FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Wednesday 13th May 2026** starting at **6.00pm in Foulden Village Hall**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.
Members of the public and press are welcome to attend.

Sarah Hunt

Locum Clerk to Foulden Parish Council
6th May 2026

AGENDA

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

2. Election of Vice-Chair.

3. To consider apologies for absence.
   To consider any extensions for absence. Cllr B Parnham if not present.

4. To receive Declaration of Interests and any requests for dispensation.
   (Guidance for councillors is available at https://www.fouldenparishcouncil.gov.uk/councillors)

5. To agree the minutes of the Parish Council meeting held on 9th April 2026.

6. Public Forum.
   6.1 Members of the public may comment on matters on the agenda.
   6.2 District Councillor Mr Scott Hussey.
   6.3 County Councillor tbc.

7. Noticeboards.
   7.1 To receive an update from Cllr N West on the installation of the remaining two noticeboards. To note that the donation from the Former Highway Surveyors Land Charity of £775.85 remains outstanding.

8. Updates on previous matters – no decisions to be taken on this item.
   8.1 Annual Audit report on Footpaths within the Parish. Cllr S McMahon.
   8.2 Heartsine defibrillator pads – still awaited. Chased 5.5.2026.
   8.3 Double Skiier sign as required from Play Area annual inspection. Cllr N West.
   8.4 Streetlights – next 7 bracket replacements instructed to Cozens. Due for completion in June.

8.5 Scribe accounting software – to note that all councillors have now been sent an invitation to facilitate view only access.

9. Finance

9.1 To receive bank reconciliation to 31.4.2026 showing bank balance of £30,016.37.

9.2 To authorise the payments attached at Appendix A, plus any received prior to the meeting date.

9.3 To note receipts:

Precept	£26,932.00
HMRC Refund	£ 633.23

9.4 Insurance.

To note the current policy expires on 31.5.2026. Renewal costs: £741.16 for one year, £707.12 for three years. 2025/26 was £663.39. To consider renewal.

9.5 To review current signatories/online account access and agree any necessary changes.

Sarah Hunt: View online account, Submit, Administrator.

All Councillors: View online account, Authorise, Signatory.

9.6 To note the S137 Allowance for 2026-27 £11.10 per elector. Current Electoral role 344 - £3818.40 S137 Foulden allowance for 2026-27.

9.8 To agree to set up direct debit for Scribe monthly payment.

9.9 To instruct clerk to arrange Steel column structural survey for streetlights as budgeted (£300.00).

9.10 To consider earmarked reserves – reserves as budgeted £7,800.00 for 2026/27. To give consideration to earmarking part of the current general reserve..

10. Planning

10.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings: NONE.

10.2 To note any decisions taken: NONE.

11. Correspondence.

11.1 Breckland District Council – response regarding Breckland Council's Local List 2026. Previously circulated.

11.2 Email received regarding 60th Jubilee Plaque.

12. Highways Matters.

12.1 Foulden to Didlington Road – Update on actions from Highways Meeting. Road marking. Mobile non-permanent signage. Cllrs N West/S McMahon.

12.2 Bus Shelter provision. To receive Highways response 'virtual' bus stops are at: at Vicarage Close, Walnut Close and Beckett End. To consider any preference regarding the infrastructure prior to the consideration of an erection of a bus shelter.

12.3 Application to upgrade two public rights of way. Cllr S McMahon.

13. Administrative matters.

13.1 To confirm list of Councillor responsibilities. Cllr S Parker

13.2 To consider and re-adopt the Standing Orders – unchanged.

13.3 To consider and adopt the Financial Regulations – updated for larger council.

13.4 To consider whether Council requires an investment/reserves policy.

13.5 To review and adopt Financial Risk Assessment.

13.6 To review and adopt the Risk Management Policy.
13.7 SAM2 Risk Assessment.
13.8 Review of Internal Controls.
13.9 To review and adopt privacy policy.
13.10 To note that Councillors have undertaken an annual check/update of Declarations of Interest Forms.
13.11 To receive and note the SAM 2 report for April.

14. Trees
14.1 Tree 3414 – to confirm felling of tree instructed at a cost of £850.00. No additional charge for electrical disconnection to enable works to take place.

15. Public Forum.

16. To receive items for the next agenda.
September Agenda – Streetlight electricity supply. Comparisons with other councils.
Quotes for replacement of columns (year 3 streetlight works). – 3 to be obtained.
Update following play area training – Cllrs S McMahon and N West.
SAM2 reports – requested by Cllr McMahon.
Data Audit
Tree risk assessment – November meeting.

17. To note future meeting dates:
2026
July 8th 6pm Parish Council Meeting
September 9th 6pm Parish Council Meeting
November 4th, 6pm Parish Council Meeting
2027
January tbc
March tbc

APPENDIX A

Payee	Reason	Nett £	VAT £	Gross £	
Sarah Hunt	B & M Stationery refund	10.00	2.00	12.00	
Unity bank charges	March (debited 30.4.2026)	7.00		7.00	PAID
Unity bank charges	April (debited 31.5.2026)	7.00		7.00	
Sarah Hunt (April)	Salary/homeworking	543.84		543.84	PAID
HMRC	April	93.56		93.56	DDR
Scribe	May payment	24.00	4.80	28.80	
Sarah Hunt (May)	Salary/homeworking	543.84		543.84	
HMRC	May	93.56		93.56	
Online Playgrounds	Double Skiier sign	28.00	5.60	33.60	
Fendicks	Grass cutting etc. 25.3 and 9.4.26 *Rec. Grnd £190.00* *V. Hall £110.00*	300.00	£60.00	360.00	
Foulden Village Hall	Hall Hire April 2026	15.00		15.00	
Cozens	Streetlight Maint. Mar/Apr/May	37.00	7.40	44.40	

MINUTES OF FOULDEN PARISH COUNCIL

Meeting held on **Thursday 9th April 2026**
at **6.00pm in Foulden Village Hall**

Present: Councillors C Balding (part), J Green, S McMahon, S Parker (chair), B Pye (part) N West.
Clerk: Sarah Hunt
3 members of the public were in attendance.

1. To consider apologies for absence.
   Apologies were RECEIVED and ACCEPTED from B Parnham – family commitment. It was RESOLVED to extend the leave of absence for Cllr B Parnham to the next Parish Council meeting.
   It was RESOLVED to move meetings from Thursday evenings to Wednesday evenings to facilitate Cllrs Parnhams attendance at future meetings.

Cllr B Pye joined the meeting.

2. To receive Declaration of Interests and any requests for dispensation.
   None.

3. The minutes of the Parish Council meeting held on 12th February 2026 were AGREED as a true and correct record and signed by the Chair.

Cllr C Balding joined the meeting.

4. Public Forum.
   It was noted that the presentations by County and District Councillors would be reflected in the Annual Parish Meeting which is following this meeting.
   4.2 District Councillor Mr Scott Hussey.
   Breckland has set the Council tax at the maximum possible increase (4.9%). Cllr Hussey had been approached by parishioners requesting an explanation on the Parish Council increase. Elections for the new three unitary authorities will take place in 2027. County Council elections are taking place in 2026.
   4.3 County Councillor Fabian Eagle.
   There are elections in May of this year. Moving forward the Local Government Review will create three unitary authorities in Norfolk. East, West and the area around Norwich.
   Norfolk County Council have extended the crisis support scheme covering heating oil. There will be central government support but the detail is still awaited.
   The rural business awards scheme is still open for nominations in 9 categories. Applications close in two weeks.

5. Noticeboards.
   5.1 Cllr N West has received the two remaining community noticeboards. They will be modified to remain unlocked and be erected over the coming weeks. It was NOTED that the donation of £775.85 from the Former Highway Surveyors Land Charity has not yet been received.

