POTTER HEIGHAM PARISH COUNCIL
116 Ketts Hill, Norwich, Norfolk, NR1 4HE
Tel: 07377653369 **Email:** potterheighamparishcouncil@gmail.com

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MINUTES FEBRUARY 2023

Minutes of the meeting of Potter Heigham Parish Council held on **8th February 2023** at **7:30pm** in Potter Heigham Village Hall.

Present:	Sheridan Turner, Chair Donald Pickering, Vice Chair Stan Chapman, Councillor Robin Graves-Morris, Councillor Mary Haslam, Councillor Harry May, Councillor Brendan Shakeshaft, Councillor Bev Standen, Councillor
In Attendance:	Amy Gallant, Parish Clerk Harry Blathwayt, District Councillor Richard Price, County Councillor 7 members of the public
Apologies:	Sindy Ratani, Councillor Louise Parker, Councillor Robert Lovick, Councillor

The meeting was brought to order at 7:32pm.

1) PUBLIC FORUM

a) Items from the Public

A representative from Friends of St Catherine's in Ludham, Bill Grist, noted that the Group was planning to organise an Illuminated Boat Parade on 16th September 2023, following its success in 2021. The Group would like to begin the parade from Potter Heigham Bridge including a 'lighting up' event before they set off. It was noted that the Broad's Authority had agreed, and Herbert Woods were allowing the group to use their quay heading. The Group would like to get local businesses involved for food and drink and approximately 2,000 guests were expected to attend. It was noted that any help would be appreciated and Cllr. Haslam confirmed she would include a piece in the Gazette to help advertise the event.

A representative for the Traffic Action Group noted that there was a proposal to allocate a sum of £2,250 to the Village Hall Management Committee and that at a time where the Traffic Action Group was requesting funds to support traffic calming measures in the village a request was made for the Village Hall Management Committee to publicise its accounts in full to include details of what this money has been and would be spent on, noting that the precept collected is for the whole village.

Cllr. Graves-Morris, Chairman of the Village Hall Management Committee confirmed that the Committee would seek legal advice before publishing any accounts and would also seek advice from Community Action Norfolk at it's upcoming meeting.

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It was noted that the Council budget is agreed at a Council meeting and submitted to North Norfolk District Council in January for the next financial year. The Group was advised that if a proposal for traffic calming measures is submitted to the Council and approved, the Council can budget its expenditure accordingly.

Concerns were raised regarding the seeming increase in drug related crime and antisocial behaviour in the area and the lack of police representation. It was noted that the Police and Crime Commissioner was allocating resources elsewhere and residents were advised to continue to report incidents and unsociable behaviour to the Police. Cllr. Standen confirmed he would also raise concerns from the members of public to Potter Heigham's Beat Manager PC Pritty following the meeting.

b) Items from the County Council

In response to comments raised by members of the public concerning disorderly behaviour and speeding, Cllr. Price advised residents to gather as much detail as is safe to do so, such as times, locations and escalation in events if any, and report to the Clerk for compiling and forwarding to Cllr. Price for action.

In response to comments raised by members of the public concerning funds for traffic calming measures, Cllr. Price noted that traffic calming measures may also be considered in response to accidents, incidents, routine reviews and funds available through various grants and schemes such as the Community Road Safety Fund and Parish Partnership Scheme.

It was reported that the County Devolution Deal was now open for public consultation and members of the public and Councillors were encouraged to respond.

Cllr. Price reported that all data had been received regarding damage to the Potter Heigham Bridge and plans to repair and reopen the Bridge had been submitted to Historic England for approval.

Cllr. Price confirmed that the plan would be carried out in 2 phases. The first phase would be to repair the hole and reopen the road to vehicles and the second phase would be repointing the Bridge. It was noted that confirmation on dates for completion of works would be confirmed pending approval by Historic England.

Cllr. Price clarified that if repairs to the bridge were not possible, a feasibility study may have been carried out including a public consultation on pedestrianising the Bridge but that because it had been determined that the Bridge could be repaired safely, a decision had been taken to reopen the bridge to all vehicles as it was before.

c) Items from the District Councillor

Residents could now recycle alkaline batteries by placing them in a clear plastic bag on top of their bins for collection. Residents were urged not to recycle all their batteries at once to ensure the service could meet demand.

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It was reported that the Internal Drainage Board would be raising their rates by 10% and that NNDC rates were expected to rise by 2.99% equating to a £5 annual increase (approximate) to Council Tax for a Band D property in the Parish.

d) Items from Outside Bodies

i) Village Hall Management Committee

The VHMC met on Tuesday 7th February and discussed routine matters including repairs and maintenance for the building including doors, roofing and a boiler. A meeting had been scheduled with Community Action Norfolk to review and support VHMC governance and supporting documentation. It was hoped that the CCTV would be installed on 15th February.

It was noted that the VHMC were considering introducing a Badminton Club and developing a capital improvement plan to identify sources of available grants.

ii) Any other items from Councillors representing Outside Bodies

No other reports.

2) DECLARATIONS OF INTEREST

a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting

No declarations made. Following advice from Norfolk Association of Local Councils it was confirmed that those members of Council who were also Committee members of the Village Hall Management Committee were not required to declare any interests in matters relating to the village hall as these would not be considered a personal interest.

b) To approve applications for dispensation for pecuniary interests

No applications received.

3) MINUTES OF THE LAST MEETING

a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 11th January 2023.

Council **AGREED** to approve the minutes of the meeting of Potter Heigham Parish Council held on 11th January 2023 subject to amendment of 9c) to write to Mr. Henry Cator.

4) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 11th January 2023.

Under item 9c) Cllr. Turner reported that a meeting had taken place with Senior Flood Warden, Paul Rice, Cllr. May and Cllr. Lovick and a recommendation was made to contact Simon Hawkin of the Environmental Agency, the Broads Authority and UK Power networks and to copy in local MP Duncan Baker for information. Council **AGREED** for Cllr. Turner to write a letter on the Council's behalf. Council **AGREED** to invite Duncan Holmes to a future meeting of the Council to discuss saline surges following a recommendation from Senior Flood Warden Paul Rice.

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Under item 9e) Cllr. Price agreed to follow up the necessary permissions of the advertisement with Highways and to remove if required.

Under item 12d) a risk assessment for Parish Council benches had been drafted and Cllr. May had confirmed an additional bench under the oak tree outside the Village Hall was owned by the Council.

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 11th January 2023.
Under item 8ai) No objections were received for the Herbert woods planning application for solar panels.

Under item 12b) the owner moved the vehicle parked on Bridge Road.

Under item 12c) quotes for the Coronation Coin would be presented at the March meeting.

5) CLERKS REPORT

a) To discuss the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council.
Under item 7d) Cllr. Shakeshaft reported that 10 volunteers had been cleared for working on the Community Speedwatch Scheme and a meeting was scheduled to meet with the Community Speedwatch Assessors on Monday 27th February to risk assess locations for the scheme to take place.

A motion to discuss item 10a) was **AGREED** by Council.

A meeting of the Working Group for Road Safety took place on 18th January to consider a number of different traffic calming measures and associated costings. Another meeting was to be scheduled in due course to consider feedback from Councillors and Cllr. Price to help narrow down options and confirm feasibility of suggestions with Highways before presenting a formal proposal to Council for consideration. **ACTION** Cllr. Shakeshaft to circulate ideas to Council and Cllr. Price for feedback for the next meeting of the Working Group.

A motion to discuss item 9gi) following Cllr. Shakeshaft's report was **AGREED** by Council.

Council **AGREED** the new location of the 30mph repeater sign outside "Bumble Bee Cottage" and Cllr. Turner signed the Memorandum of Understanding on behalf of the Council.

Following the closure of Bridge Road towards the Bridge, SAM2 had recorded over 1000 less cars per day and it was noted that because road users were no longer able to travel straight through the village, speeding in the area had also reduced. SAM2 recorded 3600 more cars per week on Station Road however it was noted that because of the now constant flow of traffic, speeding in the area had also reduced.

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The next step was to turn the SAM2 on Station Road in the other direction to determine the speed of traffic coming off the A149.

It was noted that the data provided by the SAM2 had proved useful to relevant agencies in considerations for the Bridge closure.

Cllr. Price left the meeting at 9:09pm.

