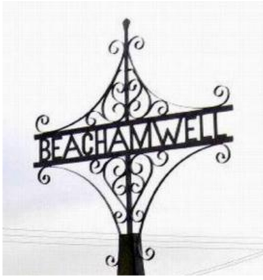

MEETING OF BEACHAMWELL PARISH COUNCIL

28th April 2026

To members of the Council,

You are hereby summoned to attend the a Parish Council meeting of Beachamwell Parish Council on Tuesday 5th May 2026 at 4pm in the Villagers Hall.

Members of the press and public are invited to attend.

Sarah Hunt

Sarah Hunt
Parish Clerk

AGENDA

1. **Election of Chair.**
   Chair to sign declaration of acceptance of office.

2. **Election of Vice Chair.**

3. **To receive and consider apologies for absence.**
   To consider any dispensations.
   To consider any applications received by the Clerk for Co-option.

4. **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.

5. **Minutes.**
   To consider and approve the minutes of the Parish Council meeting held on 3rd February 2026

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

Telephone: 07355694133 Email: beachamwellparishcouncil@gmail.com

6. **Public Form.**
   6.1 To receive a report from Fabian Eagle, County Councillor.
   6.2 To receive a report from Peter Wilkinson, District Councillor.
   6.3 To receive questions or comments from members of the public.

7. **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.
   7.1 Bus Shelter Grant – Purchase order sent 29.3.26 for £527.98.
   7.2 To receive the Bat Survey results as published.
   7.3 NALC reinstated the website to the end of the financial year (item 5.1, February meeting).
   7.4 To note that funding remains for a 'village walk'.
   7.5 Registration of trackway adjacent to Church. Clerk has attended Archive centre and report from minutes to be circulated to Councillors – any information held by Councillors requested. To confirm that Clerk should go ahead with attempted registration.
   7.6 HMRC Refund of £352.19 unavailable during 2025-2026. New application submitted. Government Gateway does not show any overpayment. Response awaited.
   7.7 To receive confirmation that the necessary checks have been completed on the SAM2 machine. Cllr Siddons.
   7.8 Opening of 30 day interest account with Hampshire Trust Bank – to receive an update. Clerk.
   7.9 Application to have the trees lining Chestnut Walk/large tree on triangle listed with Tree Preservation Orders. Update. Clerk.
   7.10 30mph Signage on Chestnut Walk – request to Highways for 'repeater signs'. To receive any response following promised inspection.

8. **Finance and Governance Matters.**
   8.1 To consider and agree payments at Appendix A and note any income.

   Receipts:
   Breckland Council – precept payment £5,966.00

   8.2 To receive bank reconciliation as at 31.03.2026
   8.3 To declare that Beachamwell Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor as neither income nor expenditure has exceeded £25,000 for the financial year 2025-2026. Form to be completed.
   8.4 To receive the Internal Audit AGAR return.
   8.5 To receive the full Internal Audit report. To receive confirmation that the Privacy Policy has been updated on the website.
   8.6 To consider and agree Section 1 the Annual Governance Statement. Form to be completed.
   8.7 To receive and agree Section 2 the Accounting Statement. Form to be completed.
   8.8 To receive the Analysis of Variances.

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8.9 To note the dates for the publication of public rights is Wednesday 3rd June to Tuesday 14th July 2026.
8.10 To receive bank reconciliation to 31.4.26.
8.11 To note the S137 Allowance for 2026-27 is £11.10/elector. Current electoral role 295. £3,274.50.
8.12 To review current signatories and consider if changes are necessary.
8.13 To note that the FSCS Limit has been increased to £120,000.00 notification received from Unity Bank.

9. Planning.

9.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
None.
9.2 To receive notification of decisions taken by Breckland District Council.
None.
9.3 To note that the Call for Sites period for Breckland District Council has been extended to 1st May 2026.
9.4 To receive Notification of Tree works. PL/2026/0209/TCA. 4 St Johns Lane, Beachamwell. Felling of 3 Sycamore Trees.

10. Administrative Matters.

10.1 To review and re-adopt the Code of Conduct – unchanged.
10.2 To review and adopt the Internal Controls document.
10.3 To consider the appointment of a Councillor to the Trustee Body of the Village Hall.
10.4 To review and re-adopt the Data Protection Policy - unchanged.
10.5 To review and re-adopt financial and general risk assessment – dates updated.
10.6 To review and re-adopt the Risk Management Assessment.
10.7 To review and re-adopt the Standing Orders – unchanged.
10.8 To review and re-adopt the Financial Regulations – unchanged.
10.9 To review and re-adopt the Internal Control Policy – unchanged.
10.10 To review and re-adopt the Complaints Policy – unchanged.
10.11 To agree no reserves policy is necessary.
10.12 To note Councillors have undertaken an annual check/update of Declarations of Interest Forms.

11. Correspondence.

11.1 To note the email regarding the application by The Droves Solar Farm notice of preliminary meeting and notification of hearings. Previously circulated.
11.2 Email – Norfolk County Council. To note that the Local Government Reorganisation has been confirmed by Government as creating an three unitary council model for Norfolk from April 2028.
11.3 Parishioner email received requesting speed limit road change on Drymere Road from 60mph to 40mph – Norfolk Highways contacts provided.
11.4 Email from Ramblers – Request to undertake and add Footpath Audit to website. To consider a Councilllor to volunteer.

12. Village Matters.

12.1 To receive any reported footpath issues.

12.2 To note that all responses to the Parish Office are positive for First Aid/Defibrillator training being provided by the Parish Council on a one day course. To consider same.

