MEETING OF BEACHAMWELL PARISH COUNCIL

Wednesday 26th February 2025

To members of the Council,

You are hereby summoned to attend the meeting of Beachamwell Parish Council on Tuesday 4th March 2025 at 3pm in the Villagers Hall.

Members of the press and public are invited to attend.

Sarah Hunt

Sarah Hunt
Parish Clerk

AGENDA

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

2. **To record declarations of interest and approve any requests for dispensations.**
   If you have a Disclosable Personal Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.
   You have a Personal Interest in a matter to be discussed if it affects:
   • Your wellbeing or financial position
   • That of your family or close friends
   • That of a club or society in which you have a management role.
   In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, you may not vote in the matter.

3. **Minutes.**
   To consider and approve the minutes of the Parish Council meeting held on 7th January 2025.

4. **Public Form.**
   4.1 To receive a report from Fabian Eagle, County Councillor.
   4.2 To receive a report from Peter Wilkinson, District Councillor.
   4.3 To receive questions or comments from members of the public.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07355694133 Email: beachamwellparishcouncil@gmail.com

5. **Updates on previous Matters.**
To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.
5.1 Records are deposited at the Archive.
5.2 SAM2 dedicated page on website. Now active.
5.3 New Facebook page is 'The Beachamwell Parish Council'. Now Active.
5.4 To note that the records have been deposited with the Archive Centre as discussed.
Bound Minutes from 2002 to 2020.
Minute books 26.2.1980 to 25.11.2996 and 1997 to 2002.
Account book covering 1956/57 to 2004/2005 and 2005/6 to 2015/16.
Parish Meeting Minute book 26.5.1977 to 17.5.2021
5.5 Tree Preservation Orders. Update requested.

6. **Finance and Governance Matters.**
6.1 To consider and agree payments and note any income;

Sarah Hunt March Salary inc h/wkg	£350.60		£350.60
Sarah Hunt April Salary inc h/wkg.	tbc		
HMRC March	£81.00		£81.00
HMRC April	tbc		
Bank charges – Feb/Mar/Apr.	£18.00		£18.00
Scribe Annual fee – accounts software	£111.55	£22.31	133.86
TOTAL			

6.2 To receive an up to date bank reconciliation as at 28.2.20.

7. **Planning.**
7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
7.1.1 None.
7.2 To receive notification of decisions taken by Breckland District Council:
None.
7.3 To note responses sent between meetings:
7.3.1 PL/2024/1196/PIP – Land West of Park House, The Street, Beachamwell, PE37 8BD. Erection of up to four dwellings. Application for Planning in Principle. Objection sent.
7.3.2 PL/2025/0043/HOU – 5 Church Walk, Beachamwell, PE37 8BJ. Proposed extension of a detached single garage to form double garage. No comment sent.
7.4 Notifications received for information only:
7.4.1 PL/2025/0197/TCA. Orchard House, The Street, PE37 8BD. Holly – sectional fell, clear and cut to near ground level. Small Holly, low amenity value.
Prunus – Sectional fell, clear and cut to near ground level. Tree dangerously overhanging garden area with bad union inclusions. No long term maintenance plan suitable. Polypore brackets present at base.
Pear – Target prun/reduction of 0.5-1.5m on over extended limb in line with BS3998 to reduce wind load and risk of failure.
7.4.2 APPEAL: APP/TPO/F2605/9490 – 30 The Street, Beachamwell, PE37 8BD. Treeworks. T1 Yew – reduction of 3.5m on the outer crown with the

retention of the upper crown; T2 Yew – reduction of south and west of crown by 3.5m, removal of 1m from the upper crown and crown raise lower stem growth to achieve 3m ground clearance; and T3 Beech fell. APPEAL DISMISSED.

8. Administrative Matters.

8.1 Tree preservation order request – to receive an update if available.
8.2 To consider a nominee to represent the Parish Council on the Village Hall Trustee Body.
8.3 To review and adopt the Internal Control Policy.
8.4 To review and adopt the Risk Management Assessment.
8.5 To review and adopt the Finance Risk Assessment.
8.6 To note the schedule of policy review.
8.7 To consider the frequency of Parish Council meetings – possibility of quarterly.