6) GOVERNANCE MATTERS

a) To consider proposed amendments to Standing Orders for approval
Council **AGREED** to adopt the Standing Orders as presented.

7) FINANCIAL MATTERS

a) Bank balances at 31st January 2023

i)	Unity Current Account …7717	£9,270.05
ii)	Unity Current Account …7720	£11,096.13
iii)	Cambridge & Counties …2217	£12,858.52

b) To approve payment of the following:

i)	A Gallant	Salary, backpay & expenses	£736.14
ii)	HMRC	PAYE Deductions	£73.68
i)	VHMC	50% Grant	£2250
ii)	Garden Guardian	Grass cutting 2022	£2040

It was reported that the National Joint Council for Local Government Services negotiated a new pay agreement for 2022-23 and was to be implemented from 1st April 2022 to all Clerks employed on the model contract of employment.

It was noted that a summary of payments and receipts in relation to the insurance claim following the electrical fire would be useful. **ACTION** Clerk to provide a summary.

Council **AGREED** to approve all payments.

a) To note payments made since the last meeting:

i)	URM	Glass Recycling	£44.50

b) To note funds received since last meeting:

i)	Allotment Tenants	Allotment Rent	£546.25

c) To consider acceptance of anonymous donation of £230 for purchase of a replacement bench for outside the Church.
Council **AGREED** to accept the donation towards a new bench outside the Church costing up to the amount of £250. It was noted that a letter of thanks would be sent to the donor.

d) To approve precept change as notified by North Norfolk District Council.
Council **AGREED** to an increase of 13p to the annual Council Tax for a Band D property for residents of the Parish.

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8) **PLANNING MATTERS**
   a) **New applications received**
      i) It was noted that the application BA/2023/0041/FUL to extend the 3 year temporary permission to use the derelict land for car parking for occupants of bungalows along the Rover Thurne had been published following publication of the agenda and Council **AGREED** they did not wish to comment.

      ii) It was noted that a request for comment by Council on the application PF/22/2301 had been received following publication of the agenda. The application was for a change of land use for the formation of 1 gypsy/traveller pitch comprising the siting of 1 mobile home and 1 portacabin for ancillary residential use and it was **AGREED** to circulate the application to Councillors for comment after the meeting.

   b) **Decisions taken**
      i) None taken

9) **REPORTS FROM PARISH COUNCIL LEADS**
   a) **Allotments**
   Hedges have been cut.

   b) **Drainage**
   It was noted that the flooding issue in front of the Church required dry weather to dig out the ditch and clear the pipe and would be attended to by Highways in due course.

   It was reported that Mr. Thain had dug out the ditches and drains at the junction of Decoy Road, Green Lane and Reynolds Lane to mitigate standing water on the road and Council **AGREED** to send a letter of thanks for his work for the community.

   c) **UTWG**
   No updates for action by Council. It was noted that the next high tide was 21st February at 2.26m.

   d) **Environment**
   It was reported that the lights at Flo-gas were visible following recent tree works and were very bright. Council **AGREED** to report to North Norfolk District Council and request shaded lights.

   e) **Footpaths and Highways**
   The large puddle at the end of Marsh road had been reported and awaiting investigation by NCC Highways. It was reported that residents were utilising the grassed area on Station Road, thought to be owned by Highways. It was noted that Highways owned a small piece of this land but not in its entirety and Council **AGREED** not to pursue further.

   The hedge opposite Falgate required trimming **ACTION** Clerk to report to Highways.

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f) **Staithe**
It was noted that an item regarding the future of the bins on the Staithe would be included on the agenda for the March meeting following correspondence received from the Broads Authority that these may be removed.

g) **SAM2**
i) **To consider proposal for new location of SAM2 device**
Reported under item 5a).

h) **Police**
5 calls received with nothing to effect local residents and a stolen motorbike was returned and offenders identified. PC. Pritty conducted a speed watch facing Ludham outside the telephone exchange and no tickets or warnings were issued. Complaints had been received from residents regarding parking on the roadside outside the Falgate causing people to walk in the road. Council **AGREED** to write a letter to the Falgate over safety concerns, asking residents not to park on the road.

i) **Ludham School**
No updates.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

a) **Report from Working Group for Road Safety**
Reported under item 5a).

11) CORRESPONDENCE

a) **Correspondence with the Head of Planning at the Broads Authority regarding the Potter Heigham Bridge.**
The Head of Planning at the Broads Authority had reached out to facilitate a public consultation regarding the re-opening of the Bridge to vehicles however following confirmation from Cllr. Price under item 1b) it was noted that a decision had already been taken regarding the repairs and re-opening of the Bridge to vehicles and that no public consultation would take place.

12) OTHER ITEMS FOR DISCUSSION AND DECISION

a) **Parish Council Elections: Information on Voter ID and nomination process**
Council noted key dates for Parish Council elections. It was confirmed that Councillors would be responsible for delivering their nomination paperwork by hand. It was noted that paper copies of the nomination packs would be made available to existing Councillors at the March meeting by the Clerk.

b) **Update on status of Zurich Claim**
The dispute for the total claim was ongoing. Evidence that the Custodian Trustee did not own the car park had been submitted to Zurich and a response was pending.

13) ANY OTHER BUSINESS

It was noted that the contact details for the Flood Warden would be passed on to Cllr. Haslam from Cllr. Standen for publication in the Gazette.

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14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC[1]

a) To approve Parish Clerks appraisal

Council reviewed and approved recommendations made from the Clerks appraisal.

DATE AND TIME OF NEXT MEETING

Wednesday 8 March 2023 at 7:30pm in the Village Hall.

The meeting adjourned at 10:20pm.

Chair: **Date:**

[1] A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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Actions Arising: 8th February 2023			
Minute Ref.	**Action**	**Who**	**Status Update**
4a)	To invite Duncan Holmes to a future meeting of the Council to discuss saline surges	Clerk	**Ongoing:** A 30 minute presentation followed by a Q&A has been proposed.
7.	To provide a summary of payments and receipts in relation to the insurance claim following the electrical fire	Clerk	**Ongoing:** To be presented with the end of year account at the April meeting.
9b)	To send a letter of thanks to Mr. Thain	Clerk	**Complete:** Sent 15th February.
9e)	To report all highways matters raised	Clerk	**Complete:** Reported and published on the PHPC website. Awaiting response from Highways.
9d)	To report lights at Flo-gas and request shaded lights	Clerk	**Complete:** Reported and published on the PHPC website. Awaiting response from the Environmental Protection Team.

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Council Actions: The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.

Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	**Ongoing:** Work has begun and awaiting confirmation of completion and installation in the Village Hall.
12.10.2022	7d)	Co-ordination of Community Speedwatch	SR	**Ongoing:** 10 volunteers had been cleared for working on the Community Speedwatch Scheme and a meeting was scheduled to meet with the Community Speedwatch Assessors on Monday 27th February to risk assess locations for the scheme to take place.
	12d)	Confirm if any companies can offer recycling credits for cardboard.	SR	**Update required**
09.11.2022	10b)	Obtain quotes for Projector	ST	**Ongoing:** Advice sought and awaiting response on possible donation of 2nd hand projector.
14.12.2022	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	**Ongoing:** Purchase order to be submitted.
		Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	**Ongoing:** Item has been superseded by item 9fi) on the March 2023 agenda. To be revisited pending outcome of bins on the Staithe.
11.01.2023	9c)	To discuss a letter to local MP Duncan Baker with Cllr. May regarding the substation.	ST	**Ongoing:** Cllr. Turner reported that a meeting had taken place with Senior Flood Warden, Paul Rice, Cllr. May and Cllr. Lovick and a recommendation was made to contact Simon Hawkin of the Environmental Agency, the Broads Authority and UK Power networks and to copy in local MP Duncan Baker for information.

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				Letter drafted and awaiting feedback for accuracy prior to sending.
	9e)	To discuss advertisements on the A149 Bridge with the Falgate.	RL	**Complete:** Cllr. Price agreed to follow up the necessary permissions of the advertisement with Highways and to remove if required.
	12d)	To draft a risk assessment for Parish Council benches.	Clerk	**Ongoing:** Risk assessment started.

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Paper	**PHPC4:** Financial Regulations
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Parish Clerk

Summary

PHPC Financial Regulations have been reviewed against the latest NALC Model 2019 and remain current and up to date.