12.3 Speed Report – to receive an update from Geoff Siddons. Previously circulated and posted to website.

12.4 Renovation of Beachamwell telephone box. Geoff Siddons.

12.5 To review any erosion of the Village Green by vehicles and consider any necessary action.

12.6 Bus Shelter Works. To receive an update on the works to be undertaken at the Chestnut Walk bus shelter. Cllr G Siddons.

13. Dates of next meetings.

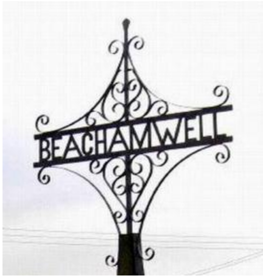
To consider and agree scheduled meetings:
August 4th 2026 at 3pm.
November 3rd 2026 at 3pm.
February 2nd 2027 at 3pm.
May 4th 2027 at 4pm
Annual Parish Meeting May 4th 2027 at 6pm

14. **Matters for next agenda.**

To receive/review asset register as held on Scribe.
Disciplinary Policy and Procedure
Equal Opportunities Policy
Expenses Policy
Privacy Policy
SAM2 Risk Assessment
Retention Policy

Sarah Hunt	February Salary + WFH	£444.60		£444.60	paid
Sarah Hunt	March Salary + WFH	£444.60		£444.60	paid
Westcotec	Maintenance service	£85.00	£17.00	£102.00	Paid
Unity bank	January	£6.00		£6.00	Paid
Unity bank	February onward/monthly	£7.00		£7.00	Paid
Unity bank	March charges	£7.00		£7.00	Paid
Unity bank	April charges	£7.00		£7.00	Paid
Sarah Hunt	Refund bin stickers	£120.00		£120.00	Paid
Top Garden Servs	Grounds Maintenance	£1350.00	£270.00	£1620.00	Paid
Sarah Hunt	Refund phone top up	£10.00		£10.00	
HMRC	April Salary	£0.24		£0.24	Paid
Sarah Hunt	April Salary	£444.60		£444.60	Paid
HMRC	May Salary	£0.24		£0.24	
Sarah Hunt	May Salary	£444.60		£444.60	
Sonya Blythe	Internal Audit	£135.00		£135.00	
Geoff Siddons	Swaffham Bldg Supplies	£70.00	£14.00	£84.00	

Appendix A.



MEETING OF BEACHAMWELL PARISH COUNCIL

Minutes of a Parish Council meeting of Beachamwell Parish Council held on Tuesday 3rd 2026 February at 3pm in the Villagers Hall.

Present: Cllrs S Davies, D Lambert (Chair), P Roberts, G Siddons, M Warner.
Clerk: Sarah Hunt
District Councillor Peter Wilkinson

1. **To receive and consider apologies for absence.**
   Apologies were received from Cllr J Cooper – family commitment.
   Confirmation received that the current vacancy can be filled by co-option.

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

3. **Minutes.**
   The minutes of the Parish Council meeting held on 4th November 2025 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr S Davies, seconded Cllr M Warner.

4. **Public Form.**
   The meeting received a report from Peter Wilkinson, District Councillor. A traffic management plan has been requested with reference to the High Grove Solar development - Cllr Wilkinson will keep all local villages informed. It was felt that Beachamwell would be particularly affected by the utilisation of Drymere Road for access to the site – it was requested that a speed limit be considered on this stretch for safety purposes. Cllr Wilkinson suggested that passing places/widening would be a good improvement to safety in that area.

5. **Updates on previous Matters.**
   The meeting received reports on progress of items not on the agenda from the previous meetings.
   5.1 Website. Is now live at beachamwellparishcouncil.gov.uk. The Clerk reported that the Norfolk ALC site was no longer live and forwarding to the new site. The invoice was issued and paid in July 2027. Nalc have stated that this was for April 2025-April 2026 hosting fees. The Clerk is pursuing either reinstatement of the forwarding site, or a refund.

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

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5.2 Footpath maps will be delivered to Village Hall by Clerk. Grant application successful and £500 awarded from Breckland District Council through Spark Fund. Funding remains to support organised walk from Village Hall or similar.

5.3 Registration of Village Green now complete. NK536683. Added to asset register. £160.00 refund on legal fees. Trackway alongside church (previous school pedestrian access) to be registered separately – at a cost of around £370.00. Clerk to investigate and provide evidence to solicitor.

6. Finance and Governance Matters.

6.1 The following payments were AGREED and income NOTED;

Payments:			
S Hunt Dec salary incl homeworking (Paid)			£ 444.60
Scribe Accounts	£156.17	£31.23	£ 187.40
RLS Computers – website hosting (Paid)	£140.00	£28.00	£ 168.00
Unity Bank (Bank Charges – monthly)	£ 6.00		£ 6.00
HMRC	£ 0.24		£ 0.24
Sarah Hunt Jan Salary Inc. Hmwkg	£ 444.60		£ 444.60
Prontaprint	£ 245.00		£ 245.00
Receipts:			
Interest (31.12.2025)			£ 69.60
Spark Grant – Breckland District Council			£ 500.00
Lucas and Wyllys solicitors (Refund of overcharge)			£ 160.00

6.2 The meeting an up to date bank reconciliation as at 31.01.2026 shwoing £2,920.02 in the current account and £14,097.32 in the savings account.