9. Correspondence.

9.1 To note the works that took place on the Village Green trackway to install an OXO onto the existing water main. The Clerk was advised.
9.2 NSFA (Flooding Alliance) report to the Norfolk County Council Scrutiny Committee. Previously circulated.
9.3 Email; Safety of Lithium-ion Batteries Campaign. To consider any response. Previously circulated.
9.4 Parochial Church Council – thanks were received for the Parish Council continuing to fund the grass cutting of the churchyard during the 2025 season.
9.5 To consider membership of the CPRE Norfolk anti-mega solar Alliance.

10. Highways

10.1 To receive any response regarding removal of stiles and installation of accessible field entrances. Two emails sent into NCC – Cllr Fabian Eagle asked to follow up. Ramblers consulted.
10.2 Footpath Map. To receive any information on original printing and any costs.
10.3 Signpost for the footpath off Murgot's Lane (Green Drove) disappeared. (crescendo.delved.nail). Reported to Highways, Fabian Eagle advised.
10.4 To consider applying for any additional footways that are utilised within the parish but not on the definitive map.

11. Village Matters.

11.1 Bat Survey. No response as yet received. Expected Spring.
11.2 Photographing of damage to fencing to share with contractor. To agree whether this needs actioning

12. Dates of next meetings.

ANNUAL PARISH MEETING; Tuesday March 11th at 7pm.
May 6th 2025 – Annual Parish Council Meeting – 3pm
July 1st 2025 – 3pm
September 2nd 2025 – 3pm
November 4th 2025 – 3pm

13. **Matters for next agenda.**

MINUTES OF A MEETING OF BEACHAMWELL PARISH COUNCIL

Held on on Tuesday 7th January 2025 at 3pm in the Village Hall

Present: Cllrs J Cooper, D Lambert (Chair), P Roberts, G Siddons.
Clerk: Mrs Sarah Hunt
Also present County Councillor Fabian Eagle and District Councillor Peter Wilkinson.

1. **Apologies.**
   Apologies were RECEIVED and ACCEPTED from:
   Cllr S Davies, M Warner – health.
   Cllr C Friend – Alternative commitment.

2. **To record declarations of interest and approve any requests for dispensations.**
   None.

3. **Minutes.**
   The minutes of the Parish Council meeting held on 5th November 2024 were AGREED as a true and correct record and signed by the Chair.

4. **Public Form.**
   4.1 The meeting received a report from Fabian Eagle, County Councillor. Budget setting has been taking place at County level, 42 million pounds in savings had to be found. Local Government Reform has the potential to impact Norfolk significantly, with Norfolk and Suffolk joining to form one unitary authority and District Level Councils ceasing. The County Council elections May 2025 may be cancelled. Details have yet to be agreed.
   4.2 The meeting received a report from Peter Wilkinson, District Councillor. Local Government Reform may have a significant impact, but the details are not yet finalised. Breckland has now set the budget with a rise of £4.95/year for a Band D property bringing the sum payable to £119.00/year.
   4.3 No members of the public present.

5. **Updates on previous Matters.**
   To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.
   5.1 Definitive Map printout. A3 requested – Cllr Fabian Eagle brought to meeting.

5.2 Footpaths used within the Parish that do not appear on definitive map. Next Meeting.
The existing published map was brought to the meeting and it was AGREED that quotes be obtained for reprinting – 250 No. 500 No. and 1,000 No. Clerk to order reprints in consultation with Councillors.

5.3 Tree works on village green completed. Noted.

6. Finance and Governance Matters.

6.1 It was RESOLVED to make the following payments;

Broadland Computers – Avast Antivirus (1 Year)	£20.83	£4.17	£25.00
Sarah Hunt phone topup refund	£10.00		£10.00
Golden Tree Surgeons	£1090.00	£218.00	£1308.00
Peartree Bindery PAID	£48.00		£48.00
Sarah Hunt January incl h/working	£350.60		£350.60
Sarah Hunt February incl h/working	£350.60		£350.60
HMRC January	£81.00		£81.00
HMRC February	£81.00		£81.00
Bank charges – Dec	£6.00		£6.00
Bank charges – Jan	£6.00		£6.00
TOTAL			£2266.20

NOTED: Government gateway checked zero balance, all payments up to date.