- Text highlighted in yellow requires annual confirmation by Council and can be amended at the discretion of the Council. It is the view of the Parish Clerk that these remain fit for purpose and it is recommended these remain unchanged.

- Text highlighted in grey should be amended to specify a timeframe of either monthly, quarterly or half yearly and not more than 12 months. Recommended timeframes have been provided via tracked changes for consideration by Council.

Recommendation

Council is asked to consider the tracked changes for approval and adopt the Financial Regulations for 2023-24.

POTTER HEIGHAM PARISH COUNCIL
FINANCIAL REGULATIONS

These Financial Regulations were adopted by the council at its meeting held April 2021. Next review due April 2023.

1. General

a. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

b. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

c. The council's accounting control systems must include measures:
   - for the timely production of accounts;
   - that provide for the safe and efficient safeguarding of public money;
   - to prevent and detect inaccuracy and fraud; and
   - identifying the duties of officers.

d. These financial regulations demonstrate how the council meets these responsibilities and requirements.

e. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

f. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

g. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

h. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

i. The RFO;
   - acts under the policy direction of the council;
   - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
   - determines on behalf of the council its accounting records and accounting control systems;

[1] Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

j. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

k. The accounting records determined by the RFO shall in particular contain:
   - entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
   - a record of the assets and liabilities of the council; and
   - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

l. The accounting control systems determined by the RFO shall include:
   - procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
   - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
   - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
   - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
   - measures to ensure that risk is properly managed.

m. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
   - setting the final budget or the precept (council tax requirement);
   - approving accounting statements;
   - approving an annual governance statement;
   - borrowing;
   - writing off bad debts;
   - declaring eligibility for the General Power of Competence; and
   - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

n. In addition, the council must:
   - determine and keep under regular review the bank mandate for all council bank accounts;
   - approve any grant or a single commitment in excess of [£5,000]; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

o. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

a. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

b. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory~~Internal Finance Officer~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

c. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

d. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

e. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

f. The internal auditor shall:
- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

g. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

h. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

i. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

a. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

b. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

c. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

d. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

a. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: ~~the council.~~

  - The Council for all items over £100
  - The Clerk, in conjunction with the Chairman of Council, for any items £100 or below

  Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

  Contracts may not be disaggregated to avoid controls imposed by these regulations.

b. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

c. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

d. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

e. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

f. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

g. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

h. The RFO shall ~~regularly~~ provide the council with a quarterly statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

i. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

a. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be ~~regularly~~ reviewed annually for safety and efficiency.

b. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council ~~/ committee~~ shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

c. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

d. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

e. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

  i. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

  ii. An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council.

f. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

g. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

h. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

i. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

j. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

k. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

a. The council will make safe and efficient arrangements for the making of its payments.

b. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

c. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

d. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

e. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

f. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

g. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

h. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

i. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the release of each payment is made by two authorised bank signatories. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

j. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

k. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

l. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

m. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

n. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

o. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

p. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

q. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

r. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

a. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

b. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

c. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

d. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
   i. by any councillor who can demonstrate a need to know;
   ii. by the internal auditor;
   iii. by the external auditor; or
   iv. by any person authorised under Audit Commission Act 1998, or any superseding legislation.

e. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

f. An effective system of personal performance management should be maintained for the senior officers.

g. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

h. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

a. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

b. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

c. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

d. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

e. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

f. All investments of money under the control of the council shall be in the name of the council.

g. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

h. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

a. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

b. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

c. The council will review all fees and charges at least annually, following a report of the Clerk.

d. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

e. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

f. The origin of each receipt shall be entered on the paying-in slip.

g. Personal cheques shall not be cashed out of money held on behalf of the council.

h. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

i. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

a. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

b. Order books shall be controlled by the RFO.

c. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.a below.

d. A member may not issue an official order or make any contract on behalf of the council.

e. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
   i. for the supply of gas, electricity, water, sewerage and telephone services;
   ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[18], and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires

[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts
[3] Thresholds currently applicable are:
a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Assets, properties and estates

a. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

b. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

c. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

d. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

e. Subject only to the limit set in Regulation 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

f. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. Insurance

a. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

b. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

c. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

d. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

14. Risk management

a. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

b. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

15. Suspension and revision of Financial Regulations

a. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

b. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document has been produced to enable Potter Heigham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives ~~budget update information monthly~~quarterly budget reports. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from North Norfolk District Council~~Borough Council of King's Lynn & West Norfolk~~. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	• Financial irregularities • Inadequate records	L L	The Council ~~has~~ adopts Financial Regulations which sets out the requirements for Council and reviews this annually.	Existing procedure adequate. ~~Review the Financial regulations when necessary~~

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements and undertakes ~~Monthly~~ Quarterly reconciliation.	Existing procedure adequate ~~Existing procedure adequate~~.
Reporting and auditing	Information communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
~~Grants~~	~~Receipt of grant~~	~~L~~	~~Parish Council does not presently receive any regular grants.~~	~~Procedure would be formed, ifrequired~~
Grants and supportpayable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers ofexpenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	The Council has Financial Regulations which set out requirements for obtaining quotes and tenders.~~Normal Parish Council practice would be to seek, if possible, more than onequotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.~~	Existing procedure adequate. ~~Include when reviewing Financial regulations.~~
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	The Council has Financial Regulations which set our requirements and procedures. All salary payments are approved by monthly meeting.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards tofraud.	Existing procedures adequate. Monitor health

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
			All employees to be provided adequate direction and safety equipment needed to undertake their roles.	and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Submit within time limits	L	The Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at ~~full~~ Council Meetings.	Existing procedures adequate.
Minutes/agendas/ Notices/ Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is~~should be~~ managed by the Chair. Members adhere to Code of Conduct	Existing procedures adequate.
Members interests	Conflict of interests Register of members interests	L M	Members take responsibility to update register. Declarations of interest by members at Council meetings. Register of members interests forms reviewed ~~regularly~~ at the Annual Meeting of the Parish Council.	Existing procedures adequate.

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and within policies. ~~Ensure compliance measures are in place. Fidelity checks in place.~~	Existing procedure adequate. ~~Insurance reviewed annually.~~
Data protection	Policy Provision	L	The Council has a Data Protection Policy. The Parish Council is registered with the Information Commissioner's Office annually. ~~Data Protection Agency~~	**Action required:** Data Protection Policy and Subject Access Request procedures to be reviewed and approved by Council. ~~Existing procedure adequate. Ensure annual renewal of registration~~
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	**Action required:** Freedom of Information Policy, Model Publication Scheme and FOI Request to be reviewed and approved by Council. ~~Monitor any requests made under FOI~~
Assets	Loss or damage Risk/damage to third party(ies) property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is	**Action required:** Risk assessments for all assets and maintenance

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
	Risk of damage	L	actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	schedule to be reviewed and approved by Council. ~~Existing procedures adequate.~~
~~Notice Board~~	~~Risk of damage~~	~~L~~	~~The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.~~	~~Existing procedures adequate.~~
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
Council records – paper	Loss through: Theft Fire damage	L M	The Parish Council paper records are stored at the home of the Clerk and Village Hall. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet. ~~and in the attic.~~	Existing procedures adequate.
Council records – electronic	Loss through: Theft or ~~fire damage~~ Corruption of computer	L ~~M~~	The Parish Council electronic records are stored ~~on a USB stick and cloud held with the Clerk at her home.~~ Online. ~~Back-ups of electronic data are made at regular intervals~~	Existing procedures adequate.

Statement of Internal Controls

Scope of Responsibility

Potter Heigham 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.

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.

Internal Controls

The Council

The Council reviews its obligations and objectives and approves budgets for the following year and approves the level of precept. The Council monitors financial matters by receiving relevant reports from the Parish Clerk. The Council carries out an annual review of its internal controls, systems and procedures. (See attached appendix 1)

Clerk to the Council and 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 its procedures, control systems and policies are adhered to.

Payments

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each cheque against the relevant
invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques.

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 in (month), and regularly reviews its systems and controls.

Internal Audit

The council appoints an independent internal auditor who reports to the council annually 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.

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.