6.3 Noted HMRC Refund requested £352.19.

6.4 Noted the reduction in Unity Bank interest rate from 2.10% to 1.95%.

7. Planning.

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

7.1.1 PL.2026/0041/DCA – 3 Drymere, Beachamwell. Discharge of condition 13 on PP 3PL.2022/1330/F. https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198923 None. There was difficulty reported accessing the application.

7.2 To receive notification of decisions taken by Breckland District Council. None received – District Councillor Peter Wilkinson was once again asked to explore why the Parish Council no longer received outcome notifications.

7.3 To receive treeworks notifications:

7.3.1 PL/2026/0036/TCA. 4 St Johns Lane, Beachamwell. Apple tree – removal and new tree to be planted. Noted.

7.4 Note received from Breckland District Council notifying Council that currently they are unable to demonstrate a 5 year supply of housing land and the latest calculation demonstrates a 2.8 year supply. Previously circulated.

7.5 Kings Lynn and West Norfolk – Launch of Call for Sites and Collation of Consultation Database. Councillors would like to remain on the database.

8. Administrative Matters.

8.1 Drove Farm Solar.

8.1.1 Noted that the Clerk attended Drove Farm Solar meeting with Terry Jermy MP and representatives of other Councils affected on 16th January 2026. Notes taken by Clerk of Sporle Parish Council circulated. Clerk not to attend future meetings. Concerns were expressed to District Councillor Peter Wilkinson that no end of life plans are contained within the application.

8.1.2 Noted the receipt of the Section 56 Notice. Previously circulated.

8.1.3 Received the official notes taken at the meeting with Terry Jermy MP.

8.2 SAM 2 Sign maintenance check. It was agreed to undertake the 3 year check due 31.3.26 at the cost of £110.00. Sign to be taken to Dereham and collected – Cllr G Siddons.

8.3 Additional defibrillator – no suitable locations identified. Clerk to consult via facebook/Councillors to discuss with residents two options: 1. A CPR/Defibrillator short presentation at the Annual Parish Meeting on 5th May 2. Funding a one day First Aid training day in the Village Hall for residents to include CPR/Defibrillator training. (Cllr G Siddons to discuss with a recommended trainer for availability- if not possible to notify Clerk who will source alternative training provider). Decision to be clarified via email and delegated to Clerk to implement.

8.4 It was AGREED that the council did not need an adopted Reserves Policy, however the Clerk was detailed to open a 30 day interest account with £5,000.00 to enable an increase in interest paid.

8.5 The IT Policy was AGREED as presented.

9. Correspondence.

9.1 Ministry of Defence. The Council received an invitation to a Reserve Forces evening. 5th March 2026. Previously circulated.

9.2 High Grove solar farm update. Previously circulated.

10. Village Matters.

10.1 To receive any reported footpath issues. None.

10.2 Bus Shelter – Cllr G Siddons to arrange quotations as necessary and keep clerk informed. RECEIVED notification of the grant award of £527.98.

10.3 Safer Neighbourhood Policing meeting – 12th January 2026. Attended by Cllr M Warner – speeding concerns were reported to the police, issues raised by the local policing team included rural policing and theft from rural properties. Next meeting 12th April at Narborough. Clerk to order 30mph bin labels to be offered at Parish Meeting to residents.
Sam2 data to be provided to clerk for publishing.

11. Dates of next meetings.

11.1 To consider and agree date of Parish Meeting – 6pm May 5th, to be followed by Annual Parish Council meeting.

Scheduled meetings:
May 5th 2026 – 6pm for Annual Parish Meeting to be followed by Annual Parish Council meeting.

August 4th 2026 at 3pm.
November 3rd 2026 at 3pm.

12. **Matters for next agenda.**
The application for a TPO for the Chestnut Trees lining Chestnut Walk, including the large tree on the triangle at the end furthest from the village.
Village Green erosion by vehicles to be monitored and any issues addressed.

The meeting closed at 4.35pm.

The Bats of Beachamwell

In the summer of last year the Beachamwell Parish Council borrowed some specialist equipment from the British Trust for Ornithology (based in nearby Thetford) which enabled us to record the sounds made by insects and bats during the night in our village. Thanks to amazing technology the BTO can upload ultrasonic recordings to a computing platform where algorithms then identify all UK bat species by analysing echolocation sounds, feeding buzzes and social calls. The results are transferred to their ‘Acoustic Pipeline’ for research and reference either by yourself or by the BTO:

https://www.bto.org/data/tools-products/acoustic-pipeline

Using the recording equipment was relatively easy thanks to the detailed instructions from the BTO. During the month of August, we set it up to record acoustic data in five different garden locations spread across the village, recording in each for two nights in succession. The results were quite extraordinary.

There are eighteen species of bat resident in the UK and seventeen of them breed here. Of these seventeen, the results in Beachamwell showed that we can boast of at least eight species, two of which are classified as rare or ‘vulnerable’.

The six commoner bat species which have made their home in our village are the Brown Long Eared Bat, the Common Pipistrelle, Natterer’s Bat, the Noctule, the Soprano Pipistrelle and Leisler’s Bat, with the Common Pipistrelle being present in the greatest numbers. The Noctule and Soprano Pipistrelle registered in lesser but still large numbers and the remaining species have much smaller populations.

Further information about each of these species - their appearance, their behaviours, their preferred habitat - can easily be found at the Bat Conservation Trust website:

https://www.bats.org.uk/about-bats/what-are-bats/uk-bats

As if six species weren’t enough for one Norfolk village it appears that we are also home to two rare species, species that were recorded in small numbers in every single location we set up the equipment. These are the Serotine and the Barbastelle.