6. Updates on previous matters NOTED.
   6.1 The new website was live and annual premium Wix Subscription cancelled (renewal fee would have been £230.40).
   6.2 Peadiatric defibrillator pads received.
   6.3 Defibrillator – confirmed that Cllr J Green is monitoring the defibrillator and the Clerk has The Circuit log in and is updating the availability online.
   6.4 Scribe accounting software – this is now in place and 2026-27 accounts will be processed on Scribe. Clerk undertaking set up – attending free training on 29th April.
   6.5 Play Area Inspection Course – confirmed that Cllr S McMahon and Cllr N West have been booked onto the Community Action Norfolk course taking place on the 7th of May 2026.

7. Finance
   7.1 End of year accounts 2025/26:
      7.1.1 RECEIVED a bank reconciliation to the 31st March 2026 showing balance at bank of £3,031.87. This was signed by Cllr J Green as agreeing with bank statements.
      7.1.2 The final budget against expenditure for 2025/26 was RECEIVED and NOTED.
      7.1.3 The Internal Audit report was RECEIVED by the meeting - all necessary actions will be picked up on the next agenda.
      7.1.4 The Annual Governance Statement was AGREED with 'no' being recorded for Risk assessments being undertaken during the year, and for IT and data management as a Privacy Notice is needed. With these amendments it was signed by the Chair of the meeting. It was NOTED that the Council had exceeded £25,000 income for the year and therefore would be subject to external audit which will incur an anticipated unbudgeted expenditure of £210.00.
      7.1.5 The Accounting Statements were AGREED and signed by the Chair of the meeting.
      7.1.6 The statement of variance was RECEIVED and REVIEWED.
      7.1.7 NOTED that the dates for the exercise of public rights will be Wed 3rd June to Thurs 14th July 2026.
   7.2 To authorise the payments attached at Appendix A, plus any received prior to the meeting date.
   To note receipts:
   Npower refund £483.66 VAT £23.03 NETT £460.63 (duplicate payment refunded). 12th March 2026
   To note that the end of year VAT refund has been claimed at £758.30 received 26th March 2026.
   Bank Interest £15.72. 31st March 2026.
   Precept payment (one payment for 2026-27 was previously agreed so this is full payment) of £26,932.00.
   7.3 NOTED the FSCS deposit protection limit has raised to £120,000.00.

8. Planning
   8.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings: NONE.
   8.2 No decisions taken.
   8.3 NOTED first publication of comments with regard to the review of the Local Plan.

Previously Circulated.

8.4 NOTED extension on call for sites consultation period to 1st May 2026.

8.5 NOTED the consultation email regarding the Council's Local List dated 16th March and circulated prior to meeting. Response sent following consultation with Councillors as deadline was 8th April 2026:
The process has become very complicated.
How is the effectivity of the process measured?
Does it encourage or dissuade applications?
Any response to be circulated to Councillors.

9. Correspondence.

9.1 The meeting considered from the Ramblers to publish an annual audit report on footpaths within the Parish it was AGREED to undertake this – Cllr S McMahon to produce report.

9.2 Norfolk County Council email: Swaffham Flexibus Consultation. Shared on facebook.

9.3 Breckland District Council – email. Notification regarding Local Government Re-organisation. Decision to replace current arrangement with three new unitary authorities. NOTED.

10. Highways Matters.

10.1 Speeding on Foulden to Didlington Road – update from Cllrs West and McMahon following meeting with Highways. Positive meeting with the opportunity to outline concerns. It was agreed that Highways will look at road markings/slow/hazard/bends/width restrictions. Cllr McMahon will discuss mobile non-permanent signage with County Cllr F Eagle. Next meeting – animated signs.

10.2 To consider whether the Council wishes to pursue the provision of a bus shelter and a suitable location to be put forward. Funding from Norfolk County Council to be announced shortly. Clerk to ensure Council receives invitation this year. Given the upcoming changes Clerk to establish if there are to be bus stops within the parish where shelters could be sited. Next meeting.

10.3 NOTED notification from Norfolk County Council of an application to upgrade two public rights of way. Previously circulated. This is to reinstate public rights of way to restricted by-ways. These are now in progress. Next Agenda – Cllr S McMahon.

10.4 To receive a complaint of local verge damage by agricultural vehicles. NOTED.

11. Administrative matters.

11.1 It was RESOLVED that the clerks weekly hours remain at 7 hours/week.

11.2 Community Resilience Plan. Not to be undertaken.

11.3 The Clerk is looking to update the UKSMO information for the streetlights to ensure the current price is suitable for electricity provided. Current npower electricity costs 50.188p/Kwh 0.00775/KWh for CCL. No standing charge on this tariff. Council is not under contract. September agenda for price comparisons with other councils and other suppliers.

11.4 It was RESOLVED to instruct replacement of the 7 new bracket arms and GRP cabinet boxes. All as budgeted for year 2 streetlight improvements. Original quote of £1,715.00 remains valid.

Clerk to obtain additional quotes for year 3 works of replacement columns prior to budget setting.

11.5 NOTED that the Clerk has ordered the annual playground inspection via Fields in Trust as before for 2026. Cost of £150.00 plus VAT. To confirm the Council will pay this sum on behalf of the Recreation Ground Charity.

12. Trees

12.1 NOTED one additional elm was felled due to unsafe assessment. NOTED that work completed on 3414 has revealed a large cavity. It was RESOLVED to accept the recommendation from treelink that tree 3414 be felled due to proximity to power lines, and potential to fall within a public area. Tree surgeon would need to arrange power lines to be shut down – approximate 6 week lead in. Price to be obtained prior to instruction.

13. To consider list of responsibilities/ideas. Councillors to feed back to Cllr S Parker any amendments necessary. It was NOTED this formalises work already being undertaken by Councillors.

14. Public Forum.
No comments.

15. To receive items for the next agenda.
Review of Standing Orders.
Review of Financial Regulations.
Review of Financial Risk Assessment
Review of Risk assessment and management
SAM2 risk assessment
Review of Internal Controls
SAM2 reports – Cllr S McMahon
Privacy Policy
S137 Limits

16. To note future meeting dates:
May 13th, 6pm Annual Parish Council Meeting followed by Annual Public Meetings of the Recreation Ground Charity and the Former Highway Surveyors Charity.
July 8th , 6pm Parish Council Meeting
September 9th , 6pm Parish Council Meeting
November 4th, 6pm Parish Council Meeting

APPENDIX A

Payee	Reason	Nett	VAT	Gross	
Sarah Hunt	March Salary (incl homeworking)	£612.04		£612.04	PAID
Unity Bank	Charge for returned cheque	£6.00		£6.00	PAID
Treelink	Tree works	£1,200.00	£240.00	£1,440.00	
Norfolk Parish Training & Support	Membership for 2026/27	£263.92	£52.78	£316.70	
Cozens Uk	6 Streetlight Brackets (replaced)	£990.00	£198.00	£1188.00	
RLS Computer servs.	New website/hosting	£480.00	£96.00	£576.00	PAID
Foulden Village Hall	February meeting hire	£20.00		£20.00	PAID
Unity Bank	Monthly fee February	£7.00		£7.00	PAID
Greenbarnes Ltd	2 Additional Noticeboards	£1480.35	£296.07	£1,776.42	
G Fendick Landscapes	Grounds maint. 12.3.26 Village Hall (£55.00) Recreation Ground (£95.00)	£150.00	£30.00	£180.00	
Sharon Sweet – NPTS	To refund training course from September 2026	£40.00	£8.00	£48.00	PAID
Sarah Hunt	April Salary and home wkg	Tbc		Tbc	
Scribe	April monthly cost	£24.00	£4.80	£28.80	
Sonya Blythe	Internal Audit	£130.00		£130.00	
Npower	Streetlight energy (annual)	£522.26	£26.11	£548.37	DDR
Scribe	One off fee	£99.00	£19.80	£118.80	
Community Act. Norfolk	Training	£80.00		£80.00	

The meeting closed at 7.06pm.