Review of Effectiveness	
Internal Control	**Review**
The Council	Council was provided with a briefing paper confirming its responsibilities and approved the budget and precept at the January 2023 Meeting. Council received quarterly budget reports and received the Financial Regulations for review and approval at its March 2023 meeting.
Appointment of Clerk and RFO	The Council appointed the Clerk and RFO at its February 2022 meeting and has been in post since 16th February 2022.
Payments	Two signatories have signed all cheques for payment during the financial year. The Council approved online payments at the July 2022 meeting and orders for payment include evidence of bank details for payments and invoices prior to authorisation. Council has access to all invoices for receipts and payments throughout the year. All payments to date have been reviewed against reports to Council with the following observations made: • One instance of payment reported as 'net' and not 'gross' (December 2022).

	• Direct Debits and Standing Orders were not consistently reported.
Income	Account balance at the end of the previous month was reported at all meetings. From December 2022 a standardised Agenda template was adopted, reporting funds received since the last meeting.
Risk Assessment and Management	The Risk Assessment is reviewed annually and is presented at the March 2023 meeting for approval.
Internal Auditor	The internal auditor was appointed at the October 2022 meeting.
External Audit	The annual certificate of audit was presented to Council at June 2022 meeting.

Recommendations following Review

- To report all Direct Debit and Standing Order payments made, for noting by Council
- To report all payments under financial matters as ‘gross’ figures and not ‘net’
- To formalise a Finance Committee to meet quarterly to:
    - Undertake quarterly reviews of financial matters including monitoring progress against objectives, reviewing financial systems, procedures and controls
    - Consider detailed reviews of financial regulations and budget to make recommendations to Council
    - Report to Council through minutes of the Committee and make recommendations as appropriate.

GRIEVANCE POLICY

Potter Heigham Parish Council

Version 1

Approval Date:	TBC	**Approval Route:**	Council
Review Date:	[+3 years]	**Policy Holder:**	Parish Clerk

Purpose

Potter Heigham Parish Council recognises that anybody working in an organisation, at some time, may have problems or concerns about their work, working conditions or relationships with colleagues that they may wish to discuss.

The purpose of the Grievance Policy and supporting documentation is to enable a grievance to be resolved fairly, consistently, efficiently and as near to the point of origin as possible.

The Grievance Policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on grievances at work.

Principles

1. All employees may raise a grievance under the Grievance Policy without fear of recrimination where the grievance is made in good faith.
2. Where appropriate, every effort will be made to address concerns without recourse to formal procedures.
3. Grievances will be raised and resolved within reasonable timescales, ideally within 3 months of an incident occurring.
4. Where possible, the grievance will be investigated by impartial and independent persons who have no connection to the grievance.
5. All employees have the right to be accompanied or represented at a grievance meeting by a work-based colleague or Trade Union representative.
6. Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
7. All employees have the right to appeal against the decision about the grievance.
8. All grievance matters and investigations will be treated in confidence by all parties involved through every step of the process and the employee's grievance records will be held by the Council in accordance with the Data Protection Policy.

Scope

The Grievance Policy applies to all employees of Potter Heigham Parish Council who have concerns, problems or complaints they wish to raise with their employer[1]. Please note matters concerning appeals against salary, grading and/or disciplinary actions fall *outside* the scope of the Grievance Policy.

[1] If an employee raises a grievance who is already subject to a disciplinary process, the grievance will normally be heard after completion of the disciplinary procedure.

Responsibilities

<u>The *Council* is responsible for:</u>

- Reviewing and approving the Grievance Policy and supporting documentation.
- Appointing the Staffing Committee.
- Reviewing and approving the Staffing Committee Terms of Reference at the annual meeting of the Parish Council.
- Considering recommendations made by the Staffing Committee in response to a formal grievance.

<u>The *Parish Clerk is* responsible for:</u>

- Advising Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Grievance Policy.
- Producing reports and recommendations as required to support policy monitoring, review and approval processes.
- Updating the Grievance Policy and supporting documentation as directed by Council.
- Maintaining grievance records in line with relevant policies and procedures.

<u>The *Councillors* are responsible for:</u>

- Familiarising themselves with the Grievance Policy and supporting documentation.
- Providing the Staffing Committee with all necessary assistance when requested to do so for the purpose of resolving grievances efficiently.

Further Information and Supporting Documentation

<u>Policy Monitoring, Review and Approval</u>

To ensure the Council continues to meet the requirements laid out in the Grievance Policy it will:

1. Review the Grievance Policy and supporting documentation every three years and in response to relevant changes to legislation and/or government guidance.
2. Review the Grievance Policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt and document a concise and staged Grievance Procedure proportionate to the size of Council.
4. Document and clearly log formal grievances and outcomes in line with relevant policies.
5. Receive a report from the Staffing Committee at the annual meeting of the Parish Council, evaluating compliance with procedure for formal grievances received during the year (if any), and consider recommendations as appropriate.

Supporting Documentation

Document Title	Description	Location
Grievance Procedure	Sets out the steps employees must take to raise their concerns, problems or complaints about their employment with the Council.	TBC
Staffing Committee Terms of Reference (TBC)	Sets out the role and particulars of the Committee.	TBC
Template Letters	Sets out a framework for use by both the employee and the employer to ensure all required information is captured in any correspondence relating to a formal grievance.	TBC
Grievance Hearing Agenda (TBC)	Sets out the agenda of a Grievance Hearing in line with approved policy and procedure.	TBC

Relevant Policies

- Code of Conduct
- Equality Policy
- Data Protection Policy
- Publication Scheme
- Record Management Policy

Version Control

This is version 1 of the Grievance Policy. This version replaces all previous ones, and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

<u>Document Change History</u>

Version 1, [Approval Month Year]	
Ref.	**Summary of Changes**
N/A	N/A

Grievance Procedure

Introduction

The Grievance Procedure is a supporting document and should be read in conjunction with the Grievance Policy. Grievances can be managed both informally and formally *except* when the grievance is a Code of Conduct complaint against a Councillor.

In this instance, the employee *cannot* proceed beyond an informal grievance. If the complaint about the Councillor is not resolved informally, the employee can contact the Monitoring Officer of North Norfolk District Council. In some cases, the Monitoring Officer may confirm that the complaint does not concern the Code of Conduct and the employee may return to submit a formal grievance using the procedure below.

Informal Grievance Procedure

In the interests of maintaining good working relations, the employee is encouraged to first discuss any grievance with the Chairman of the Council with a view to resolving the matter informally using the follow approach:

1) As soon as a problem arises, the employee should raise it with the Chairman of the Council to see if an informal solution is possible.
2) If the employee does not wish to discuss the grievance with the Chairman (for example, because it concerns the Chairman), the employee should contact the Vice Chairman.
3) Both parties should try to resolve the matter at this stage.
4) If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

Formal Grievance Procedure

If it is not possible to resolve the grievance informally, the employee may submit a formal grievance[1]. Potter Heigham Parish Council

Potter Heigham Parish Council will take every step possible to ensure impartiality and objectively when considering Grievances however recognises that as a small organisation:

- All member may be aware of the grievance
- The same members of the Grievance Hearing could hold the Appeal Hearing

In these circumstances, this is compliant with ACAS guidelines for small organisations as long as Councillors do so objectively and fairly, even if the grievance is against them.

[1] Unless the grievance is a Code of Conduct complaint against a Councillor. Please see the introduction to this procedure for more information.

Stage 1: Submitting a Formal Grievance

1) A formal grievance should be submitted in writing to the Chairman of the Council and include:
   a) The nature of the grievance; what is alleged to have occurred.
   b) Actions taken to resolve the matter informally and the reason for dissatisfaction with the informal solution.
   c) The outcome the employee is seeking and how this might be achieved.
   d) Any witnesses to the matters complained about.

Stage 2: Appointing the Staffing Committee

1) At the next meeting of the Council, following receipt of the Formal Grievance, three members will be appointed to the Staffing Committee to hear the grievance.
   a) Where possible, no Councillor with direct involvement in the matter shall be appointed to the Committee.
2) At the same meeting, the Council will appoint a Chairman from one of the Committee members.

Stage 3: Investigating the Grievance

3) Upon receipt of the Grievance, the Committee may decide it is appropriate to appoint an investigator[2] to carry out an investigation before the grievance meeting to establish the facts of the case (e.g. if the grievance is complex). The investigation may include interviews with the employee submitting the grievance, other employees, Councillors or members of the public.
4) The investigator will summarise their findings (usually within an investigation report) and present their findings to the Committee.