The Serotine, according the the Bat Conservation Trust, is one of Britain's largest species and is one of the first to appear of an evening 'often appearing in good light'. They are usually found in old houses and churches rather than modern buildings and rarely, almost never, roost in trees. As such, they are one of the most building-orientated of bats. They are in decline because of building work and the use of chemicals to treat timbers and are now listed as 'vulnerable'. They remain only in the South and East of England and we are extremely lucky to host them here in Beachamwell.

Our second even rarer inhabitant is the Barbestelle, also classed as 'vulnerable'. The Barbestelle is 'a distinctive species, with a pug-like face and large wide ears', medium in size and a fast and agile flyer. The Barbestelle is very rare, again only found in Southern and Eastern counties of England. They prefer pastoral landscapes with deciduous woodland and water meadows. We recorded enough Barbestelle sounds in all five garden locations to be certain they are visiting the village, and perhaps breeding in it, although this is unlikely. As one of Britain's rarest mammals, little is known of their mating habits. Unlike the Serotine they are known to roost in tree crevices and hollow trees as well as in crevices in buildings.

The Acoustic Pipeline results also showed that we are home to large numbers of Speckled Bush Crickets, smaller populations of both Dark Bush Crickets and Great Green Bush Crickets, wood mice, European Pygmy Shrews and Common Shrews!

The Beachamwell Parish Council would like to thank the British Trust for Ornithology for the free provision of the specialist recording equipment and in particular Hazel McCambridge for uploading all our data to the Acoustic Pipeline when it should have been done by us. Finally, huge thanks to all the enthusiastic villagers who took part in the Survey.

Jonathan Cooper, Parish Councillor

Beachamwell Parish Council

Prepared by: ______________________________ Date: ____________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ____________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		9,195.05
	ADD Receipts 01/04/2025 - 31/03/2026		15,664.16
			24,859.21
	SUBTRACT Payments 01/04/2025 - 31/03/2026		10,648.95
A	**Cash in Hand 31/03/2026** (per Cash Book)		**14,210.26**
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Unity Current 20490690 31/03/2026	1,900.10	
	Unity Instant Access 31/03/2026	12,310.16	
	Premium Account 90156639 31/01/2026	0.00	
	Community Account 00156620 31/01/2026	0.00	
			14,210.26
	Less unpresented payments		
			14,210.26
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**14,210.26**
	A = B Checks out OK		

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.

Beachamwell 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:	£15,664
Total annual gross expenditure for the authority 2025/26:	£10,649

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: SIGNATURE REQUIRED
Date: DD/MM/YYYY

Signed by Chair: SIGNATURE REQUIRED
Date: DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date: DD/MM/YYYY

as recorded in minute reference: MINUTE REFERENCE

Generic email address of Authority: clerk@beachamwellparishcouncil.gov.uk

Telephone number: 07355694133

*Published web address: beachamwellparishcouncil.gov.uk

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

Beachamwell Parish Council

ENTER PUBLICLY 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.			✓ N/A
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.	✓		
	Yes	**No**	**Not applicable**
P. (For local councils only) 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: 7/4/26 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: S. BLYTHE INTERNAL AUDITOR

Signature of person who carried out the internal audit: [signature] SIGNATURE REQUIRED

Date: 7/4/26 DD/MM/YYYY

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

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

Beachamwell Parish Council

Internal Audit Report
Financial Year 2025/26

Prepared by Sonya Blythe
7 April 2026

I have completed an internal audit of the accounts for Beachamwell Parish Council for the year ending March 2026.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes (Scribe)
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	November 25 minutes
	Date Financial Regulations last reviewed	November 25 minutes
	Has a Responsible finance officer been appointed with specific duties?	Yes, Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, selection of payments followed from invoice, to bank statement and minutes
	Has VAT on payments been identified, recorded and reclaimed?	Accounted for in cashbook, two rebates received in 25/26
	Is s137 expenditure separately recorded and within statutory limits?	Separate column on Scribe
	Have S137 payments been approved and included in the minutes as such?	No payments made
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes, November 25 minutes
	Is insurance cover appropriate and adequate?	Yes, liability and fidelity covers in place
	Are internal financial controls documented and regularly reviewed?	November 25 minutes

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	25/26 – November 24 minutes 26/27 – November 25 minutes
	Has the precept been calculated from the budget and been approved?	25/26 – recorded as £13,572.00 26/27 – recorded as £11,932.00
	Does the budget include an actual completed year?	Yes (Scribe)
	Is actual expenditure against budget regularly reported to the council?	6 month review recorded in minutes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Statement £13,572 Remittance £13,572
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes August 25 - national pay award implemented
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, P60 supplied (credit on account)

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	November 25 minutes
	Do asset insurance valuations agree with those in the asset register?	No valuations on published list, but looks sufficient
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes, reported each meeting
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes, reported each meeting
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	AGAR – £14,210 Statements - £14,210.26
	Has a year-end bank reconciliation been undertaken?	Reconciliation - £14210.26
	Is there an audit trail from underlying financial records to the accounts?	Yes, selection of invoices checked against bank statements
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Owned email address – yes
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	Yes, all included within minutes

Internal control	Test	Observations
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only only	Has a list of allotment holders with amounts paid to Council been submitted?	N/A
	Have fees for the allotments been reviewed and agreed by Council?	N/A
Councils with charities only	Have Charities reported and accounted separately?	N/A
	Has the Council been named as Sole Trustee on the Charity Commission Register?	N/A
	Are the Charity meetings and accounts recorded separately from those of the Council?	N/A
ICO	Is data processed appropriately / Is Council registered with the Information Commissioners Office?	Yes, membership paid July 25
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Yes, 2024

Internal control	Test	Observations
	Has the Council put in place Privacy Notices?	Yes (on policy page / link at bottom of website doesn't go to it)
Assertion 10 – Digital and Data compliance	Email address - Does authority must have a generic email account hosted on an authority owned domain,	Yes
	Website – Does website meet legal accessibility guidelines	Yes
	Has IT policy been adopted?	Yes, February 26 minutes
Other		N/A

Thank you to Sarah for supplying everything so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.