6.2 RECEIVED. an up to date bank reconciliation showing £11,930.17 on hand as at 31.12.2024.

6.3 To meeting RECEIVED quotations and agreed the Grounds Maintenance contract for 2025 season be awarded to TOP Garden Services at a cost of £2,700 each year for three years. Additional aeration and rolling to be undertaken if necessary.

7. Planning.

7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:

7.1.1 None.

7.2 To receive notification of decisions taken by Breckland District Council:
None.

8. Administrative Matters.

8.1 NOTED that the following are being deposited in the archive centre by the Parish Clerk on 16th January at 11am:
Parish Council Minute book from 26.2.1980 to 25.11.1996
Beachamwell Parish Council bound minutes from 2002 – 2020.
Beachamwell Parish Council Accounts book 1956/57 to 2004/2005
Beachamwell Parish Meeting minute book 26.5.1977 to 17.5.2021

8.2 Tree preservation order. Request received regarding landowner – Clerk to respond..

8.3 Addition of separate page on website for SAM2 camera data. Ongoing.

8.4 Beachamwell Parish Council facebook page – to note that the administrator for this page is no longer a member of the parish council and the Clerk has editing rights only. It was AGREED to set up an 'official' page under the control of the Parish Council.

8.5 The Data Audit was AGREED as submitted.

9. Correspondence.

9.1 Breckland – Planning Reform letter via email. Previously Circulated. NOTED.

9.2 CPRE – Membership and solar farms. The Clerk was asked to respond indicating that the Council is in agreement with the objections raised, and has responded directly. No membership will be taken up.

9.3 Planning Inspectorate – Drove Solar Farm Limited. Previously Circulated. NOTED. Councillors comments have been forwarded.

10. Highways

10.1 To receive any response regarding removal of stiles and installation of accessible field entrances. No response yet received. Next Meeting.

11. Village Matters.

11.1 Bat Survey. Council will receive email from BTO to arrange booking of equipment when 2025 is available.

12. Dates of next meetings.

Tuesday March 4th 2025 at 3pm
ANNUAL PARISH MEETING; Tuesday March 11th at 7pm.
May 6th 2025 – Annual Parish Council Meeting – 3pm
July 1st 2025 – 3pm
September 2nd 2025 – 3pm
November 4th 2025 – 3pm

13. **Matters for next agenda.**

Review of policy list and any necessary updates.
Update following attendance by Chair on behalf of Council at Parochial Church Council meeting to be held on 20th January 2025.

Beachamwell Parish Council
Adopted 4th March 2025

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Beachamwell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Finance Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Controls

Cash Book / Bank Reconciliations	The cash book is kept electronically (Scribe software has been purchased) and maintained up to date from original documents. The cash book is reconciled to the bank statement at least bi-monthly. The bank reconciliations are reviewed and approved at each meeting with original bank statements available to Council. Hard copy Invoices are available at each meeting for all Councillors to inspect prior to authorizing payments. PDF copies are forwarded to signatories with request for authorization of payments loaded onto Unity.
Financial Regulations	The Parish Council has adopted financial regulations; the regulations are reviewed at least annually.
Order/Tender Controls	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.

	Official orders/letters/emails are sent to suppliers for services which are not regular in nature.
Payment Controls	Payments are listed in voucher order in the electronic cash book and filed in that order in accounts files – hard copies of invoices are retained as well as scanned and attached to digital payment records. All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment. Payments made are listed in the minutes of the meeting. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign on the Council's bank mandate. Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment, that the payment is listed on the agenda and has been agreed by the council, and in the case of electronic payments that the bank details agree with those detailed on the invoice. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque. The RFO is authorised to transfer funds from one account to another, but not to make third party payments outside of the bank accounts in any form. The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings and the RFO is not a signatory to the bank accounts. All electronic payments will be queued by the RFO and then two councillors asked to authorize for payment. When invoices are paid, they are identified by the cheque number or payment date and invoice number were relevant and referenced in the cashbook.
VAT repayment claims	The RFO ensures that all invoices are addressed to the Parish Council. The RFO ensures that proper VAT invoices are received where VAT is payable as necessary. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council. The RFO ensures that other receipts are received when due. The RFO ensures that income is banked promptly.
Financial Reporting	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.
Budgetary Controls	The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.

