

Wreningham Parish Council

I give notice of the Annual Parish Council meeting and summon members to attend.
The meeting will be held in the Margaret Preston Room, Wreningham Village Hall
on **Tuesday 14th May 2024 commencing 7.30pm**
Members of the Public are welcome to attend

Signed: [T Higlett](#)
Clerk to Parish Council

Date: 7th May 2024
Email: clerk.wpc@gmail.com

AGENDA

1. To elect a Chair for the forthcoming year and receive the Chair's declaration of acceptance of office
2. To elect a Vice chair
3. To consider apologies for absence
4. To receive declarations of interest
5. Open Forum
 1. Input from the Public
 2. District & County Councillors
6. To approve the minutes of the last meeting.
7. Matters arising from the minutes.

8. Planning
 1. 2024/1135 Location: Land South West Of Hethel Road Wreningham Norfolk
Proposal: Construction of 2 bungalows & 1 chalet bungalow, along with 4.09 acres of land transferred to the Parish Council for Community Owned Land
Application Type: Full Planning Permission. **Comments by 22nd May 2024**
 2. To receive a report on plans accepted/refused by South Norfolk Council.
Application 2023/3690 Cha-am Mill Lane Wreningham Proposal: Change of use of land to form additional residential curtilage and the erection of an oak framed two bay cart lodge and concrete pad for caravan parking. Decision: Approval with Conditions(Delegated)

9. Administrative Issues
 1. Annual Insurance renewal
 2. Statutory Policy review

Policy	Amendments	Notes
Standing Orders	Date of review	Annual review
Financial Regulations	7. Payment of salaries. Included payroll provider	Annual review

10. Finance
 - 1.To consider the Internal Auditors report for year ending 31 March 2024.
 - 2.To consider and authorise exemption from external audit 2023/24
 - 3.To consider and authorise the Annual Governance Statement 2023/24
 - 4.To consider, approve and authorise the Accounting Statements 2023/24
 - 5.To note council's current financial standing – End of Financial Year 2023/24
 - 6.To approve payments
 - a) The Play Inspection Co - £216.60
 - b) T Higlett May Salary - £221.04
 - c) Gallagher Insurance - £976.91
 - d) L Trueman Audit - £50.00
 - e) T Higlett - Printing costs for 2023-24 - £17.22

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f) HMRC taxation May - £52.60

7. To note payments raised between meetings

- a) T Higlett April Salary - £221.04
- b) HMRC – taxation April - £52.60
- c) Autela Payroll Services - £73.73
- d) I Withey - £96.14

8. To note payments received

- a) South Norfolk Council 1st half precept - £5420.50

9. To approve the budget for 2024/25

10. To approve Glasdon's quotation for dog waste bin (Church Road).

11. To approve Clerks mileage claim.

11. Village - Maintenance and Highways

1. PROW signpost reinstated at Church Road.
2. Wreningham FP6 part of Kett's Country Walk.
3. Gravel Pit Hill – Blocked drain – cleared.

12. Village – Projects, etc.

1. The Farthings and section 106 agreement.
2. Wreningham Open Gardens 2024

13. Consultations

1. Norwich to Tilbury Pylons consultation – response closing date 18th June 2024.

14. Correspondence

15. General Parish Issues (for information only).

16. Date of next meeting: 9th July 2024

**Wreningham Parish Council
Minutes of the Council meeting**

Held Tuesday 12th March 2024 at 7:30pm
in the Margaret Preston Room, Village Hall

In Attendance: Cllr M Hill (Chairman), Cllr J Lambourne, Cllr A Tancred, Cllr H Glaves, Cllr K Morris.