- I have confirmed that your Financial Regulations and Standing Orders are up to date.

- I have noted that your VAT has been claimed within the past year

- I have verified that your insurance is adequate and that your risks have been assessed

- I confirm that your payroll management meets requirements

- I have verified that you have appropriately assessed your risks throughout the year

- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information

- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Notes / recommendations for 26/27:

None

Sonya

Sonya Blythe
Internal auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Beachamwell 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	Agreed No*	N/A	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
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.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
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.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
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.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
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.			✔	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

*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.	✔	

beachamwellparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Beachamwell Parish Council

	Year ending 31 March 2025 £	Year ending 31 March 2026 £	Notes and guidance
			*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	9,114	9,195	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	8,625	13,572	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	719	2,092	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	4,867	5,383	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	4,396	5,266	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	9,195	14,210	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	9,195	14,210	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	15,281	15,281	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

“**Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative, close associate; or
    c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter ***affects*** your financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in general control or management and to which you are nominated or appointed by your authority

b) any body
   (i) exercising functions of a public nature
   (ii) any body directed to charitable purposes or
   (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Beachamwell Parish Council
Reviewed 5th May 2026

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 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.

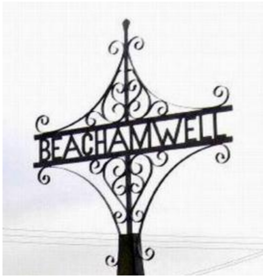
Statement of Internal Controls

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 each meeting. The bank reconciliations are received and signed at each meeting with original bank statements available to Council. Hard copy Invoices are available at each meeting for Councillors to inspect prior to authorizing payments. They are sent electronically to signatories when payments have been uploaded as agreed at the meetings.
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 invoice date order or payment date order in the cash book and 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. The RFO reclaims VAT at a minimum annually.
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 May 5th 2026



DATA PROTECTION POLICY

Adopted by Beachamwell Parish Council on the 5th May 2026 at Full Council meeting. To be reviewed as necessary.

Beachamwell Parish Council recognises its responsibility to comply with the Data Protection Act 2018.The act regulates the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

DATA PROTECTION:
The Data Protection Act 2018 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper. The General Data Protection Regulation 2018 forms part of the Act and emphasizes that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

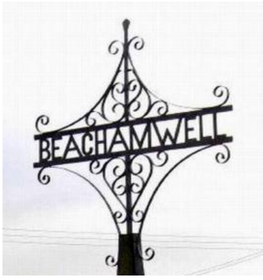
As a local authority Beachamwell Parish Council has a number of procedures in place to ensure that itcomplies with The Data Protection Act 2018 and the General Data Protection Regulation 2018 relating to holding personal information.

Beachamwell Parish Council has appointed the Clerk as the designated Data Protection Officer. The Clerk will receive training for this role, as required.

When dealing with personal data, Beachamwell Parish Council staff and Councillors must ensure that:

- IT IS PROCESSED FAIRLY AND LAWFULLY
  This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY
- IT IS RELEVANT TO WHAT IT IS NEEDED FOR
  Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- IT IS ACCURATE AND KEPT UP TO DATE
  Personal data should be accurate, if it is not it should be corrected.
- IT IS NOT KEPT LONGER THAN IT IS NEEDED
- IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS
  This means that individuals must be informed, upon request, of all the information held about them.
- IT IS KEPT SECURELY
  This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA



Beachamwell Parish Council recognizes its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of Beachamwell Parish Council, this will only be used for the purpose it has been given and will not bedisclosed to anyone else.

Data may be collected via the Parish Council's website – the 'Contact Us' form.

The webpage for both forms contain the policy statement (shown below) about how the data will be stored and used:

"We will not share your personal information with any third party without your permission. Our contact information will be stored by the Clerk and will be used to respond to you. We will not share your personal information with any third party without your permission."

STORING AND ACCESSING DATA

Beachamwell Parish Council may hold information about individuals such as their addresses and tele-phone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected.
Once data is not needed anymore, if it is out of date or has served its use, it will be destroyed or deleted from the computer.

A councillor who legitimately gathers data which is then passed to the Clerk for storage will make certain that data is deleted from their own records. This is to ensure that data is not retained unnecessarily by the councillor.

The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them;

- They must be sent all of the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.

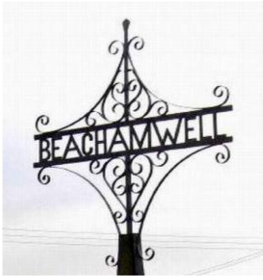
If an individual requests that their data is rectified or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If an elected member of the council, for example a councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over hanging bushes in a garden, a councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

Beachamwell Parish Council staff must be aware that when complaints or queries are made they must be remain confidential unless the subject gives permission otherwise. When handling per-sonal data, this must also remain confidential.
If a data breach is identified the ICO must be informed and an investigation will be conducted.