	The precept is set on the basis of the budget by the deadline set by the District Council.
Payroll controls	The Clerk is paid under PAYE as an employee and the necessary system of HMRC RTI is in place. The Clerk's salary is set by the Council and minuted as such. The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Clerk's Expenses	The Clerk submits a request detailing reimbursement of monies owing in advance of each meeting as part of the Annex A Payment list.
Asset Control	The RFO maintains a full asset register. The existence and condition of assets are checked on an annual basis. The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
Auditing	The RFO ensures that the accounts are audited in line with practice laid down in 'Governance and Accountability for Local Councils'. The Council will nominate the Internal Auditor annually. The accounts will be audited at the year-end. The report will be provided to Council and published on the website. The External Audit will be published in accordance with legislation.

Adopted January 4th March 2025

Beachamwell Parish Council

Risk Management Assessment

First adopted 01.2021

Reviewed 4th March 2025

Next review due March 2026

Beachamwell Parish Council: RISK MANAGEMENT ASSESSMENT

The new Audit regime requires Councils to carry out an assessment of risk. The idea is to identify the level of risk exposure and any additional checks that are needed to give the Council a reasonable measure of protection.

Area	**Risk**	**Level**	**Controls** ***(bold indicates areas where work is needed)***
Assets	Protection of physical assets	M	All assets are insured.
Finance	Banking	M	All monies are banked as soon as possible with High Street Bank
	Loss of cash through theft or dishonesty	H	Receipts/letters of acceptance issued. Cheques made payable to PC only.
	Financial controls and records	M	Monthly reconciliation prepared by clerk and checked by a councillor and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk. Internal checking procedure in place at each PC meeting by Chairman and Vice-Chairman.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to PC regularly. Precept always set by full council.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly.
	Legal liability as consequence of asset ownership	H	Insurance in place.

	Safety of Staff and visitors	M	Visitors discouraged from visiting clerk without an appointment. Where possible, documents are made available for inspection prior to PC meeting.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every other month and always receives and approves Minutes of meetings held in interim. Minutes made available to press by post and to the public on the notice board and PC website.
	Proper document control	M	Historical documents to be held with Norfolk Records Office
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Declaration of interest register is available on PC website.
SAM2	Injury to volunteers	M	Hi-Viz provided. Volunteers instructed to report any difficulties to Clerk.
Volunteers	Any projects within village	M	Risk Assessments for activities undertaken held by office and issued. Register of work/volunteers kept. Training where necessary along with any necessary safety equipment.

Financial Risk Assessment Beachamwell Parish Council

March 2025

RFO / Parish Clerk Sarah Hunt

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organization's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the financial risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

FINANCIAL MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	MEDIUM	All files and recent records are kept in the Clerk's office. Electronically files are held on OneDrive and the passwords are available in the event of the Clerk becoming unavailable. In the event of the clerk being unavailable due to unexpected or tragic circumstance then Norfolk Parish Training and Support (NPTS) or Norfolk Association of Local Councils can be contacted to provide immediate locum cover if necessary Banking access is documented within passwords data to enable payments to be originated.	
Council Paper records	Loss through theft, fire, damage	LOW	The majority of files and all recent paper records are kept in the Clerk's office in a designated filing cabinet. Electronic files are held on Onedrive. Any documents of historical value are deposited at the Norfolk Records Office. Retention Policy ensures unnecessary documents are not retained.	As the archives are sorted, relevant documents are added and removed.

Precept	Adequacy of precept to enable the Council to carry out its Statutory duties Failure to submit Precept request.	LOW	The Council reviews bank reconciliations and budgetary reports regularly. The full council agrees precept at a scheduled meeting – Clerk submits application to Breckland District Council immediately following meeting. Unexpected expenditure – Council to build adequate earmarked and general reserves.	Clerk to ensure precept request is submitted and correct bank details are available to District Council. To be included within budgetary process.
Insurance		MEDIUM	Insurance cover reviewed annually on 1st October each year at expiration of previous policy Asset register is reviewed annually and updated during the year by the Clerk as acquisitions and disposals dictate.	Review annually at Full Council. Maintenance review undertaken in the Summer.
Banking	Inadequate checks FSA savings protection rules	LOW MEDIUM	The Council adheres to 'Financial Regulations', which set out the requirements for banking, cheque, internet bank processing and reconciliation of accounts. A bank reconciliation is carried out bi-monthly. Online banking used and Scribe software which produces excellent reports for councillors. No more than £85,000 should be held in a single Bank	Existing procedures adequate Financial Regulations to be reviewed annually and review formally recorded. Use of online banking improves efficiency of checks. Software produces adequate reports. Signatories minuted and updated as necessary to maintain awareness of who has access.