11.1 Breckland District Council.

Thank you for your email, please note in response to your queries, it is our opinion that a Local List actually simplifies the validation and application determination process, as well as speeding it up, as opposed to over-complicating it. The information required by the Local List is all information which would be required to determine a planning application, regardless of the LPA having a Local List or not. Although the information required by the Local List is additional to the National requirements, it allows applicants to assess what information would be required to determine a planning application, before making one, this provides certainty on the cost of making a planning application, the LPA requirements and it also speeds up the determination process as the LPA has all the information it needs in advance to consult and determine the application.

The availability of a Local List also provides certainty to members of the public reviewing applications – that the information submitted with the application is likely to be the information that a final assessment will be made and getting it up front allows ample time to review this information.

Finally, if an applicant has concerns about the level of information being requested for each application, there is a process within the Regulations for this to be challenged and applications can be validated without that information, if it is not required/proportionate to that application.

The Council has not done any formal measuring of time taken on planning applications since adopting the Local List two years ago. However, it is our case officers experience that it does speed up the determination process, it avoids unnecessary and wasted consultations with our statutory consultees (as all the information is available when we first consult them). Conversely, some applications, which are submitted without the necessary information, will be placed on hold for longer periods whilst validation of applications take place. However, this would still happen, just during the application process (as the Council is not asking for anything that wouldn't be requested by the case officer during the course of the application). Finally, our support team are managing, chasing and reviewing the submission of information, leaving officers more time to determine planning applications.

The adoption of a Local List is standard across Council's today, with many of our Norfolk Neighbours also having their own Local List. In our experience at Breckland, where we have had a Local List since March 2024, it hasn't put people off making planning applications, it actually gives better guidance and insight as to what is required to make a planning application, at the earliest stage.

12.2 – bus stops in Foulden

Can you confirm please if there are any bus stops within Foulden?

Hi Sarah,

Yes, the stops are at Vicarage Close, Walnut Close and Beckett End

These are not marked on the ground, and do not appear on google maps. Which leaves me struggling to find them – along with the residents of Foulden!

Should they be marked? How do bus stops get onto google maps – it's a facility I use a lot, because if you click on the bus stop it gives you the route from there – not from Foulden though obviously....

Thanks so much,

They were added to our Flexibus service and are technically virtual stops as there do not appear to have ever been any official stops.

This is not uncommon across Norfolk and many official stops do not have any infrastructure in place either.

The stops on Google come from an official NAPTAN source, but as these do not feature on that then you cannot find them.

I will look into getting some infrastructure in, but where would your preference be?

2026 Parish Council Action points and suggested draft areas of responsibilty

Item	suggested person responsible	
Sam 2	Neil	Maintenance , moving and reporting
New Noticeboards	Neil	Purchase, installation and keep maintained - any costs to be approved by council prior to action being taken.
Streetlighting 5 year renewal plan	Parish Clerk	Arrange contractors to repair / replace all streetlighting as identified by report as necessary
Mobile Post office	Stephen	Explore and pursue opportunites to get this facilty for Foulden
Mobile Library	Stephen	Explore and pursue opportunity to get this facilty for Foulden
Seek funding for Bus shelter	Parish Clerk	Council to identify desired location and seek funding opportunities if location found and bus routes exist
Recreation Ground		
Maintenance and monthly checks	Neil and Simon	Regular inspections and checks to be passed to Clerk for filing/retention as completed.
Swing and Zip Wire grant application	Parish Clerk	Seek funding for swing first , then a zip wire
Defibrillator		
Maintenance	Jo	Maintain, inspect and plan for replacement when needed. Clerk to update Circuit upon receipt of confirmation Defib. **I**s llive.
Villager Awareness	Parish Clerk	Promote on website and facebook
Parish website	Parish Clerk	Keep updated
Village Fete	village group	PC to support if a village led committee (rather than PC) is set up to run an annual fete to be held in recreation ground to provide a village get together and an income for rec ground.
Bottle Bank proceeds	All	To Village Hall in 2026 and revisit annually when set budgets.
Parish Council accounts, payments, contracts, agenda's , minutes	Parish Clerk	Action and maintain records as required.
Recreation Ground and Highway Surveyers Charity	Parish Clerk	Bring all documentation and registrations uptodate and inline.
Village Trees	Parish Clerk	Ensure all trees assessed as required and managed for nature and safety.
Grass Cutting	Parish Clerk	Work with contractors to keep recreation ground, village hall grass kept cut as required and paid for. Support Church grass cutting.
Footpaths and rights of way.`	Simon	Map showing current footpaths and rights of way to be posted on noticeboards and website and kept up to date and footpaths checked
Church	All	Consider support with grass cutting each year when setting precept
Areas not directly in Parish council control		
Potholes	Parish Clerk	Keep residents informed on how to report these
Flooding	Parish Clerk	Keep residents informed on how to report these
Mud on roads	Parish Clerk	Keep residents informed on how to report these
Damaged road surfaces	Parish Clerk	Keep residents informed on how to report these
Blocked Drains	Parish Clerk	Keep residents informed on how to report these
Faulty streetlights	Parish Clerk	Keep residents informed on how to report these
Broken pavements	Parish Clerk	Keep residents informed on how to report these
Blocked / unsafe footpaths	Parish Clerk	Keep residents informed on how to report these
How to use Flexibus	Parish Clerk	Keep residents informed on how to report these
Dog Fouling	Parish Clerk	Keep residents informed on how to report these

Foulden Parish Council Standing Orders
Re Adopted 14.5.26

1. Accounting

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

2. Agendas (and summons)

b) **All items to be decided at a meeting must be detailed on the agenda.**

c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**

d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**

e) **The agenda/summons must be signed by the clerk and dated.**

f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 10 days before a meeting.

g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.

h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.

i) The agenda should be sent to the district and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.

j) The agenda will detail the following in this order:
   i. Receipt or approval of apologies for absence
   ii. Receipt of declarations of interest and consideration of requests for dispensations
   iii. Confirmation of the accuracy of the minutes of last meeting
   iv. Public participation
   v. Other items for discussion such as planning matters; financial reports; progress of projects etc.

k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:
   i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities
   ii. Review of the terms of reference for committees
   iii. Appointment of councillors to committees and working parties
   iv. Review of policies
   v. Review of membership of external bodies
   vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate

l) The following items can be considered at a meeting even if they are not on the agenda:
   i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
   ii. to defer consideration of an item until a future meeting
   iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
   iv. to temporarily suspend the meeting
   v. to suspend a particular standing order (unless contrary to legislation)
   vi. to adjourn the meeting
   vii. to close the meeting

m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 2 councillors.

3. Apologies

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

4. Chair

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

election of a chair, then the casting vote, if it is necessary, must be used.

f) The casting vote does not have to be used in the same way as the original vote.

g) The chair or in their absence the vice-chair (if any) must preside.

h) If both are absent the council must appoint some other councillor to preside.

i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

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

6. Code of Conduct and Dispensations

a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**

b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**

c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**

d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**

e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).

f) A dispensation will be decided by the council or the committee.

g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.

h) **A dispensation may be granted for the following reasons:**

- **i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
- **ii. granting the dispensation is in the interests of persons living in the Council's area or**
- **iii. it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an**

auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.