BEACHAMWELL PARISH COUNCIL

Data Protection & GDPR guidance notes - June 2018

Data Protection Act 2018

1. Background and relevance

The Act came into force 25th May 2018 and replaces the Data Protection Act 1998. It incorporates the General Data Protection Regulation which was designed to create common privacy requirements across the EU
The Act applies to ‘personal data’ that is data relating to a living person who can be identified from that data.
‘Processing data’ means any operation performed on that personal data such as collection, recording, use.

The Parish Council does have data that relates to living individuals and does process data.
The DPA 2018 policy has been produced in order to show compliance with the Act.

2. Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address.
More detailed information is held for employees & councillors, (eg staff employment details & contracts, councillors’ election registration forms & Registers of Interests – these Registers are held with the Parish Clerk).

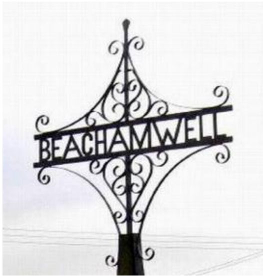
In the normal course of business the Parish Council will receive personal data in connection with the following:
• Administration of the cemetery & churchyard – next of kin & other family details
• Administration of employment matters – data shared with HMRC
• Correspondence sent to the Council – email, telephone, letter
• Contact details for local organisations – data shared with webmaster,
• Information supplied for the council website

Data relating to professional or business details in connection with the following:
• Auditing – data shared with external & internal auditors
• Insurance
• Contact details & business information from suppliers & contractors

Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

3. Sensitive data
The Act requires ‘sensitive data’ to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues.
The Parish Council does not collect such data.

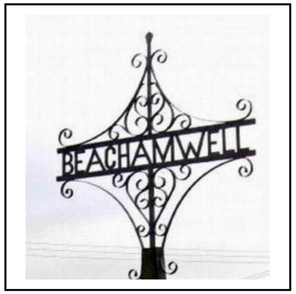


Where the Council carries out village wide surveys, such as in the Neighbourhood Plan or a Parish Plan, responses are anonymous and questions are not generally asked on a topic that is classified as sensitive.

4. Storage of data
All council paper documents are stored in in the parish office.
All computer records are stored on a password protected laptop with anti-virus software. The Parish Council utilizes cloud storage.

5. How the data is used
Data is only used for the purpose it has been supplied.
Data is not passed onto a third party without the express consent of the data subject. The Council does not routinely share data. It does not sell data.

6. Subject access requests
A request for a copy of information held can be made.
There is a prescribed process. Response time will reduce to one month under the new GDPR.



Financial Risk Assessment Beachamwell Parish Council

May 2026

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 has built 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 each year at expiration of previous policy Asset register is reviewed at Council 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 for each meeting.Online banking used and Scribe software which produces excellent reports for councillors. No more than £125,000 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	Reconciliation prepared by RFO andchecked 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 to all councillors 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 andsubmitted to the Internal Auditor for completion and signing, presented to Council for signature/assessment then sent to the External Auditor within time limit. Any recommendations from Internal Auditor reviewed by Full Council and acted upon.	Existing procedures adequate Current status reviewed and deemed satisfactory.

Appendix 1

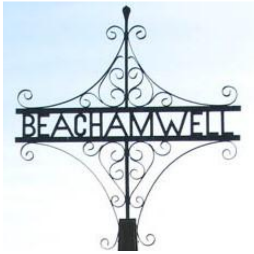
BEACHAMWELL PARISH COUNCIL RISK ASSESSMENT SCHEDULE TO BE REVIEWED ANNUALLY

ITEM	FREQUENCY	LAST REVIEWED	COMMENT / ACTION	ACTION
Parish Council Insurance Including: Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually	October 2025	Clerk satisfied with service to date.	
Assets inspection	Annually – Councillors aware of all assets and any deficits brought to the attention of the Clerk.	Summer 2025		
Financial Matters Banking Arrangements Insurance Providers VAT Return completed Budget agreed, monitored and reported Precept requested Payment's approval procedure Bank reconciliation overseen by vice 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	Annually			
Internal Audit	Annually			
External Audit	Annually			
Internal check of financial procedures	Annually			
Administration				
Asset register updated	Annually			
Financial Regulations reviewed	Annually			
Standing Orders reviewed	Annually			
Employers Responsibilities				
Contract of employment in place		At appointment		
Contractors’ indemnity insurance	On award of contract			

Member's responsibilities Code of Conduct adopted Register of Interests completed and updated Declaration of Interests minuted	 May 2026 – reviewed as necessary Annually each May. Monthly			

The information given above was updated and agreed at the Full Council meeting on 5th May 2026



Beachamwell Parish Council

Risk Management Assessment

First adopted 01.2021

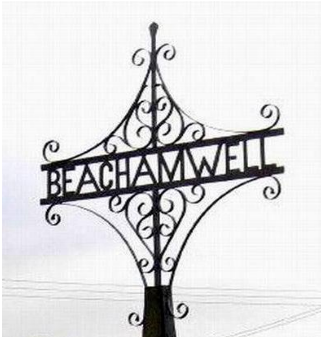
Reviewed 5th May 2026

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	L	All assets are insured. Annual inspection undertaken by Councillors.
Finance	Banking	L	Sector specific bank utilised – sufficient signatories on the account to ensure continuity – two signatures to each online transaction. Online banking only.
	Loss of cash through theft or dishonesty	L	No cash handled. Receipts/letters of acceptance issued. Cheques made payable to PC only.
	Financial controls and records	M	Reconciliation prepared by clerk and checked by a councillor and reported to Council at every meeting. Two signatories on cheques. Internal and external audit. Councillors have access to Council software.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk.
	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. All decisions taken at full council.
	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	L	Council meets every other month and always receives and approves Minutes of meetings held in interim. Minutes made available on the notice board and PC website.
	Proper document control	M	Historical documents 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. Risk assessments always submitted to Clerk before any activities take place.
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.