Cash	Loss through Theft or dishonesty	LOW	The Council has no petty cash or float. Any cash transactions made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice	Clerk makes all payments electronically and reclaims via refund process at full meetings. Receipts provided. .
Financial controls and records	Inadequate checks	LOW	Bi-monthly reconciliation prepared by RFO and checked as per Financial regulations. Two signatories are required on cheques and BACS. Electronic transactions uploaded by Clerk and authorized by 2 councillors who have access to electronic PDF's of all invoices which are emailed out with request to authorize. Internal and external audits are carried out in accordance with legislation. Any financial obligation must be resolved and clearly minuted before any commitment. All payments are resolved and included within the minutes. External and internal audit report is available to the council and on the Council's website.	Current status reviewed and deemed satisfactory.
VAT	Re-claiming / charging	LOW	The Council has financial regulations, which set out the requirements for reclaiming VAT. Clerk keeps continuous record of VAT payments and has undertaken training to ensure that all VAT possible is reclaimed.	Current status reviewed and deemed satisfactory.

			Reclaims made at least annually.	
Employee Salary / Pension Obligations	Failing to meet statutory obligations on TAX/NI/Pensions	LOW	Statutory requirements must be met. Clerk has undertaken necessary training.	
Contract Management	Administration of contracts not formally documented.	LOW	Guide included within Financial Regulations.	Deemed adequate as no large contracts anticipated.
Annual Return	Not submitted within time limits Not meeting the requirement of the Annual Governance Statement	LOW LOW	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit.	Existing procedures adequate Current status reviewed and deemed satisfactory.

Appendix 1

BEACHAMWELL PARISH COUNCIL RISK ASSESSMENT SCHEDULE TO BE REVIEWED ANNUALLY

ITEM	FREQUENCY	LAST REVIEWED	COMMENT / ACTION	ACTION
Parish Council Insurance Including: Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually	October 2024	Clerk satisfied with service to date.	
Assets inspection	Annually – Councillors aware of all assets and any deficits brought to the attention of the Clerk.	Spring 2024		
Financial Matters Banking Arrangements Insurance Providers VAT Return completed Budget agreed, monitored and reported Precept requested Payment's approval procedure Bank reconciliation overseen by Chair	 Annually – at a minimum Annually Annually – at a minimum At each meeting Annually At each meeting At each meeting			

Clerks’ salary reviewed and documented Internal Audit External Audit Internal check of financial procedures	Annually Annually Annually Annually			
Administration Asset register updated Financial Regulations reviewed Standing Orders reviewed	 Annually Annually Annually			
Employers Responsibilities Contract of employment in place Contractors’ indemnity insurance	 Annually On award of contract	 At appointment		

Member's responsibilities Code of Conduct adopted Register of Interests completed and updated Declaration of Interests minuted	 May 2023 – reviewed as necessary Annually each May. Monthly			

The information given above was updated and agreed at the Full Council meeting on 4th March 2025 schedule of policies

Policy	Date of adoption	date of review
Asset register	Jan-24	Jan-25
Biodiversity	Dec-23	As required
Code of Conduct	May-23	As required
Complaints Procedure	Jul-24	Jul-26
Co-option Application Form	Dec-23	As required
Co-option Policy	Dec-23	As required
Data Protection Policy	Mar-24	Mar-26
Disciplinary Policy and Procedure	Jul-24	Jul-26
Equal Opportunities Policy	Jul-24	Jul-26
Expenses Policy	Jul-24	Jul-26
Financial Regulations	Sep-24	Sep-25
Financial Risk Assessment	Mar-25	Mar-26
Grievance Policy	Jul-24	Jul-26
Internal Control Policy	Mar-25	Mar-26
Model Publication Scheme	Mar-24	As required
Planning Protocol	Mar-24	As required
Privacy Policy	Mar-24	Mar-26
Retention Policy	Jan-24	As required
Risk Management Assessment	Mar-25	Mar-26
SAM2 risk assessment	Jan-24	As required
Standing Orders	Jan-24	Jan-26