District Councillors: I Spratt and B McClenning

Parish Clerk: Tina Higlett

10 members of the public

- 1 To consider apologies for absence.
Received from Cllr. Jarvis.
- 2 To receive declarations of Interest.
Cllr Tancred declared an interest in agenda point 8.
Cllr Lambourne declared an interest in agenda point 9.
- 3 Open Forum, including reports from District & County Councillors
 1. Public in attendance
No comments.
 2. District Councillors.
Cllr Spratt had forwarded a report through to council prior to the meeting. (appendix 1)
Advised that the members ward grant for 2023-24 had now closed. Will recommence in April 2024.
- 4 To approve the Minutes of the last meeting.
Agreed as a true record of the meeting.
- 5 Planning

Applications	Description
Comments agreed between meetings	<p>1. 2023/3836 Location: High Common Farm Wymondham Road Proposal: Demolition of existing farmhouse, erection of new house and garage, formation of access road and change of use of land to residential curtilage. (appendix 2)</p> <p>2. 2023/3690 Location: Cha-am Mill Lane. Proposal: Erection of oak framed two bay cart lodge with concrete pad for caravan parking. (appendix 3)</p>
Applications refused / accepted by South Norfolk	<p>2023/3087 High Common Farm Wymondham Road. Proposed agricultural access track. Decision: Approval with Conditions (Delegated) Date of decision: 12 February 2024.</p> <p>2023/3690 Cha-am Mill Lane. Proposal: Change of use of land to form additional residential curtilage and the erection of an oak framed two bay cart lodge and concrete pad for caravan parking. Decision: Approval with Conditions (Delegated) Date of decision: 6 March 2024</p>

- 6 Administrative Issues
 1. Biodiversity action plan. Chairman proposed carrying item to next meeting when there would be a full council. In the meantime, Clerk will attend a webinar on Biodiversity for parish and town councils.
 2. Appointment of Trustee to Wreningham Fuel Trust.
Council is responsible for appointing two trustees for a four-year term. One of the trustees will be retiring this Spring and Council will need to appoint another. Council

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proposed H Glaves as being conversant with the village and its residents.

H Glaves accepted the position.

Council passed on thanks to retiring trustee.

3. Request for hedge to be cut along the roadside on Mill Lane from the playing field to the village hall. Hedge has become so overgrown that it has narrowed the verge. Chairman had employed the services of a local garden services company to carry out the cutting back, after consulting with councillors.
4. Parish Online – 30-day free trial.
Council is not large enough to make effective use of this service. Further it would require significant input from at least one individual to learn and input useful data.

7 Finance

1. Council's current financial standing.
Business community account 16/02/2024 - £29,650.82
2. To approve payments

Payee	Description	Payment method	Amount
T Higlett	Salary February	Bacs	£356.37
T Higlett	Salary March 2024	Bacs	£221.04
HMRC	Clerks' taxation	Bacs	£188.60
K Morris	Expenses	Bacs	£28.47
Norfolk PTS	Subscription	Bacs	£108.41
B Jarvis	Website domain	Bacs	£26.39

3. To note payments raised between meetings.

Action Play & Leisure	Playing field Springer	Bacs	£1208.40
Copperfields Consulting	Window mount for village photo	Bacs	£24.00
J A Garden Services	Hedge work on Mill Lane	Bacs	£450.00

4. Payments received

South Norfolk Council	Go For It grant	Direct Payment	£300.00
South Norfolk Council	Pride in Place grant	Direct Payment	£300.00

5. Budget 2024/25

Chairman proposed revisiting the budget at next full council meeting.

- 8 Grant towards refurbishment of Wreningham Primary School.
Cllr Spratt advised council he had spoken to Ashwellthorpe and Fundenhall PC and there were concerns over the legality for payments outside their parish boundaries. He proposed council's clerk should make contact with Ashwellthorpe & Fundenhall PC on behalf of the school. School is now of the opinion that windows which are rotten should take priority over the toilets. These will need to be bespoke and a quote of £13,000 has been obtained. Curtains will also need to be replaced a later date. Parent Teachers Association (PTA) is overseeing the fundraising and school has stated it is prepared to pay the VAT element. The

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village hall committee will not charge the school for use of the hall for any events related to fundraising for the school. The committee are in favour of assisting the school and will be discussed further at their next meeting. Eventually a Go Fund It page will be set up on the web. It was suggested that the PTA could speak to local companies regarding funding. The parish council approved the use of s137 and Community Infrastructure Levy funds to award a grant of £5600 for the school. CIL money is currently £2753.

Council in favour with two abstentions.
Cllr Tancred had previously declared an interest.