Stage 4: Formal Grievance Hearing

1) Within 10 working days of the Staffing Committee receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a Grievance Hearing. The written notification must include the following:
   a) The names of its Chairman and other members.
   b) The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of the Staffing Committee receiving the employee's grievance.
   c) The employee's right to be accompanied by a workplace colleague, a Trade Union representative, or a Trade Union Official.
   d) A copy of the Grievance Policy and Procedure.
   e) Confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting.
   f) Confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice.
   g) Findings of the investigation (if applicable).
   h) An invitation for the employee to request any adjustments to be made for the Hearing (for example where a person has a health condition).

[2] An investigator is typically another Councillor but may appoint from another Parish or seek support from Norfolk ALC where the Committee deems this appropriate.

2) At the Grievance Hearing the Chairman will:
   a) Introduce the members of the Staffing Committee to the employee and any representatives.
   b) Explain the purpose of the meeting.
   c) Explain the action that the Staffing Committee can take.

3) The employee (or representative) will set out the grievance and present the evidence.

4) The Staffing Committee will ask the employee (and any witnesses) questions about the information presented and ascertain what action the employee wants the Council to take.

5) The employee (or representative) will have the opportunity to make any final remarks.

6) The Grievance Hearing will adjourn to allow the Staffing Committee to consider the evidence presented at the Hearing and take one of two actions:
   a) To uphold the grievance wholly or in part and recommend steps to be taken to resolve the grievance.
   b) To decline to uphold the grievance and the reasons for this. They may include recommendations from lesson learnt as a result of the investigation (if any).

7) The Chairman will provide the employee with the Committee's decision, in writing, usually within 5 working days of the Hearing. The letter will:
   a) Notify the employee of the action, if any, that the Council will take.
   b) Notify the employee's right to appeal.

8) A member of the Committee will take notes of the meeting.

Stage 5: Formal Grievance Appeal

If an employee decides that the grievance has not been satisfactorily resolved by the Staffing Committee, a written appeal may be submitted to the Council.

1) A formal grievance appeal should be submitted in writing to the Chairman of the Council within 5 working days of the employee receiving the Committee's decision and must specify the grounds of appeal.

2) Appeals may be raised on the following grounds:
   a) A failure by the Council to follow its Grievance Policy.
   b) The decision was not supported by the evidence.
   c) The action proposed by the Staffing Committee was inadequate/inappropriate.
   d) New evidence has come to light since the Grievance Hearing.

3) At the next meeting of the Council, three members will be appointed to the Appeal Committee to hear the appeal.

4) Where possible, no Councillor who has been previously involved in the case shall be appointed to the Committee.

5) At the same meeting the Council will appoint a Chairman from one of the Committee members.

6) Within 10 working days of the Appeal Committee receiving the employee's appeal, the employee will normally be asked, in writing, to attend an Appeal Hearing. The written notification must include the following:
   a) The names of the Chairman and other members.

   b) The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of the Appeal Committee receiving the employee's appeal.
   c) The employee's right to be accompanied by a workplace colleague, a Trade Union Representative, or Trade Union Official.

7) At the Appeal Hearing, the Chairman will:
   a) Introduce the members of the Appeal Committee to the employee and any representatives.
   b) Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Staffing Committee.
   c) Explain the action that the Appeal Committee can take.

8) The employee (or representative) will be asked to explain the grounds of the appeal.

9) The Appeal Hearing will adjourn to allow the committee members to consider the evidence presented at the Hearing and take one of two actions:
   a) To uphold the decision of the Staffing Committee.
   b) To quash the decision of the Staffing Committee and substitute its own decision.

10) The Chairman will provide the employee with the Committee's decision, in writing, usually within 5 working days of the Hearing. The letter will:
   a) Notify the employee of the reasons for the decision.
   b) Confirm that the decision of the Appeal Committee is final.

POTTER HEIGHAM PARISH COUNCIL
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Paper	**PHPC8:** Coronation Coin
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Sheridan Turner

Summary

Further to the January 2022 meeting of the Council, it was agreed to consider costings for Coronation Coins for children in the village up to and including the age of 16 years. This paper provides 3 quotes for coronation coins and it is estimated there are approximately 80 children under the age of 16 in the Village. The approved budget for the Kings Coronation is £250.00

Option 1: King Charles Coronation Coin at £2.88 (including VAT) and £12.00 delivery charge.

- https://www.school-bears.co.uk/product/king-charles-coronation-coin/

Option 2: Coronation Commemorative Gold 50mm Coin at £0.79 (excluding VAT) and £9.99 delivery charge.

- https://runningimp.co.uk/products/coronation-2023/coronation-coins/coronation-commemorative-gold-50mm-coin

Option 2: Gold King Charles coronation medal 70mm at £1.79 (including VAT) and no delivery charge.

- https://www.trophiesplusmedals.co.uk/gold-king-charles-coronation-medal-70mm?utm_source=google_shopping&gclid=EAIaIQobChMIutup4t-p_QIVQuztCh1LygHaEAQYBiABEgJLIPD_BwE

Option 3: King Charles coronation boxed medal 50mm at £2.99 (including VAT) and no delivery charge.

- https://www.trophiesplusmedals.co.uk/king-charles-coronation-boxed-medal-50mm?utm_source=google_shopping&aid=452065&gclid=EAIaIQobChMI_LHMtZau_QIVEsbtCh1LdQnHEAQYBSABEgIRavD_BwE#colour=119

Recommendation

Council is asked to consider approval of one quote for a Coronation Coin.

POTTER HEIGHAM PARISH COUNCIL
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Paper	**PHPC9:** ICO fee renewal by Direct Debit
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Parish Clerk

Summary

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

PHPC payment and registration as a data controller under the Regulations will expire on 27/03/2023 and must pay a fee to renew its registration.

Amount required
Under the Regulations, PHPC must pay an annual fee of £40.

ICO allow payment by Direct Debit which ensure the Council remains registered and provides an annual fee reduction of £5. Alternatively Council can continue to pay by cheque or bank transfer at the standard rate of £40.

Should Council agree to pay the renewal fee by Direct Debit, a Direct Debit mandate form will be provided for signature by two authorized signatories in line with the Councils banking mandate.

Recommendation

Council is asked to consider approval to pay its ICO fee renewal by Direct Debit.

POTTER HEIGHAM PARISH COUNCIL
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Paper	**PHPC10:** Proposed Management for Bins on the Staithe
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Parish Clerk

Summary

Correspondance received from the Broads Authority

The Broads Authority has been advised by North Norfolk District Council (NNDC) that the four litter bins currently sited on the Staithe have fallen into disrepair, with the base of the bins now corroding, causing a hazard to collection operatives and potentially, members of the public and wildlife.

As these litter bins are not on "relevant land to NNDC" they are reviewing the situation on this site. In addition to the necessary replacement and or removal of the four bins, they have also reviewed the current arrangements relating to provision and upkeep of the bins and ongoing collection and disposal costs. To date, with no previous written agreement in place, NNDC has covered the cost of collecting these bins and is now looking to review this in line with other formal agreements at similar sites where bins are located on and serve private land.

In respect of the future management of the litter bins, they are looking for the Broads Authority, to cover this collection and disposal costs from April 2023. Costs will be set at an appropriate collection frequency to ensure the bins do not become overfull between collections, especially from mid March-October, with a reduced frequency during the winter months November-mid March. The cost of waste collection and disposal collection runs currently at £2783.20pa inclusive of disposal costs, but advise that there is likely to be a price rise of approximately 15% to collection and disposal costs from April 2023, however they are currently waiting for prices to be set and agreed by Elected Members.

An indicative collection schedule, based on existing service levels, would be daily during peak season i.e. April/Easter-September, twice weekly March and October and then weekly during the winter months November-February. These frequencies would depend on the number of bins being provided, if we have fewer bins the collections will need to be increased in all likelihood.

Part of the proposed new arrangement would see the four existing bins removed. NNDC would consider contributing to the replacement of the bins by purchasing and providing two litter bins for this site. Should others wish to contribute to the provision of a further one or two bins the Broads Authority can look at organising this.