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

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

a) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below 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).**
b) 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 officers 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.

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

d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the 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.**

9. Councillor Vacancy

a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council,** sending their written resignation to the Clerk.

b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**

c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.

d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.

e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**

f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

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

a) **The council must ensure that a written record of its processing activities is maintained.**

b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**

c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**

d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 10 minutes.
b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

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

13. Disorderly Conduct

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

14. Employment (see Clerk)

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

15. Information Management

a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**

b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.** If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

16. Legal Deeds

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

17. Meetings (see also Agendas)

a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
d) **In addition, a council must meet on at least three other occasions during the year** and may hold further meetings as required.
e) This council meets on the 1st Wednesday of every 3rd month, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
f) Meeting dates for the following year should be set on or before the last meeting of the year.
g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
j) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.

m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.
n) A meeting shall not exceed a period of 2 hours

18. Minutes

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

19. Press

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

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

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

f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.

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

FOULDEN PARISH COUNCIL
FINANCIAL REGULATIONS
(suitable for a council £25,000 – £200,000)

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 & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved 14.5.26 and will be updated annually unless the law or the council's financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

2.1. The RFO must be responsible for maintaining the cash book, and completing the year-end receipts and payments accounts from the totals in the cash book as soon as possible after the year-end.

2.2. These accounts should be presented showing a comparative previous year for both receipts and payments. The totals in the accounts are then transferred to the relevant sections of the AGAR Accounting Statement. A year-end bank reconciliation must be undertaken, and the Chairman should sign this and the year-end bank statement(s).

2.3. The RFO may choose to undertake Income and Expenditure Accounting (as opposed to Receipts and Payments), and must follow the guidance in G&A.

2.4. The Council must have a suitable item on every agenda (for example "Financial Matters) for financial reporting which will include details of all receipts and payments, bank account reconciliations to cash book, balances of all accounts held and budget monitoring. This will provide supporting evidence of an effective system of internal control for its accounting records and financial activities in accordance with proper

practices. The purpose and detail of internal control must be recorded in a statement or policy document approved and annually reviewed by Council.

2.5. The Council should appoint one of its members to the role of Internal Control Officer, and the officer will conduct a check of various items at least quarterly. A check list will be drawn up by the RFO. The list should include, among other things, verifying the receipts and payments schedules, the quarterly bank reconciliations which should be signed by the authorised members, the submission of VAT claims. A report of this check should be made to the Council (under "Financial Matters") and included in the minutes.

2.6. The Council must appoint an Internal Auditor by October of each year and must receive a quotation for this work. A letter of appointment must be sent to the Internal Auditor. In this letter, the Internal Auditor must be advised of their role which is to evaluate the effectiveness of the council's risk management, internal control and governance processes in accordance with proper practices specified in G&A. The Internal Auditor must be competent and completely independent of the financial operations of the council. They must report to the Council in writing and this report must include explanations for any "NO" boxes on Page 3 of AGAR and the advice given to the Council to remedy this situation. This report must be considered by the Council, prior to signing off AGAR (Governance Statement). Any recommendations made by the Internal Auditor, should be implemented or reasons why they are not, recorded in the minutes. The RFO must make available such documents and records as the Internal Auditor requests for the purpose of the audit.

2.7. The Council must have an agenda item for the approval of AGAR Part 3 (Governance Statement followed by Annual Accounting Statement). The Annual Governance Statement will then be signed by the clerk and chairman, the Accounting Statements will be signed by the chairman (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

2.8. The RFO must advertise Electors Rights', as required by law to include both the notice and supporting statement.

2.9. The completed AGAR and accompanying papers must be sent to the External Auditor by 1 July. Any comments raised by the External Auditor must be answered by the RFO as soon as possible. The completion of the External Audit must be published by 30 September.

2.10. There is no requirement to publish specified financial information (other than the Annual Governance Statement, Accounting Statements and Electors' Rights notice and supporting statement), but is best practice to follow the Transparency Regulations applicable for councils under £25,000. All information could be requested either during the Electors' Rights period or under Freedom of Information Regulations.

2.11. Regular back-up copies should be made of all the records on any council computer and stored either online or a separate location. The RFO must ensure that any computer used for the council's financial business has adequate security.

3. The Budget

3.1. 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 at least the next year. Reserve funds should be identified.

3.2. The budget must be approved by full Council in time to submit the precept request to the District / Borough Council in January. Approval of the budget and the precept must be minuted. Where there are Committees with TOR which enable those Committees to budget for their activities, draft Committee budgets should be presented ahead of preparation of the final budget. See also footnote 1.

3.3. The RFO must report to Council at least quarterly on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget. The budget monitoring should be minuted (under "Financial Matters") and the reasons for variations detailed either in the minutes or on a supporting schedule.

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £1000 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of the council services or to public safety on council property. Such spending should be reported to the Chairman and then to Council as soon as possible and if necessary, the budget should be amended accordingly.

5. Banking

5.1. Monies received must be banked on a regular basis by the RFO.

5.2. The Council must agree any changes in the bank mandate or the bank. Banking arrangements should be reviewed annually by the Council.

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 (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule under "Financial Matters".

5.4. Cash income received must be banked separately and intact. Handling cash should involve at least two people.

5.5. The RFO may move money between bank accounts without prior approval by the Council. Any such moves should be reported to Council in "Financial Matters".

5.6. Monies not immediately required should be retained in a higher interest paying account wherever possible.

5.7. No more than £120,000 should be held in any one bank or Building Society.

6. Making Payments and Petty Cash

6.1. Invoices for payment must be checked by the RFO and verification obtained regarding the supply of goods or works. They must be entered onto a schedule and signed by the RFO, for approval by Council. Once approved by Council, the Chairman must sign this schedule. Quotations should be attached to invoices as part of the audit trail. Invoices should be cross referenced to the reference in the cash book.

6.2. The payment schedule must be included in the minutes (Financial Matters) or attached as an appendix to the minutes with a reference to this in the minute.

6.3. Internet banking arrangements have been agreed two of at least three named councillors will be authorised to approve transactions, following authorisation by the Council. Account details for suppliers may only be changed upon written notification by the supplier. The RFO alone will have authority to upload payments.

6.4. All authorised signatories may have access to view the council's bank accounts online, but there must be no disclosure of any PIN or password to any person other than those authorised.

6.5. No signatory should be involved in approving any payment to themselves.

6.6. The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit card. Provided within budget, this may be done and the RFO refunded. A copy of the receipt for that payment must be retained.

6.7. The Council keeps no petty cash.

7. Salaries and staff expenses

7.1. 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. Payment of salaries and deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.

7.2. Salary rates shall be agreed by the Council.

7.3. Salaries must be paid on the date specified in Contracts (refer 5.3)

7.4. Expenses to be refunded to officers must be supported by a detailed cost sheet and invoices.

7.5. Termination payments must be authorised by the Council.

7.6. All personal payments may be summarised.

7.7. Each payment to employees of net salary and the statutory deductions shall be recorded in a payroll account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

7.8. Payroll reports must be reviewed by the council to ensure that the correct payments have been made.

8. Loans, Reserves and Investments

8.1. Any loans must be approved by full Council and held in the name of the Council.

8.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, leasing of assets or loans to be repaid within the financial year must be authorised by full Council, following a written report on the value for money of the proposed transaction.

8.3. The Council should have an Investment Policy if it deems one necessary which should be reviewed by the Council at least annually. All investment of money must be in the name of the Council. All investment certificates and other documents shall be in the Council's name and retained in safe custody by the RFO.