- 9 Financial contribution for the Wednesday Coffee Morning.
Committee were looking for £150 towards the hire of the hall.

Council in favour with one abstention.
Cllr Lambourne had previously declared an interest.

- 10 Grant towards Village Hall kitchen refurbishment.
Committee member spoke of the need to replace the units which were 15 years old and were secondhand. A new kitchen would enhance the hall and be part of the central hub. Three quotes had been obtained for materials only and all in the region of £10,000. Including Installation costs, the total cost would be around £15,000. It is hoped the crockery could be replaced too. A grant through the National Lottery has been applied for and if successful would not require further financial assistance from the parish council. Grants can also be obtained through South Norfolk. Would envisage installation to take place in June.

- 11 Village - Maintenance and Highways

1. Play Equipment Inspection. This will be carried out in April.
2. Defibrillator battery to be replaced.
3. Footpath maintenance. Footpath 3 to footpath 1 has overgrown vegetation. This is part of a circular walk and will be passed to the NCC Highways Trails team to investigate and action accordingly. Footpath 6 part of the Kett's Country Walk. Steps require infilling as they have become a trip hazard.
4. Correspondence received from resident regarding speed awareness in the village. Clerk has written to Cllr Daniel Elmer regarding the NCC Road Safety Community Fund and asked for Wreningham to be considered for a reduction in speed around the village.
5. Reinstating Public Rights of Way signpost on Church Road. Reported on Highway's web portal.
6. Dog waste bin installation on Long's Wood. Owners have approved the installation.
7. Disposal of dog waste signage. Poster presented to council for approval. Chairman to review.

- 12 Village - Projects etc.

1. The Farthings – Site drainage/ditches will need to be addressed by the developer. New wildlife ponds will be created to combat some of the current surface water problems. Talks around the access to the site from Church Road including the suggestion of a permissive footpath. Vehicle parking on the Hethel Road entrance to include suitable access for agricultural equipment which will need access to the site to carry out maintenance. The land, which will be known as Community Owned Space, will be divided into three areas; wetland, wildflower meadow and community designed space. Water supply to be installed beside Hethel Road entrance. All agreed works etc. should be completed by FWP Ltd prior to land transfer to the Parish Council. The developer will provide sufficient funds to manage the site for the next 10 years. The planning application will be submitted to South Norfolk by the end of March 2024. The Application will go before the planning committee. Parish council will treat the planning application as they would any application which comes up before them for approval. Clerk has made contact with Spire solicitors and NP Law requesting an estimate for costs should they require legal representation.

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2. Wreningham Open Gardens – Representative advised the planning is going well. Local advertising has been organised and nearer the time inclusion in the Village People magazine which has a wide distribution. Looking for additional volunteers to work 2-3 hour shifts. Planters will be purchased with the Pride in Place grant awarded to the Parish Council, and these will be installed around the village. Financial assistance maybe required from the council for plants.
 3. Wreningham Welcome booklet – any amendments should be forwarded to Cllr Morris. Every household will receive a copy. Proposed displaying a copy in the local library. Distribution still to be arranged.
- 13 Dangerous/aggressive dogs around the village.
Cllr Tancred had spoke of concerns amongst some villagers and an increase in aggressive dogs in the village. Clerk had made contact with Norfolk Police and was advised that anyone with concerns should contact Norfolk Police either by dialling 101 or online reporting. If there is an imminent threat of harm then 999 should always be used.
- 14 Consultations
1. GNLP Inspectors report.
Council duly noted.
- 15 Correspondence
1. Big South Norfolk Litter Pick
 2. South Norfolk Electric Vehicle Charging Point Scheme update
 3. Community Action Norfolk – Village Hall small grants funds
- 16 General Parish Issues (for information only).
New build bungalow on Church Road – the developer has yet to reinstate the trod on the opposite side of the road which has been badly damaged by contractors’ vehicles. This work has been agreed to by the developer.
- 17 Date of next meeting: 14th May 2024
- Note the **Annual Parish Meeting** will be held prior to the Parish Council meeting.

Meeting closed at 21:35.

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Appendix 1.