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If NNDC is unable to come to an agreement over the ongoing management of the bins and litter removal, they may seek to have the bins removed entirely without offering up any replacements. Equally, with the land not being relevant land to NNDC they would not be able to provide any alternative methods of litter management on the site, such as litter picking. NNDC would ask that the above is given due consideration so they can work together with others to provide a continuous provision for litter collection. NNDC has initially approached the Broads Authority to pay for these facilities but this is of significant cost and one that they feel unable to take on considering that most of the litter arises as a result of visitors using the local eateries/shops and using the bins provided on the Staithe for the disposal of the wrappers/waste and additionally provision and payment for waste disposal sites does not fall within the remit of the Broads Authority but under the local authority's remit.
Recommendation
Council is asked to consider the paper and confirm its position to the Broads Authority.

POTTER HEIGHAM PARISH COUNCIL
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Paper	**PHPC11:** Local Green Space
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Parish Clerk

Summary

Correspondence from the Broads Authority

You may recall that you currently have a Local Green Space allocated as part of the current Local Plan for the Broads (attached).

I plan to go out in a week or so to check them on site.

In the meantime, please can you confirm if you wish for the Local Green Space relevant to your area to continue to be allocated as such in the new Local Plan for the Broads?

Could you please answer these questions if you wish the space to be allocated in the new Local Plan.

How is the Local Green Space….

(a) in reasonably close proximity to the community it serves;

(b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and

(c) local in character and is not an extensive tract of land.

An extension has been granted for consideration of response at the Council's March meeting.

Recommendation

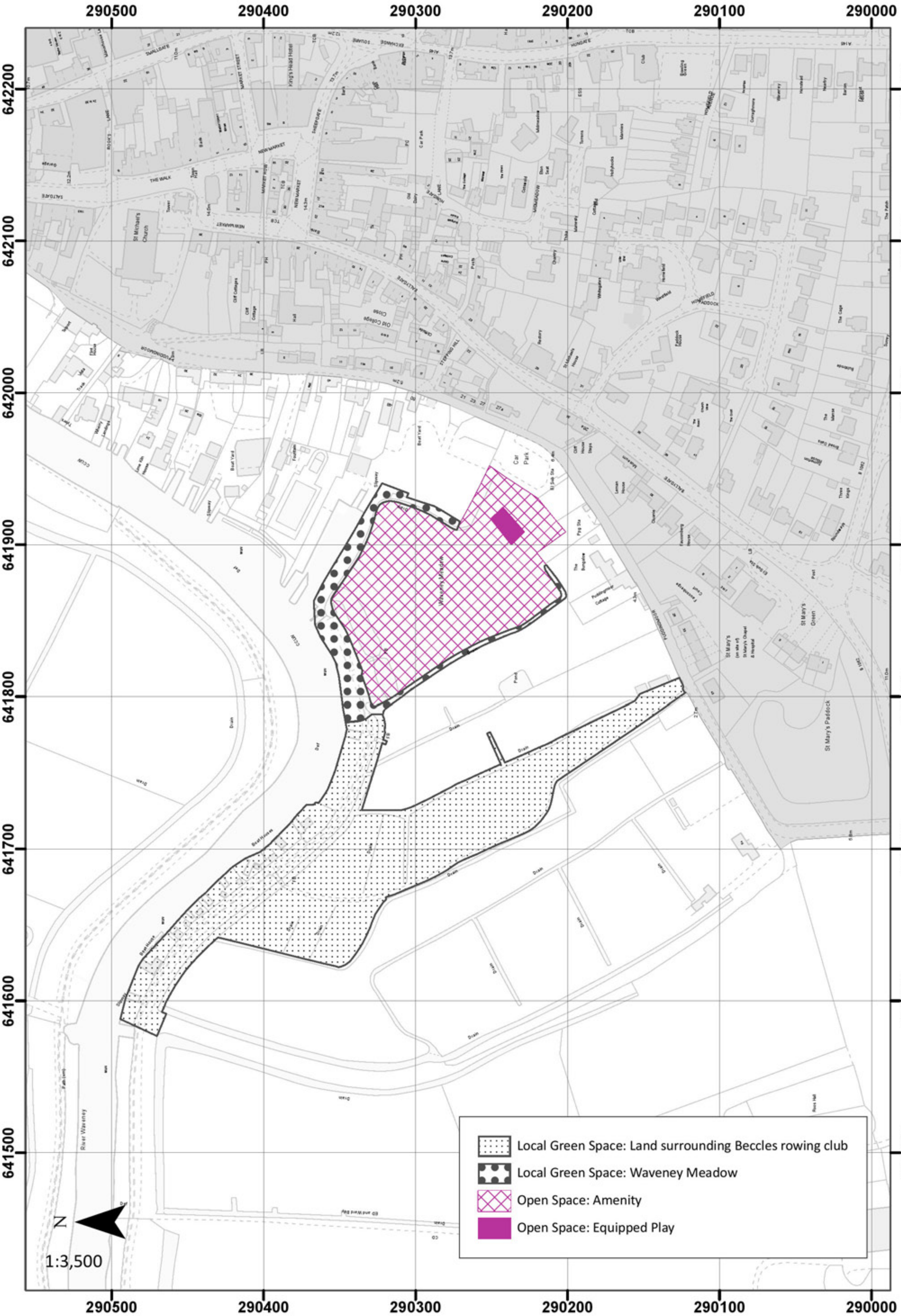
Council is asked to:

1. Confirm if it wishes for the local Green Space relevant to the area to continue to be allocated as such in the new local plan for the Broads
2. If yes, to provide a response to the 3 questions posed in the paper.