8.4. End of year balances must identify the working balance and reserves held, and their purpose. Reserves, wherever possible, should be held in a higher interest paying account (refer 5.6).

9. Receipts

9.1. The RFO must issue invoices promptly and the Council must have collection arrangements, issuing a statement after 30 days for unpaid invoices. Copies of invoices must be retained and referenced to the cash book entries.

9.2. A Bad Debt Policy should be agreed by the Council. Irrecoverable amounts can only be written off by Council, following a report from the RFO.

9.3. The Council will review all fees and charges for work done, services provided, or goods sold annually as part of the budget-setting process, following a report from the RFO.

9.4. The origin of each receipt must be recorded on the paying-in slip and, where multiple payments are received such as allotments, on a schedule.

9.5. No personal cheques can be encashed from Council funds.

9.6. Where significant sums of cash are received by the Council, at least two people must count the money, and the banking of this cash is risk assessed (refer 5.4 above). There should be a reconciliation of cash counted against a control record for example number of car park tickets issued or stall takings.

10. VAT

Claims and returns should be completed promptly by the RFO at quarterly (where the claim exceeds £100), or, at a minimum annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may

be reclaimed provided there is a VAT Registration number on the receipts. The RFO must ensure that all invoices received are made out to the Council wherever possible, enabling VAT to be reclaimed.

11. Orders

11.1. Before placing an order

11.1.1. one written quotation is required for items costing up to £1,000.

11.1.2. for items costing £1,000 - £5,000, the RFO will strive to obtain two quotations be obtained before committing to expenditure.

11.1.3. items costing £5,000 - £10,000 three written quotations should be obtained.

11.1.4. for items costing £10,000 to £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.

11.2. Under the Public Bodies Admissions to Meeting Act 1960, the Council or delegated committee may close the meeting to press and public for consideration of quotations or tenders. If they chose not to do this and the quote or tender is not accepted no person shall be permitted to submit a later tender, estimate or quote who was present at the original decision-making process.

12. Contracts and Procurement

12.1. For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders (refer Footnote 3).

12.2. Where contracts detail payment by instalments, the RFO shall maintain a record of all these payments. The decision to make these instalment payments must be based on advice from professionals such as an architect or consultant for the works. This information should be detailed in the tender document.

12.3. Any cost variations must be reported to the Council where they are likely to exceed the contract sum by 5% or more.

13. 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. The total of any s137 payments must be advertised at year-end in the notes to the accounts.

14. Stores

Stores and Equipment should be kept safely and securely. All goods received must be checked at the time of delivery. Stores should always be kept at the minimum level required. Periodic stock checks should be made and as a minimum at the year-end.

15. Assets and Insurances

15.1. 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, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.

15.2. The Asset Register is a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held. It must be maintained by the RFO and should be reviewed during the year (for example at times when assets are purchased) and at year-end. A planned inspection of all assets should take place annually. The RFO must make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.3. No asset, except with an estimated value of under £100, shall be disposed of, without the authority of the council. The best possible price must always be obtained.

15.4. Assets should be maintained through earmarked reserve funds which must be detailed at year-end.

15.5. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In each case a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase. A full business case should be presented to the Council, except where the

estimated value of the item does not exceed £100

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. This must be recorded in a Risk Management Schedule. The risks must be assessed, and action taken to minimise the risk. The Schedule should have appropriate headings for risks (e.g. governance, financial, operational). Each risk must be risk assessed. One method that can be used is the Risk Matrix in G&A. Ways to reduce that risk are then identified such as insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

17. Charities

Where the council is sole managing trustee of a charitable body the Clerk or RFO must ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made, following Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations.

The Council shall review these Financial Regulations annually. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations. Excepting where the law applies, the Council may suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks are considered.

Date Approved

Date to be reviewed May 2027

Chairmans signature

Footnote 1: Any councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must

Footnote 2: Local Government Act 1972 s135

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2026 to 31 March 2027

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Minute
	Adequacy of precept	H	Quarterly review of budget to actual. Precept set by Full Council following budgetary process.	Meetings. Cllr overview.
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of controls
	Cash banking	L	Check to bank statements. Regular bank reconciliations	Member to verify reconciliations at meetings. All Councillors have view only SCRIBE Access.
Grants	Claims procedure	M	Member check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract. Payslips shared to all councillors with payments.	Internal Audit reviews. Payments declared at Meetings.
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Clerk/RFO to check via Government Gateway.
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Clerk/RFO
	Cheque payable is excessive or to wrong party	M	Amount on Schedule – Minuted – invoices circulated electronically. Payments loaded to internet, approved by 2 signatories. Bank retains authorisation history.	Clerk/RFO and Signatories.
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment where any payment in doubt.	Clerk
	Conditions agreed	L	Agree and document any reasonable conditions	RFO/ member check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists. VAT Claim processed at a minimum annually.	RFO
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO – sappp guidance
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance – schedule taken to meeting.	Councillors
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	RFO/clerk/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set. Clerk is not a signatory.	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers. Clerk to be offered training as necessary.	Clerk
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Diary
Data Protection	Breach of legislation	L	Clerk to update training whenever necessary. Information Audit to be kept up to date.	

Reviewed and adopted on: 14th May 2026

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.

Foulden Parish Council
Risk Management Policy

About the Council
Foulden Parish Council is a small parish council. The Council has varying activities and functions and is currently insured through Community Action Suffolk. The Insurance Policy is for a term of 1 year and is due for renewal 31.5.2026.

The contact details for the insurers are:

T: 01473 345 303
E: Insurance@communityactionsuffolk.org.uk
W: www.communityactionsuffolk.org.uk

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the year by the Clerk and Council.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk and Councillors where appropriate. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually, and records are retained.
- ✓ Play Areas are inspected by trained Councillors and an annual inspection must be carried out by an external qualified inspector.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

The Risks identified for the Council [Example below]:

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
Operational				
Staff (Clerk)	High • Accident at work • Sickness • Terminates employment	Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance	Insurance Policy Budgeted	Clerk and Council
Members of the public attending meetings	Low • Accident • Incident	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee or Council	Clerk VH Chairman / Committee
SAM2 Speed watch volunteers	Medium • Roadside accident • Lifting heavy equipment	Risk Assessment and training for use of SAM2 provided Public Liability Insurance Asset Insurance	Westcotec Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged Asset Register updated annually by Clerk
Contractors	Medium • Public accident	Public Liability Insurance Contractors own Public Liability	Insurance Policy Council and Contractor (£10 million)	Clerk

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
Financial				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place	Clerk / RFO Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Two people designated to count and bank cash	Insurance cover for retention of cash	Council to agree and review
Audit challenges	Medium	Audit control policies in place and reviewed	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO appointed Clerk and Councillors trained Finance Committee has delegated power to manage the process Data Protection Policy adopted	Clerk / RFO Clerk / Councillors Finance Committee Council	Council to agree and review

Date agreed: 14th May 2026

Date to be reviewed:
May 2027

FOULDEN PARISH COUNCIL

Risk Assessment

SAM2 Sign Management Policy and Risk Assessment

Approved Mary 2026
Review: May 2028

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Equipment is sited on a dangerous site	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	All sites used to be agreed in advance. All new sites be agreed by Highways.	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers	All sites will be within 30 mph zones. All volunteers to be advised to wear high visibility jackets at all times. Signs only to be fixed or moved in daylight hours.	Tolerable No Further Action needed
3	Obstruction of Footpath	Risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts as agreed in 1, in such a manner as to not impede footpaths.	Tolerable. No further action needed
4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only in identified sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles. Volunteers must not attempt to stop or direct traffic.	Tolerable. No further action needed