BEACHAMWELL PARISH COUNCIL

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BASED UPON MODEL STANDING ORDERS 2018 (ENGLAND) — re adopted May 2026

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '(   )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.

q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee 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 **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● ● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● ● n **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.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● ● ● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **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.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (   ) days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair**

of the Council and shall give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council 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 an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This 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 exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if

having regard to all relevant circumstances any of the following apply:

- **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.**

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31 August.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts 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 staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other 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.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if he/she/they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Councilat its next meeting.

c The chair of Council and the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Council OR or in his/her/their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chair or vice-chair of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. [*If gross annual income or expenditure (whichever is higher) does not exceed £25,000*] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

BEACHAMWELL PARISH/TOWN COUNCIL
FINANCIAL REGULATIONS

Notes and how do adopt these Financial Regulations

Abbreviations:
RFO Responsible Financial Officer
AGAR Annual Governance and Accounting Return
G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as 'Proper Practices'
GPC General Power of Competence

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

1. General

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

These regulations were approved 3rd September 2024 and will be updated in 2027 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 comparitive 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 quarterly. 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 Council in January. 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 £1,000 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. Handling cash should involve at least two people, and must be banked intact.

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. 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.

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, for items costing £1,000 - £5,000, where possible, two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000, where possible, three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. S137 Payments – Councils without GPC

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

13. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 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. The identified schedule of risks included in this document must be risk assessed using the Risk Matrix in G&A

as well as identifying ways of minimising risk. 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: 5th May 2026

Beachamwell Parish Council
Adopted 5th May 2026

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 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. 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 all Councillors with request for authorization of payments loaded onto Unity by the Clerk following approval by Council.
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 5th May 2026

Beachamwell Parish Council

COMPLAINTS PROCEDURE

The following is the Parish Council's procedure for dealing with complaints about the Council's administration or its procedures, a complaint against the Clerk or a complaint against a Parish Councillor. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.

Definition of a complaint

Generally, this will be about the Parish Council's procedures or administration. It will be an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken (or the service provided by the Council) by the Parish Council or a person or organisation acting on behalf of the Council.

Complaints should always be directed through the Clerk (except for complaints about the Clerk, in which case, the Chairman takes the place of the Clerk in managing the process). It may be that the matter you are concerned about could be dealt with in a less formal manner. However, if you wish to use the procedure, please read on.

Making a complaint

We cannot please everyone all the time. What we can promise is to listen and to do what we can to deal with your problem.

It is not appropriate to deal with all complaints from members of the public under the formal complaints procedure. The Parish Council receives queries, problems and comments as part of its day-to-day business and they should not all be regarded as complaints. It is hoped that less formal measures or explanations provided to the complainant by the Clerk will resolve most issues. Any informal complaint will be reported to the Parish Council by the Clerk.

If your complaint about procedures, administration or the actions the Council's employee is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting your name and contact details and the nature of the complaint.

You will be asked to put the complaint in writing (letter or e-mail) to the Clerk to the Council. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

When your complaint has been received, we will write to you within seven days to let you know –

- Who is responsible for dealing with the complaint.
- How it will be dealt with.
- When the complaint is likely to be dealt with.

What to do

Complaints can be made in any of the following ways –

Write, email or telephone the Clerk to the Parish Council (see Website for details).
Write to the Chairman of the Parish Council (see Website for details)
If the complaint is about the Clerk, telephone or write to the Chairman.

What happens next?

On receipt of your written complaint, the Clerk to the Council will seek to settle the complaint directly with you by explaining the Parish Council's position, if this is appropriate. Attempts will be made to resolve the complaint at this stage.

Generally speaking, complainants can expect to receive a response in full within a month of the acknowledgement of the complaint.

Complaint about the Clerk

If the complaint is about the Clerk to the Council, you should write to the Chairman. The Clerk will be formally advised of the matter and given an opportunity to comment.

Complaint about the ethical behaviour of a Parish Councillor

Members of Parish Councils sign a declaration to abide by a Code of Conduct and if they breach that code, there are consequences. A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to the Monitoring Officer, Breckland District Council.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should, or has been taken. These matters will be referred to the Parish Council by the Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Parish Council may, in such circumstances, decide that no further action can usefully be taken in response to the complainant and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Correspondence and Complaints

Anonymous correspondence (including withheld number phone calls) and complaints will be disregarded.

Formal Complaints

In certain circumstances, procedures/bodies other than the Parish Council may be appropriate in respect of the following types of complaint:

Financial irregularity – statutory right to object to Council's audit of accounts under S.16 Audit Commission Act 1998. On other matters, the council may need to consul its auditor.
Criminal activity – the Police

How will the procedure operate?

Complaints about the Council's procedures, administration or policies will be dealt with by the Parish Council. The outcome of the complaint will be published.

The Clerk will acknowledge receipt of your complaint within seven working days and will also advise when the matter will be dealt with by the Complaints Committee.

You will be invited to attend the meeting and to bring any representative if you wish.