Wreningham Parish Council – 12th March 2024

District Councillor Report

Grants

Members ward grants will open again in April 24. Contact your District Councillors for further information.

Hethel Planning Applications

The major expansion of Lotus Cars' technology park could now be slowed down by planning issues. The development has hit a potential snag after Norfolk County Council's flooding and historic environment teams lodged issues with the proposals.

The flooding department has called for an acceptable Flood Risk Assessment Drainage Strategy, alongside further information from Lotus on how it plans to ensure the expansion would not "adversely impact flood risk".

This comes amid a series of concerns raised about drainage issues in and around Hethel - including the impact of a 23-home development in Bracon Ash. The council's historic environment team also wants to investigate the land proposed for the site. A letter sent to South Norfolk Council's planning committee read: "There is potential for previously unidentified heritage assets with archaeological interest (buried archaeological remains) to be present within the current application site and that their significance would be affected by the proposed development.

Flooding on B1113

District Councillors are still active in attempting to resolve this, but to date we have still had no response from either County Councillor Daniel Elmer or Graham Plant, cabinet lead for Highways, Infrastructure and Transport. We are hoping we might achieve some sort of resolution in the near future however following an article published in the EDP on Friday 8th March following an interview with Ian Spratt, which highlighted your District Councillors concerns about the lack of response or action received so far.

Council Tax Increases

South Norfolk voted to increase Council Tax by £5 for a Band D property (3%) at SNC Council on Wednesday 21st Feb. Budgets for 24/25 were signed off on the same day. Higher interest rates and VAT changes have created a surplus for 23/24. All political parties agreed late amendments to allocate the surplus to service improvements including £350,000 to the Household Support, strengthening planning enforcement and additional resources to work with landowners on flood prevention.

‘Norwich to Tilbury’ Update

The formal consultation for this project is planned to start soon. For the latest information visit <https://pylonseastanglia.co.uk>

Their latest statement: The Offshore Coordination Support Scheme was announced by the government recently and will enable North Falls, Five Estuaries and Sea Link to look at coordinating their connections. This means that the long-awaited National Grid ESO review has now started – it will report on a variety of offshore options on March 6th 2024. Six of our representatives have attended round-tables and we will continue to lobby. The review will look equally at cost, technical deliverability, the environment and community.

Late additions ‘Norwich to Tilbury’ received 12th March.

[The ESO Network Study has just been published. Pylons East Anglia slammed the review of options for the grid saying: “The voluntary nature of the Government’s offshore coordination scheme \(OCSS\)](#)

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resulted in a far too narrow review. For anyone in East Anglia seeking a fully offshore grid it is a whitewash. We see none of the cost or environmental benefits of integration that we would see from a fully coordinated offshore system, which would reduce the amount of infrastructure needed. In fact, the OCSS leads to even *more* infrastructure on land, with potential for **additional pylons** between Friston, in Suffolk, and Tilbury, in Essex.”

None the less, the review highlighted the potential economic, environmental and community benefits from using HVDC underground cabling. This has the highest economic benefits (even better than current pylon proposals) if delivery of both options were to be deferred until 2034. The Pylons East Anglia team say, “we will be studying this option very carefully”.

Bob McClenning, Ian Spratt & Jim Webber

Councillor Contact Details

Cllr. Jim Webber	jim.webber@southnorfolkandbroadland.gov.uk	07394 323215
Cllr. Ian Spratt	ian.spratt@southnorfolkandbroadland.gov.uk	07554 668337
Cllr. Bob McClenning	bob.mcclenning@southnorfolkandbroadland.gov.uk	07769 030926

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Appendix 2.

Comments re Planning Application 2023-3836

Consideration: WPC opposes this application.

This application must be seen in the light of an apparent intent to overdevelop this area

- it follows on from a previous application for 5 residences – 2023/3219
- within 2023/3219 there is reference to converting the stables to a further residence
- Devlin Developments own website heralds additional development – see <https://www.devlindevelopments.co.uk/properties-1/wreningham-> (accessed 17-1-2024)
- it is well outside the development area for Wreningham and represents a significant intrusion into the Parish as a whole.
- Is this demolition really necessary? The application says that the current farmhouse, whilst not pretty, is in good condition. This application should be to use and improve the existing building. That will cut back significantly on the added environmental pollution which would ensue through demolishing one building and then building another.