				If confrontation occurs volunteers to stop fitting the sign and if necessary call 999. The Parish Clerk must be notified of any incident.	
5	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance issued by manufacturer (attached). Only those who have received a copy of the risk assessment to carry out sign installation.	Tolerable. No further action needed
				All installations must be carried out by persons over the age of 18 years. Battery charging must be carried out in accordance with the manufacturer's instructions. Training from the manufacturer is available on request.	

westcotec
Traffic Safety Systems

Installing a Portable



Begin by making sure that a small clip is found on the tamtorque fixing



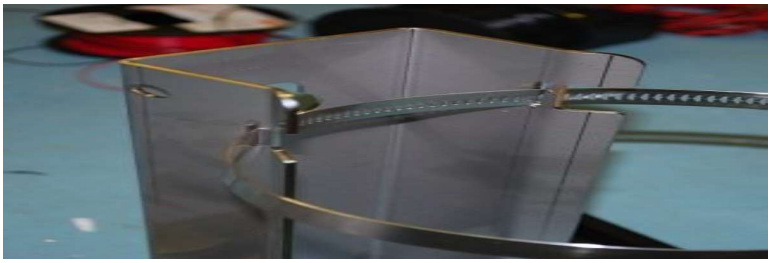
Slide the tamtorque through the two gaps in the bracket and then around the post to which the sign is being fixed onto

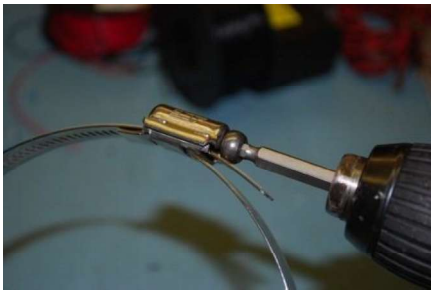


Make sure that the bracket is installed with the keyhole cut outs as shown facing outwards; the larger part of the keyhole towards the top with the smaller towards the bottom.



Push the end underneath the tamtorque mechanism as shown on the left





While pushing the fixing in this position, pick up the drill with the tamtorque bit and screw clockwise into the hole as shown on the left. This should then start to tighten around the post.



Before fully tightening the Tamtorque, put the small clip over the spare end to keep it tidy



Carefully lift the sign on the bracket. The sign has two nuts that fit into the keyholes on the bracket. Once inside the keyhole, slide the sign down into the smaller part of the hole. When this is completed, the sign will be securely in place.



Open the sign and place the battery inside. The sign is now installed and ready for operation.

Secure both bracket and sign with padlocks.

FOULDEN PARISH COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2027

1. SCOPE OF RESPONSIBILITY

Foulden 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.

The council is 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.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its November or December meeting. The November or December meeting of the council approves the level of precept for the following financial year.

The full council meets a minimum of 4 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk or Councillors. Payments are approved prior to being made, invoices are available to all councillors at meetings. Hard copies of bank statements and reconciliations are available at each meeting and signed as presented.

Clerk to the council/responsible finance officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances.

The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that legal procedures, governance, control systems and policies are adhered to.

Payments:

Payments are reported to the council for approval wherever appropriate. Two members of the council must sign every cheque or online order for payment. The signatories should consider each payment against the relevant invoice which is provided in hard copy at the meeting and pdf for online

payments. The banking app records who has authorised each payment. All authorised cheque signatories are members of the Council. No officer of the Council is a signatory.

Income:
All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually and reviews its systems and controls.

Internal Audit:

The council appoints an independent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

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Chairman RFO/Clerk

Approved and adopted by Foulden Parish Council

Meeting date: 14th May 2027

FOULDEN PARISH COUNCIL

Privacy Policy

1. Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Beachamwell Parish Council, which is the data controller for your data.

- Website: https://fouldenparishcouncil.gov.uk/aboutus/
- Facebook: https://www.facebook.com/profile.php?id=100090208606375
- Correspondence and Office address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

1. Who are the data controllers?

- Foulden Parish Council
- Other local authorities: Breckland District Council and Norfolk County Council

2. What personal is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities or facilities, or are paid by the Council for services or expenses, financial identifiers such as bank account numbers;
- Website data:
  - Subscribers' email addresses
- Information collected automatically from use of the service:
  - Interaction with email messages
- Information from other sources – provided by other local authorities
- Any communications you send the council – paper, email, facebook message

3. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

4. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

5. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with a burial in the cemetery, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

6. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

7. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may

have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

8. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

(i) The right to access personal data we hold on you
(ii) The right to correct and update the personal data we hold on you
(iii) The right to have your personal data erased
(iv) The right to object to processing of your personal data or to restrict it to certain purposes only
(v) The right to data portability
(vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
(vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

9. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on https://fouldenparishcouncil.gov.uk/

This Policy was last updated in May 2026.

12. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk, Foulden Parish Council, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
Email: clerk@fouldenparishcouncil.gov.uk