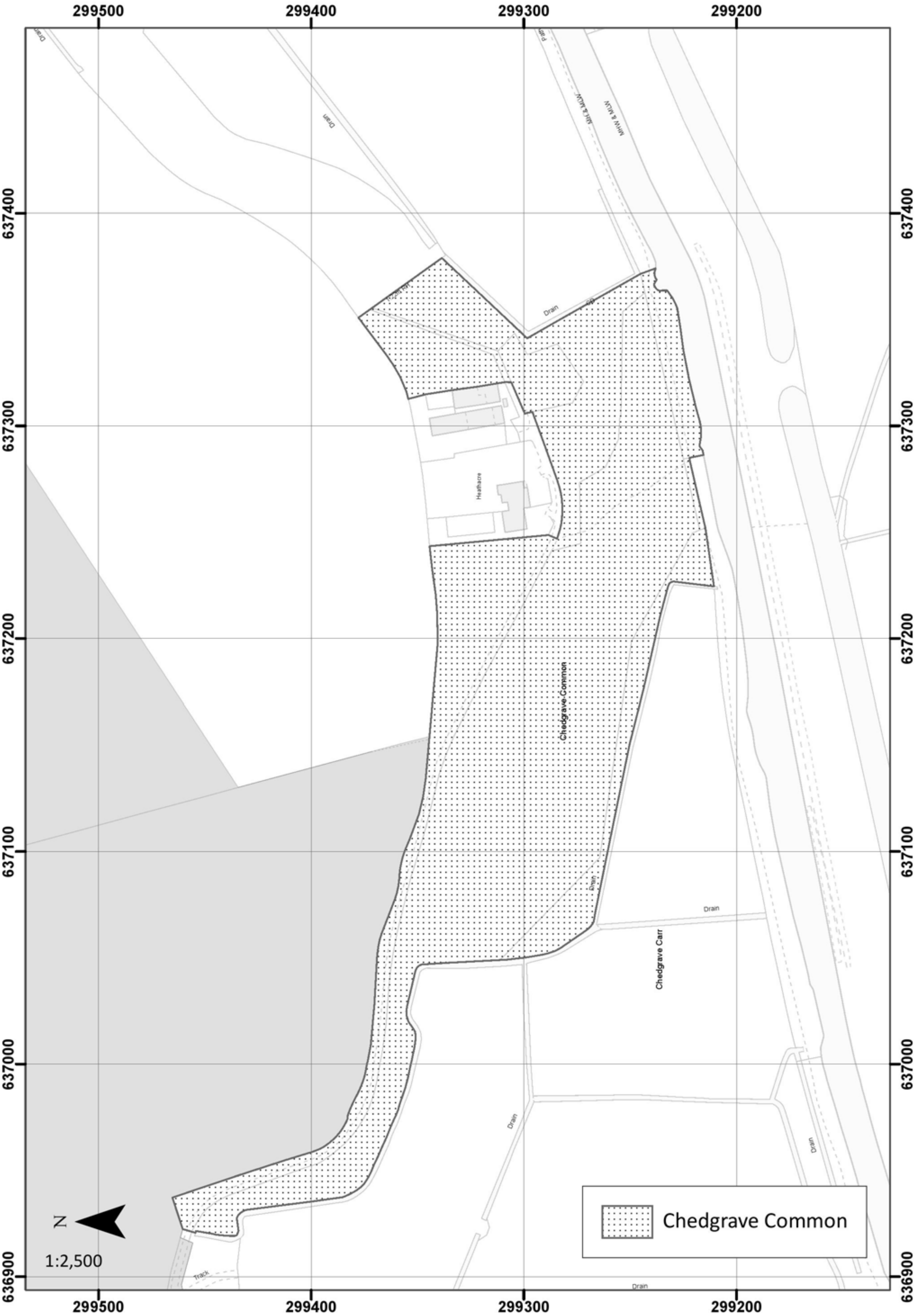
Local Plan for the Broads - May 2019

SSLGS: Local Green Space

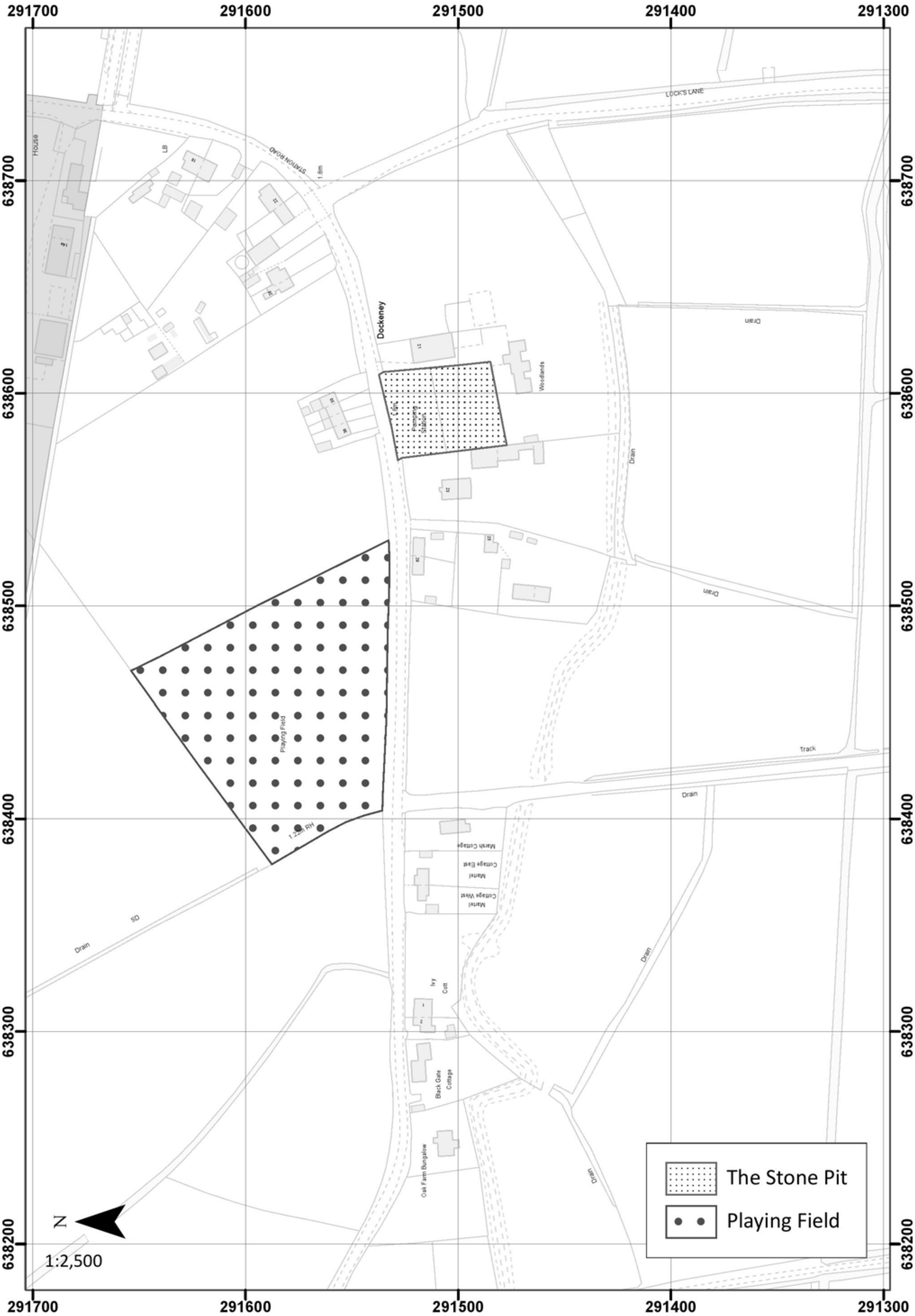
Beccles



SSLGS: Local Green Space
Chedgrave



Local Plan for the Broads - May 2019
SSLGS: Local Green Space
Geldeston



SSLGS: Local Green Space
Potter Heigham

POTTER HEIGHAM PARISH COUNCIL
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Paper	**PHPC12:** County Deal for Norfolk
Meeting	Potter Heigham Parish Council
Date	8 March 2023
Author	Parish Clerk

Summary

The County Norfolk Deal, agreed in principle with the government in December 2022, would result in £600 million plus in funding for Norfolk that could unlock opportunities to deliver more jobs, housing and investment, with major powers and funding transferred from Westminster to Norfolk.

NCC want to hear what you think about the proposed deal and what you feel it means for Norfolk.

The public consultation, remains open until the 20th of March and can be found at www.norfolk.gov.uk/norfolkcountydeal. The consultation asks you for your opinion on the in-principle devolution agreement.

Under the deal, Norfolk would receive a £20 million investment fund every year for 30 years – that's a total of £600 million in new investment. There would also be specific funding for integrated transport, brownfield development, adult education, and infrastructure, all of which would involve decisions being made locally on how to spend the money in Norfolk.

Agreeing the deal would mean that, from 2024 onwards, we can:

- Target funding and resources to Norfolk's own priorities
- Attract and retain new and key businesses and sectors
- Invest in the skills we know we need
- Unlock housing and employment sites
- Have a council leader who is directly elected by the public, with the first election in May 2024
- Raise our profile nationally, enabling our voice to be heard by Government and help shape future policies
- The County Council and Government are "minded" to agree a deal and that further steps, including public consultation, will be taken before any final decision.

For further details on the deal and to take part in the consultation, please see www.norfolk.gov.uk/norfolkcountydeal. **A set of questions from the online questionnaire has been attached to this paper for information.**

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The following community drop-in events taking place across the county to find out more about the deal:

- 9 March: Acle Library, **Acle** 10.30am-12.30pm and 4-6pm
- 10 March: Diss Library, **Diss** 10am-noon and 4-6pm
- 10 March: Wroxham Library, **Wroxham** 10.30am-12.30pm and 4-6pm
- 10 March: Sprowston Library, **Sprowston** 10am-noon and 4-6pm

Recommendation

Council is asked to consider responses from individual Councillors and/or a corporate response on behalf of the Parish Council.

Your Views On A County Deal For Norfolk

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Closes 20 Mar 2023

Target funding and resources to Norfolk's own priorities

Norfolk County Council will use and control the new Norfolk Investment Fund of £20m per year for 30 years. As with all devolution deals, Norfolk will need to demonstrate to the Government that money is being invested in the right way and creating a positive impact for our region. The Government will review and check every five years to ensure that residents and businesses in Norfolk can see what is being achieved.

Other funding elements in the deal relate to Government's current Spending Review period (which runs to the financial year 2024/2025). The next Spending Review will take place in Autumn 2024, to come into effect in 2025/26.

We continue to engage district authorities and other partners, such as business, education, and the voluntary sector on the delivery of the UK Shared Prosperity Fund through a group of representatives that would be the Norfolk Investment Framework steering group. Representatives include portfolio holders for each district authority and Town Deal Board Chairs.

