</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 only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com) 5. This announcement is made by (e) Kay Montandon Clerk and RFO for Ringland Parish Council	(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 exactly 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 2026 for 2025/26 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*.