General Comments

- Environmental Improvement – SNC should ensure that any development, of any kind, have a net positive impact on the local environment. We expect that this is addressed in detail and demonstrates that this development will assist and enhance the environment for all creatures and plants.
- Trees and hedging – no trees or hedges should be harmed in this development. It is expected that there will be a planting plan for additional trees and hedges suitable for the local environment.
- Flooding/Drainage – local knowledge is that these drains that feed from this site will need to be designed to take account of the fact that the drains into which they feed, on either side of the Wymondham Road are prone to filling and flooding.
- Lighting – We support the CPRE campaign to ensure that light pollution does not become a factor as a result of development of any kind. Especially in rural areas. In particular Wreningham is a dark village and wishes for it to remain so. Thus, SNC should condition any response to the applicant such that there is minimal domestic and site lighting.
- Highway/Transport – Wymondham Road is a single track road with intermittent passing places – a number of them informal as people pull into access points along the highway. Bearing in mind that the projected development of so many houses will bring many vehicles (domestic, commercial, etc.) onto this road, we do not consider this road to be suitable for vehicles associated with this development.

Furthermore, the turkey factory/farm on the opposite side of Wymondham Road is in constant use with employees' vehicles, lorries and articulated trucks visiting each and every day. A recent application by the owners of this site for permission to store and use hazardous chemicals indicates an acceleration of use in the near future.

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- Part of Wreningham? – the development is at too great a distance from the main Village to be considered as part of it. Indeed, it is most likely that any occupants will turn to the West from the site away from Wreningham and towards Wymondham.
- Open Countryside / visual impact – the vista from Wymondham Road to the South is one of open and rolling farmland – this is one of the defining characteristics of South Norfolk. The positioning of this development and the anticipated expansion will impact this vista significantly.

The proposed building is of significant height and width. It will impose a presence on the rural scene that is not warranted. The replacement building is planned to be some metres forward of the existing building's position further impacting the vista from the roadside.

- Re-use – The application documents state: "The building is in habitable condition and is fully wind and watertight ... Whilst the house is in need of modernisation, no major building works are needed to enable its continued occupation as a dwelling".

So, why demolish it? As mentioned above re-using of the buildings and the land upon which they stand will significantly reduce the polluting and visual impact that attends development. We consider that development be restricted to the existing buildings and/or their footprint – i.e. both the current garage and dwelling.

- Neighbours – the documentation states that there are no neighbours when there is an occupied house on the opposite site of the road.

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Appendix 3

Comments re planning application 2023/3690.

It is not clear from the application that access is across land in front of Cha-am and not directly from Mill Lane.

From the drawings Council feel that the caravan pad is very close to the road – but no information has been given on the exact location of the pad and the cart shed.

They would like to state the major concern is how close this is to the road, should it not follow the same building line as the house. If it was rotated clockwise through 90 degrees and set level with (or slightly behind) the front of the house and beside the house, an access gap between shed and house could be maintained. This would mean the building entrance and caravan pad are pushed back away from the road side and access could still be from Cha-am.

It was also noted that this plan does not accord with the location plan (different boundary outlines).

Any proposed water soak-away has not been shown and associated drainage from gutters and caravan pad also not shown.

Overall - Council feels the placement & orientation in relation to the house and roadside is an issue.

Wreningham Parish Council
Standing Orders

WRENINGHAM PARISH COUNCIL
STANDING
ORDERS

Adopted by WPC September 2021

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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Wreningham Parish Council

Standing Orders

INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

Wreningham Parish Council

Standing Orders

1. ● **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

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- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;

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- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. ● **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting

Wreningham Parish Council

Standing Orders

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(k), a member of the public shall not speak for more than 5 minutes.