Seven clear working days prior to the meeting, you are requested to provide the Parish Council with copies of any documentation or other evidence which you wish to refer to at the meeting. Similarly, the Parish Council will provide you with copies of any documentation which it wishes to rely on at the meeting.

Procedure at the Meeting

The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the press and public.

The Chairman will introduce everyone and will explain the procedure.

You, as the complainant, or your representative, will outline the grounds for complaint.

Members of the Complaints Committee will ask questions of you or your representative.

If relevant, the Clerk will explain the Parish Council's position.

Members of the Committee will be able to ask questions of the Clerk to the Council.

The Chairman will summarise the Parish Council's position and then you will be offered the opportunity of summing up.

You will be asked to withdraw from the meeting (together with your representative or anyone accompanying you) whilst Members reach a decision on whether or not the grounds for the complaint have been made. It may be appropriate in some circumstances for the Clerk also to withdraw from the meeting whilst Members reach a decision.

If any points of clarification are required, you will be invited to re-join the meeting whilst clarification is sought and then asked to withdraw again.

You will then re-join the meeting to be advised of the decision of the Committee, together with reasons for the decision, or, if necessary, to be advised when a decision will be made. Dependent on the detail of the reasons for the decision, it might only be possible to give you the decision at the meeting, with the detailed reasons following in the decision letter.

After the meeting

The decision will be confirmed in writing within seven working days, together with details of any action to be taken.

Complaints relating to the Clerk

These will be dealt with either by the Parish Council as an employment matter. Such complaints could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The matter will be dealt with internally to protect the employment rights to which employees of the Parish Council are entitled. The complainant will be informed of action taken.

What to do if you are still not satisfied

The decision of the Parish Council is final with no appeal process as the Local Government Ombudsman does not consider complaints in respect of Parish Councils.

Adopted: May 2026

beachamwellparishcouncil@gmail.com

From:	NI Mail Distribution <ni.mail.distribution@notifications.service.gov.uk>
Sent:	08 April 2026 13:45
To:	beachamwellparishcouncil@gmail.com
Subject:	EN0110013 – The Droves Solar Farm

Planning Inspecto

Application by The Droves Solar Farm Limited for an Order Granting Development Consent for the The Droves Solar Farm Project

Notice of Preliminary Meeting and Notification of Hearings

Interested Party Reference number: DSF-SP007

(You must quote your Interested Party Reference number in all correspondence with the Planning Inspectorate).

Dear Sir / Madam

Please find below a link to a letter from the Examining Authority (ExA) that has been published on the National Infrastructure Planning website.

The letter is an invitation to the Preliminary Meeting for the above application (the 'Rule 6' letter) which will be held on Wednesday 6 May 2026, 10:00am, The Duke's Head Hotel and virtually via Microsoft Teams. The letter includes an agenda for the meeting, a draft examination timetable and other important matters.

The letter provides notification of the following events at The Duke's Head Hotel and virtually via Microsoft Teams:
· Wednesday 6 May, 2:00pm – Open Floor Hearing
· Thursday 7 May, 10:00am – Issue Specific Hearing
The letter also includes other important information about the events

including details about how to make a request to speak and the procedure that will be followed at the hearings.

https://nsip-documents.planninginspectorate.gov.uk/published-documents/EN0110013-000365-PE04%20-%20Rule%206%20-%20Invitation%20to%20the%20PM.pdf

You can also view the letter under the documents page of the project webpage on the National Infrastructure Planning website:

https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN0110013/documents

Yours faithfully

The Droves Solar Farm Case Team
National Infrastructure Planning
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clerk@beachamwellparishcouncil.gov.uk

From:	Norfolk Ramblers Footpaths <footpaths@norfolkra.org.uk>
Sent:	30 March 2026 19:38
To:	clerk@beachamwellparishcouncil.gov.uk
Subject:	Parish Footpath Audit
Attachments:	Parish Footpath Audit Examplar.docx

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers

Parish Footpath and Rights of Way Annual Report Audit Exemplar

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked. Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020**** Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

Footpath No. 13 (Road leading to Old Hall farm to Parish Boundary/ FP9). Checked OK.

Footpath No. 14 (Footpath No. 13 to Parish Boundary). Checked OK.

Footpath No. 15 (Village Street to Kemp's Road). Checked OK. No access to Kemps Rd, follow FP16 to Kemps Rd.

Footpath No. 16 (Kemp's Road to Footpath No. 15). Checked OK. Kemps road post loose. Now fixed level, cemented in

Footpath No. 17 (Station Road to Parish Boundary) Checked OK. Stile too high, new kissing gate requested. New Kissing gate installed.

Footpath No. 18 (Station Road to Semere Lane. Checked, Finger Post knocked out laying on floor. Reported to NCC, ENQ90027**** Now fixed, re-fitted Semere lane end. Station road end post cemented back in.

Footpath No. 19 (The Beeches to Doctor's Lane).Checked. New post beeches road end now missing ??

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). Post Loose. Post cemented back in.

Footpath No. 21 (South Green to Parish Boundary). Checked OK. Post loose. Will need replacing. Reported to NCC, ENQ90027****

Footpath No. 22 (South Green to Parish Boundary). Post Loose. Post cemented back in.

Footpath No. 23 (Garlic Street to road leading to South Green). Checked OK.

Footpath No. 24 (Garlic Street to Parish Boundary). Checked, New post required, Reported to NCC, ENQ90027****. New post at start, and way marker post fitted.

Footpath No. 25 (Footpath No. 17 to Semere Lane) Post leaning over. Post re-fitted.