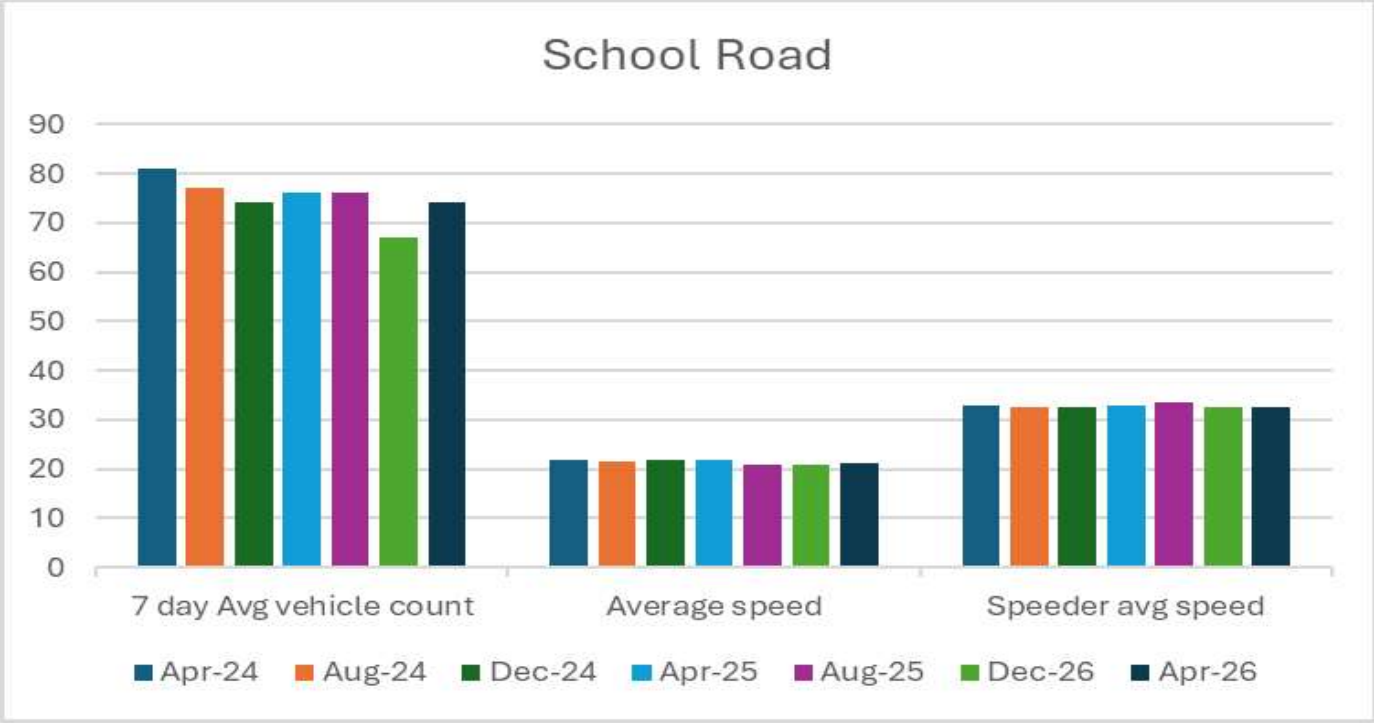
Adopted on 14th May 2026

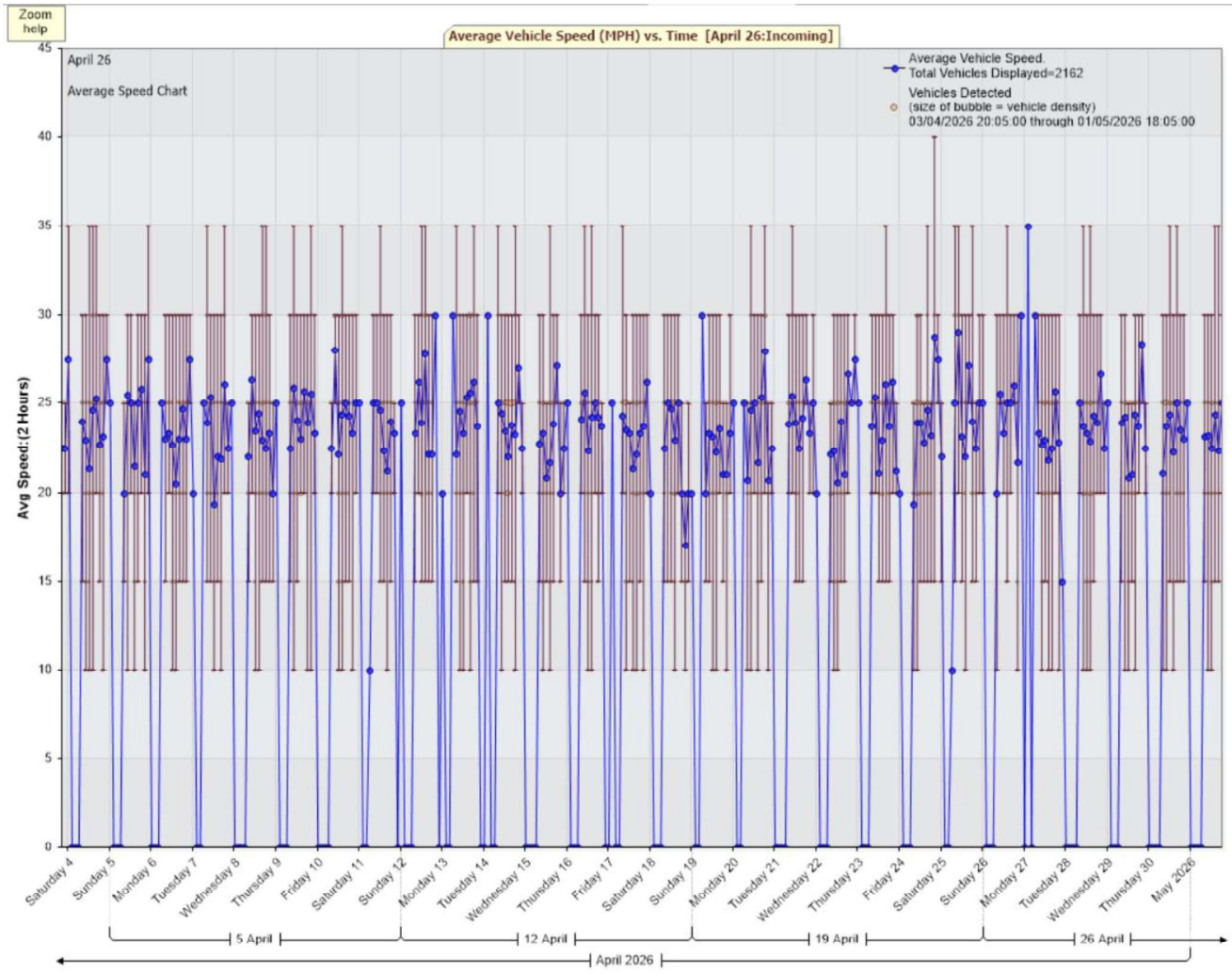
Sam2 Report:- Foulden Parish Council Meeting

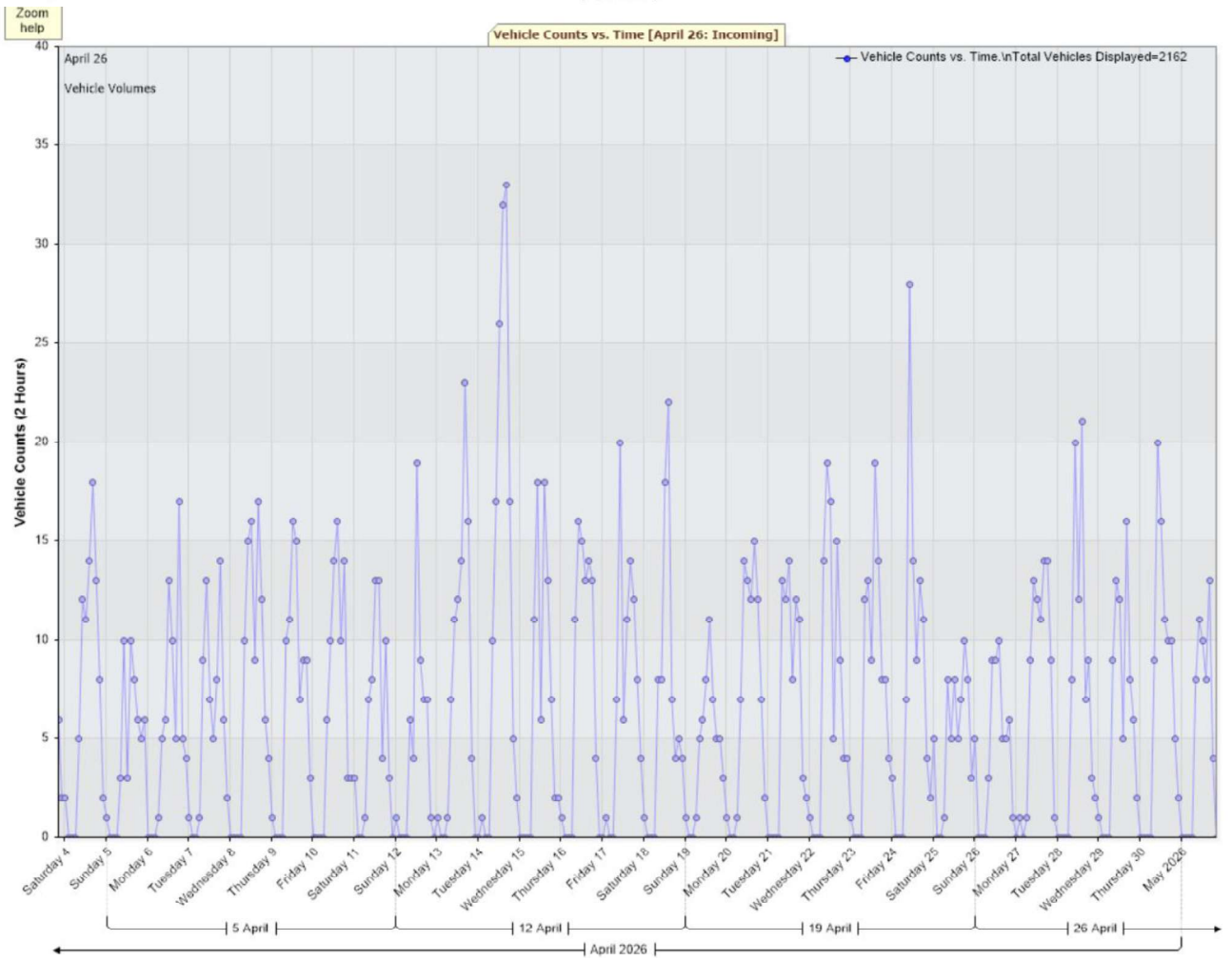
Placement:- School Road – 03/04/2026 to 01/05/2026 (27 days).