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- h In accordance with standing order 3(j), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(s), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent**

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from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 -
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- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
 - *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

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vi. if there was a public participation session; and

vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

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- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

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5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- h **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- i Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the**

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Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. ●Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. ●Review of inventory of land and other assets including buildings and office equipment;
- xiv. ●Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. ●Review of the Council's and/or staff subscriptions to other bodies;

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- xvi. ●Review of the Council's complaints procedure;
- xvii. ●Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. ●Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. ●Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. ●Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so, members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

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7. ●PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. ●VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be

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included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

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- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **● MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

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12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the Council at the next available meeting of the Council in person and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect, at the next available meeting of the Council in person

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

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13● **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after, it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

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- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

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- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- 15 PROPER OFFICER**
- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
 - **Provide, in a conspicuous place or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 on www.wreningham.org.uk public notice of the time, place and agenda. LAPCP Regulations 2020 Part 1 Reg 13 (a)**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

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- iv. **facilitate inspection of the minute book by local government electors;** available on the council's website for inspection www.wreningham.org.uk
- v. **receive and retain copies of bye-laws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the

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Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16 RESPONSIBLE FINANCIAL OFFICER

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

17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

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- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with**

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the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council] or in his absence, the vice-chairman (if there is one) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of, the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to

Wreningham Parish Council

Standing Orders

their performance, capabilities, grievance or disciplinary matters.

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

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

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- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23 EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

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

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

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Standing Orders

24 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Wreningham Parish Council

Bank Reconciliation 2023-24

Financial Year Ending 31st March 2024

Prepared by T Higlett 25th April 2024

Balance as per bank statement 31 st March 2024	£
Community Account	
Total	£ 28697.54
Opening balance b/f 1 st April 2023	£26550.23
Receipts as per spreadsheet	£11601.41
Payments as per spreadsheet	(£9454.10)
Total	£ 28697.54

Wreningham Parish Council
Financial Regulations

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Update status:

v7 July 2021 – updated to reflect NALC guidance; adjustments for WPC where relevant

Wreningham Parish Council

Financial Regulations

1. General

- 1.1 These financial regulations govern the conduct of financial management by the Wreningham Parish Council (“the Council”) and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of financial control which facilitates the effective exercise of the Council’s functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council’s financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 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.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to Disciplinary proceedings
- 1.7 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.
- 1.8 The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9 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;
 - 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.

Wreningham Parish Council

Financial Regulations

- 1.10 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.
- 1.11 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.
- 1.12 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.
- 1.13 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.
- 1.14 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.
- 1.15 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

Wreningham Parish Council

Financial Regulations

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)

- 2.1 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.
- 2.2. On a regular basis, at least once in each half year, and at each financial year end, a member other than the Chairman or a cheque signatory 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 documents) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council. The Council shall review the bank reconciliation produced in the finance report by the Clerk at every Council meeting, and the minutes will note any comments/approval of report made.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or

Wreningham Parish Council

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- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 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.
- 2.9 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.
- 2.10 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)

- 3.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 3.2 The Council shall review the budget not later than the date set by South Norfolk Council each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.3 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.4. 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.

4. Budgetary Control

- 4.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 4.2 During the budget year unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 4.3 The RFO shall provide the Council with a 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 at every meeting.
- 4.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve.
- 4.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.

Wreningham Parish Council

Financial Regulations

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

5. Banking Arrangements and Authorisation of Payments

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and the detail shown in the Minutes of the Meeting.
- 5.3 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.
- 5.4 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council. 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.
- 5.5 The Clerk / RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- 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, or,
 - 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 [or finance committee].
- 5.6 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.
- 5.7 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.
- 5.8 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Payment Of Accounts

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council or if so delegated, the Clerk / RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

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- 6.4 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.
- 6.5 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods and supplies and equipment required purchased with the Council's debit card. Provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years. Refer to the Council's internet banking policy and debit card policy regarding transaction authorisation and payment security.
- 6.6 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.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely. [NB Cloud storage is not guaranteed nor secure – need a separate regular backup held away from the computer and the Cloud].
- 6.8 The Council, and any members using computers for the Council's financial business, shall ensure that current anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used. A password manager application is recommended for managing and retaining passwords.
- 6.9 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.
- 6.10 Access to internet banking accounts will be directly via the access page (which may be saved under "favourites" in the browser), 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.
- 6.11 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 and the Chair. A programme of regular checks of standing data with suppliers will be followed.
- 6.12 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.
- 6.13 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 or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly, against an itemised invoice presented by Clerk.
- 6.14 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members.