Other areas with devolution deals have seen significant funding in subsequent spending rounds directly channelled to them, for example Tees Valley, who secured a further £900m of Government investment in the 5 years since their original deal.

We have compared the 30-year £600m Norfolk Investment Fund, which is the key element of our proposed County Deal, with the amount provided by the Government in other deals. Our analysis shows that the Norfolk Investment Fund is worth £21.83 per head per year; this is in line with the existing devolution deals, which have an average of £20.64 per head per year. You can find full details of the proposed funding in the Finance and Investment section here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=on%20LEP%20integration.-,Finance%20and%20investment,-37.%20Norfolk%20County).

5. To what extent do you agree or disagree with the proposal for Norfolk to have control of money devolved from the Government?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don't know

Why do you say that? Please write in the box below

‹ Back | « First | Save and come back later... | Continue ›

Your Views On A County Deal For Norfolk

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Closes 20 Mar 2023

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How to give Norfolk a stronger business voice

The New Anglia Local Enterprise Partnership (LEP) is a non-statutory body which works with businesses, education, and local authority partners to drive growth and enterprise across both Norfolk and Suffolk. The LEP secures public and private investment to deliver initiatives to improve infrastructure, skills, and business support.

Under our proposed a County Deal for Norfolk, and in line with Government's objective to have more local accountability, LEP functions will be brought into Norfolk County Council (NCC) to create a local business voice. Benefits of bringing functions into NCC include:

- Dedicated Business Board for Norfolk alone (currently the Business Board serves both Suffolk and Norfolk)
- Economic programmes that are specific to Norfolk
- Co-ordination between businesses and the skills they need, as training will be commissioned from within the same organisation.

This is an exciting opportunity for Norfolk to have a stronger business voice and be instrumental in shaping our economic growth, plus create and secure jobs for future generations. Norfolk County Council will be supported by the Government to take on all the important functions and roles set out in Section 10 of the guidance on LEP integration published in March 2022. More information on the Government's approach can be read here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=does%20not%20hold.-,LEP%20integration,-35.%20The%20Levelling), along with the guidance published in March 2022 here (https://www.gov.uk/government/publications/local-enterprise-partnerships-integration-guidance).

6. To what extent do you agree or disagree with the proposed change to create a stronger local business voice for Norfolk?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don’t know

Why do you say that? Please write in the box below:

‹ Back | « First | Save and come back later... | Continue ›

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Help / feedback (https://norfolk.citizenspace.com/support/)

Citizen Space (https://www.delib.net/citizen_space) from Delib (https://www.delib.net)

Your Views On A County Deal For Norfolk

Page 6 of 13

Closes 20 Mar 2023

Invest in the skills we know we need

Under a County Deal for Norfolk, we will have both the money to spend on adult education and the opportunity to decide locally what it is spent on. We will have the opportunity to contribute to Local Skills Improvement Plans, developed by the Chamber of Commerce, enabling us to invest in the skills we and businesses know we need for the future.

This devolution deal gives us powers to help local people and businesses in Norfolk get the skills and support to reach their ambitions. Funding will be set aside for skills required when entering employment through apprenticeships, training courses or further learning leading to qualifications.

Boosting adult skills could add significant value to our region, and our County Deal includes fully devolving the Adult Education Budget (AEB) to Norfolk County Council from academic year 2025/26. You can find full details of Adult Education plans here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=market%20and%20skills-,Adult%20education,-41.%20Norfolk%20faces).

7. To what extent do you agree or disagree with the proposal to move the Adult Education Budget from Government to Norfolk County Council?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don’t know

Why do you say that? Please write in the box below:

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Open-up housing and employment sites

One of the top priorities for Norfolk is to increase the availability of decent affordable housing for local people and enable them to continue to live in their communities.

Our County Deal proposes almost £7m in 2024/25 for the building of new homes on brownfield land - sites which have been previously developed.

This is a good opportunity to help residents and their children who are passionate about living in Norfolk by building new homes and driving regeneration. This will involve:

- Working with District Councils and other relevant partners to identify local priorities and using newly given Homes England Compulsory purchase powers to acquire land for development, regeneration, and infrastructure projects in the public interest, which will help to bring about improvements to social, economic and environmental wellbeing.

- Ability to establish Development Corporations (with the consent of the local planning authority) which are statutory bodies created to support the regeneration of a defined area and can draw on a wide range of powers to acquire, develop, hold, and dispose of land and property, and develop infrastructure.

Though the Deal is between the Government and Norfolk County Council, implementation of the Deal can only be achieved through working with District Councils, and other partners. You can find full details of the Housing and Land proposal here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=contracted%20employment%20programmes.-,Housing%20and%20land,-54.%20Norfolk%20County).

8. To what extent do you agree or disagree with plans to open-up housing and employment sites in Norfolk?

Please choose one answer only, from the list below:

○ Strongly agree

○ Agree

- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don't know

Why do you say that? Please write in the box below:

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Invest in local transport planning and consolidate transport budgets to better direct funding to meet our local needs and priorities

Norfolk is the fifth largest county (by area) in the country, and it is essential to create an effective transport system that creates certainty for the future while protecting the beauty of our region. Extra funding could start in 2024/25 as the Government will work with Norfolk to agree an integrated multi-year transport settlement at the next Spending Review.

Presently, we receive funding for specific transport initiatives, each with its own terms and conditions set by Government. In the future and under an integrated approach all those funds will come as one whole pot giving us the flexibility to make decisions in Norfolk about our own transport plans like helping to shape and improve local rail services, deliver high quality bus services along with decarbonising local bus services and improving the road network serving Norfolk. Further funding could be available to help with our ambitious carbon reduction targets.

You can find full details of proposed transport plans here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=functions%20and%20powers.-,Transport%20plans,-66.%20In%20line).

9. To what extent do you agree or disagree with proposals for an integrated transport settlement?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don’t know

Why do you say that? Please write in the box below:

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Have a Council Leader who is directly elected by the public, with the first election planned for May 2024

Our Deal requires Norfolk County Council to change the way its leader is appointed. Put simply, instead of being appointed by other County Councillor's, every eligible person in Norfolk would get the opportunity to vote for a Leader. The position of a directly elected Leader would replace the existing position of the Leader of the Council with the first election planned for May 2024.

A directly elected leader would be supported day to day by the County Council's Cabinet and existing officers and systems.

Norfolk County Council also wishes to create a Norfolk Leadership Board, consisting of representatives from local government, health, the police, business, education, and the voluntary sector, to further support the directly elected Leader with shaping the priorities for Norfolk and developing strategy for further devolution deals.

A County Deal for Norfolk is not about local government re-organisation, every council remains a sovereign organisation and will not lose any powers or statutory duties. The directly elected leader would not change this, nor would they have the power to do so in the future.

The Deal text gives details of the proposed Governance model here (https://www.gov.uk/government/publications/norfolk-devolution-deal/norfolk-devolution-deal#:~:text=a%20devolution%20deal.-,Governance,-16.%20Strong%20local).

10. To what extent do you agree or disagree with plans for an elected leader and cabinet system of governance?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don't know

Why do you say that? Please write in the box below:

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Benefitting from devolution and enabling Norfolk's voice to be heard by Government to help shape future policies

County Deals are part of the Government's levelling up agenda designed "to spread opportunity equally across the UK", bespoke to the needs of the individual places, bringing decisions closer to people and places. The Government is clear that
County Deals are not about local government re-organisation and the
County Council is committed to working closely with key partners such as district councils, businesses plus other bodies, to make the most of any new powers and funding that come into Norfolk because of a Deal.

Norfolk would benefit by being part of a group of areas with devolution deals and directly elected Leaders or Mayors giving the County better direct access to Government ministers with the ability to lobby on important matters for our area.

The proposed Deal will require a directly elected leader. The most significant element of the deal, the Investment Fund worth £20 million per year over 30 years, as well as other funding and powers, would not be available without a directly elected leader. Details of the devolution framework are available on p.140 of the Levelling Up White Paper (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052706/Levelling_U

11. To what extent do you agree or disagree with the principals of devolution and the benefits it brings to Norfolk?

Please choose one answer only, from the list below:

- ○ Strongly agree
- ○ Agree
- ○ Neither agree or disagree
- ○ Disagree
- ○ Strongly disagree
- ○ Don't know

Why do you say that? Please write in the box below:

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