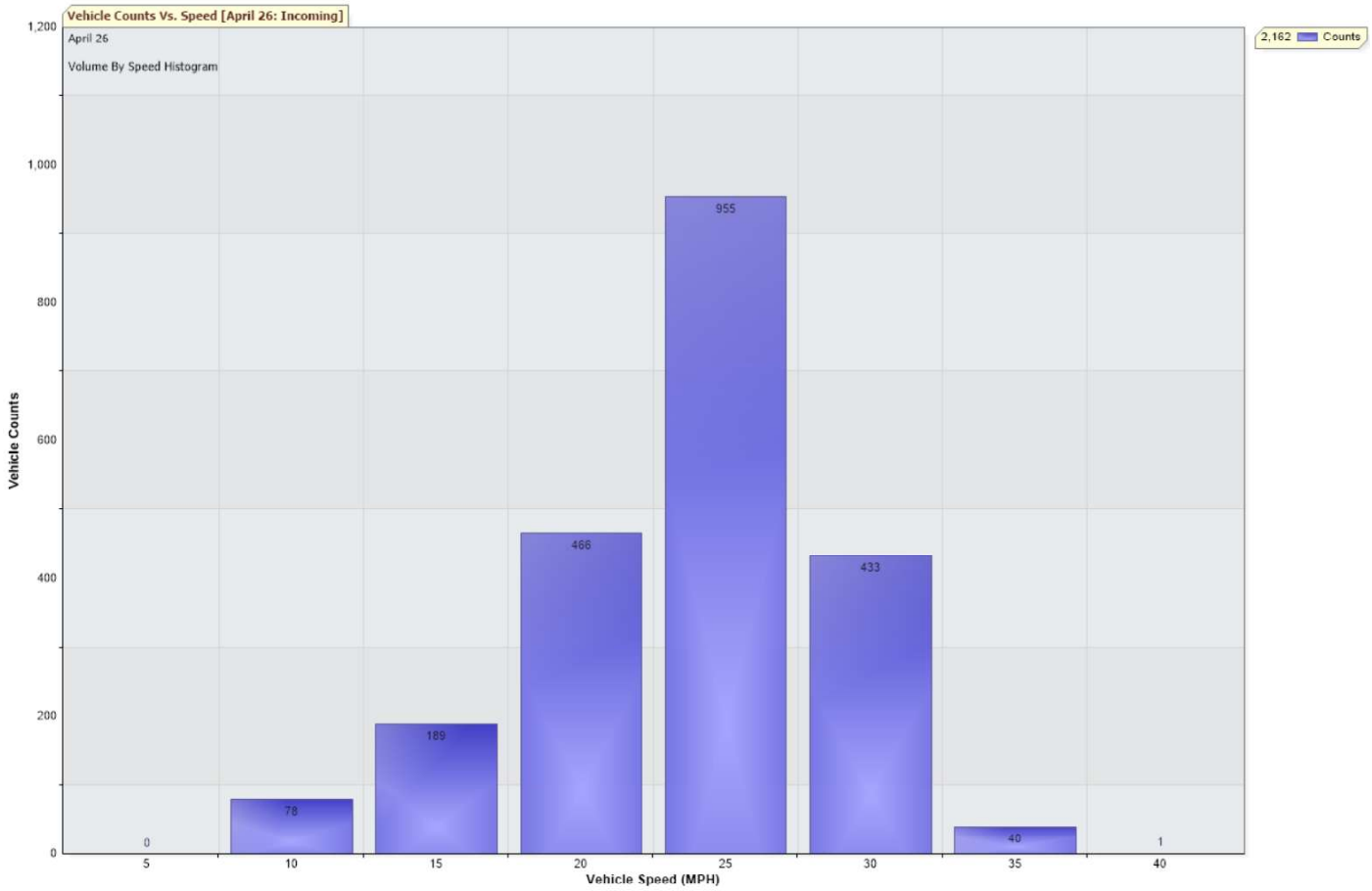
Volumes:-
Total no. of vehicles counted over period = 2162
7 day average = 74
5 day average (Mon-Fri) = 80
AM Peak (08:00 – 09:00) = 7
PM Peak (14:00 – 15:00) = 7

Speed:-
Set speed limit = 30.0 mph
Average speed = 21.2 mph
Max Speed Recorded = 40mph 24/04/2026 18.30
Average count over limit = 5.8
Percentage of vehicles exceeding the limit = 1.92%
Average speed of vehicles exceeding the limit = 32.6 mph




Zoom help
Average Vehicle Speed (MPH) vs. Time [April 26:Incoming]
April 26
Average Speed Chart
Average Vehicle Speed
Total Vehicles Displayed=2162
Vehicles Detected
(size of bubble = vehicle density)
03/04/2026 20:05:00 through 01/05/2026 18:05:00
Avg Speed:(2 Hours)
0
5
10
15
20
25
30
35
40
45
Saturday 4
Sunday 5
Monday 6
Tuesday 7
Wednesday 8
Thursday 9
Friday 10
Saturday 11
Sunday 12
Monday 13
Tuesday 14
Wednesday 15
Thursday 16
Friday 17
Saturday 18
Sunday 19
Monday 20
Tuesday 21
Wednesday 22
Thursday 23
Friday 24
Saturday 25
Sunday 26
Monday 27
Tuesday 28
Wednesday 29
Thursday 30
May 2026
5 April
12 April
19 April
26 April
April 2026


Zoom help
Vehicle Counts vs. Time [April 26: Incoming]
April 26
Vehicle Volumes
Vehicle Counts vs. Time.\nTotal Vehicles Displayed=2162
Vehicle Counts (2 Hours)
0
5
10
15
20
25
30
35
40
Saturday 4
Sunday 5
Monday 6
Tuesday 7
Wednesday 8
Thursday 9
Friday 10
Saturday 11
Sunday 12
Monday 13
Tuesday 14
Wednesday 15
Thursday 16
Friday 17
Saturday 18
Sunday 19
Monday 20
Tuesday 21
Wednesday 22
Thursday 23
Friday 24
Saturday 25
Sunday 26
Monday 27
Tuesday 28
Wednesday 29
Thursday 30
May 2026
5 April
12 April
19 April
26 April
April 2026



Sam2 is now active on Vicarage Road. It will be in this placement from 02/05/2026 to 31/05/2026 and then moved to White Hart Street.

Report compiled on 04/05/2026

QUOTE

Foulden Parish council

Date
21 Apr 2026

Quote Number
QU-0181

VAT Number
399955896

TREELINK LTD
3 Nightingale Lane
Denver
Norfolk
PE38 0DU
Treelinknorfolk@gmail.com

Description	Quantity	Unit Price	VAT	Amount GBP
Foulden village hall. Tree 3414. Following further inspection of tree cavity recommendation would be to remove the tree. The removal will require power line shut down which can be arranged. All arisings removed from site.	1.00	850.00	20%	850.00

Subtotal	850.00
TOTAL VAT 20%	170.00
TOTAL GBP	**1,020.00**