7. Payment Of Salaries

Wreningham Parish Council

Financial Regulations

- 7.1 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 salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 The services of a payroll provider currently carries oversees all payroll/pension arrangements.

8. Loans And Investments

- 8.1 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.
- 8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected 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 terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 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.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 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.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 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.

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Financial Regulations

10. Orders for Work, Goods and Services

- 10.1 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 (I) below.
- 10.2. A member may not issue an official order or make any contract on behalf of the Council.
- 10.3 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

- 11.1 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 these regulations shall 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 solicitors, accountants, surveyors and planning consultants;
 - 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 £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - (c) 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.
 - (d) 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.

Wreningham Parish Council

Financial Regulations

- (g) If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall be in accordance with Standing Orders.
- (i) When it is to enter into a contract less than £5,000 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 £1,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. Payments under Contracts for Building or other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The Clerk shall be responsible for the care and custody of office equipment.

14. Assets, Properties and Estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law.
- 14.3 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.

15. Insurance

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

Wreningham Parish Council

Financial Regulations

- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 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.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

- 16.1 Where the Council is sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 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.
- 17.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Revision of Financial Regulations

- 18.1 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.
- 18.2 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.

Wreningham Parish Council	Year 1/2	Year 2/3				Year 3/4			
	Year 2021-22	Budget 2022-23	A	B	C	Budget 2023-24	Actual Spend to 31-12-2023	Additional Spend to year end	Estimated to year end A+B
Expenditure Head	Budget 2021-22	Budget 2022-23	Actual Spend to 1-11-2022	Additional Spend to year end	Estimated to year end A+B	Budget 2023-24	Actual Spend to 31-12-2023	Additional Spend to year end	Estimated to year end A+B
	£	£	£	£	£	£	£		£
EMPLOYEES									
SALARIES		£2,400.00	£844.94	£2,012.56	£2,857.50				
Salaries and related costs						£3,000.00	£0.00	£1,217.24	£1,217.24
Staff Training						£50.00	£31.50	£0.00	£31.50
Staff expenses and subscriptions						£30.00	£0.00	£0.00	£0.00
Total for Employees	£2,219.00	£2,400.00	£844.94	£2,012.56	£2,857.50	£3,080.00	£31.50	£1,217.24	£1,248.74
OFFICE SERVICES									
ADMINISTRATION	£1,398.58	£1,800.00		£550.00					
Stationery						£50.00	£15.00	£20.00	£35.00
Postage				£22.80	£22.80	£30.00	£0.00	£10.00	£10.00
Software support						£80.00	£0.00	£0.00	£0.00
Total Office Services	£1,398.58	£1,800.00				£160.00	£15.00	£30.00	£45.00
COMMUNICATIONS									
Grant towards Village Magazine						£100.00	£100.00	£0.00	£100.00
Website Host/Licence/Support						£30.00	£26.39	£0.00	£26.39
Total Communications	£0.00	£0.00	£0.00	£0.00	£0.00	£130.00	£126.39	£0.00	£126.39
MEMBERS									
TRAINING		£325.00	£58.00						
Members Expenses						£50.00	£0.00	£0.00	£0.00
Room Hire									
Members Training						£200.00	£44.00	£0.00	£44.00
Total Members	£325.00	£325.00	£58.00	£0.00	£0.00	£250.00	£44.00	£0.00	£44.00
PROFESSIONAL SERVICES									
Legal & Professional Fees						£200.00	£0.00	£0.00	£0.00
Audit Fees			£55.00			£60.00	£60.00	£0.00	£60.00
Payroll Services									
Insurance			£699.41			£750.00	£875.21	£0.00	£875.21
Total Professional Services	£0.00		£754.41	£0.00	£0.00	£1,010.00	£935.21	£0.00	£935.21
SUBSCRIPTIONS									
SUBSCRIPTIONS		186							
NALC			£153.88			£160.00	£0.00	£0.00	£0.00
ICO			£35.00			£35.00	£35.00	£0.00	£35.00
Norfolk PTS									£104.04
Subscriptions other									
Total Subscriptions	£186.00	£186.00	£188.88	£0.00	£0.00	£195.00	£35.00	£0.00	£139.04
GRANTS AND DONATIONS									
DONATIONS		£2,160.00	£300.00	£250.00	£550.00				
Grants s137 (£5167= 10.81 x 478 electorate)									
Grants other						£300.00	£0.00	£300.00	£300.00
Total Grants and Donations	£460.00	£2,160.00	£300.00	£250.00	£550.00	£300.00	£0.00	£300.00	£300.00
VILLAGE MAINTENANCE									
MAINTENANCE		£2,000.00							
Grounds maintenance				£915.00	£915.00	£1,000.00	£926.69	£0.00	£926.69
Village maintenance (hedge cutting etc.)			£671.46	£149.00	£820.46	£900.00	£739.78	£200.00	£939.78
Dog Waste Bin Emptying Service			£132.72		£132.72	£200.00	£148.64	£0.00	£148.64
Total Village Maintenance	£2,834.00	£2,000.00	£804.18	£1,064.00	£1,868.18	£2,100.00	£1,815.11	£200.00	£2,015.11
VILLAGE SERVICES									
Churchyard maintenance						£250.00	£250.00	£0.00	£250.00
Defibrillator						£200.00	£148.74	£0.00	£148.74
Total Village Services	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£398.74	£0.00	£398.74
Other									
Christmas Tree							£160.00		£160.00
Drone photography							£150.00		£150.00
Springer								£1,208.40	£1,208.40
Dog Waste Bin								£247.40	£247.40
Total Other							£310.00	£1,455.80	£1,765.80
TOTALS	£7,422.58	8,871.00	£2,950.41	£3,326.56	£5,275.68	£7,675.00	£3,710.95	£3,203.04	£7,018.03

Estimated Budget	Increase or decrease	Notes	
£3,255.00	£150.00	Allowing for 5% increase	
£50.00			
£30.00			
£3,335.00	£150.00		
£50.00		Will need to allow for the purchase of Ink and Paper twice	
£30.00			
£80.00			
£160.00	£0.00		
£100.00		£200 allowed for Gov.uk domain and email address	
£230.00	£200.00		
£330.00	£200.00		
£50.00			
£200.00			
£250.00	£0.00		
£600.00	£400.00	The Farthings legal advice If receipts and/or payments go over £25K then require an external audit.	
£285.00	£215.00		
£250.00			
£1,200.00	£450.00	Include pro rata The Farthings	
£2,335.00	£1,065.00		
£35.00		Allow for increase	
£115.00			
£150.00	£45.00		
£500.00	£200.00		
£500.00	£200.00		
£1,200.00	£200.00	G lake increase of £150.00	
£1,000.00	£100.00	10% increase	
£450.00	£250.00	Additional 2 x bins	
£2,650.00	£550.00		
£250.00		Key: Budget 22/23	
£200.00		Budget headings set by previous clerk	
£450.00	£0.00	ADMINISTRATION	£1,800.00
		SALARIES	£2,400.00
		TRAINING	£325.00
		SUBSCRIPTIONS	£186.00
		DONATIONS	£2,160.00
		MAINTENANCE	£2,000.00
			£8,871.00
£10,160.00	£1,995.00		

**Wreningham
Income**

	Year 1/2 2021/22		Year 2/3 2022/23		Year 3/4 2023/24		Year 4/5 2024/25	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
	£	£	£	£	£	£	£	£
Cil			£1,917.21	£1,917.21	£0.00			
HMRC - Vat refund	£1,500.00	£2,227.21	£2,206.81	£2,206.81	£160.21	£152.63	£150.00	
SNC Council Grant					£500.00	£300.00		
Grants - Other				£200.00		£300.00		
Village Hall Rent			£10.00	£10.00				
Credits	£220.00		£220.00	£220.70		£20.00		
Total Income	£1,720.00	£2,227.21	£4,354.02	£4,554.72		£772.63		
Precept	£9,200.00	£9,200.00	£10,200.00	£10,200.00	£10,404.00	£10,404.00	£10,841.00	£10,841.00