



Great Witchingham Parish Council

I hereby give notice of a meeting of Great Witchingham Parish Council and summon members to attend.

Thursday March 26th, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Members of the press and public are welcome to attend.

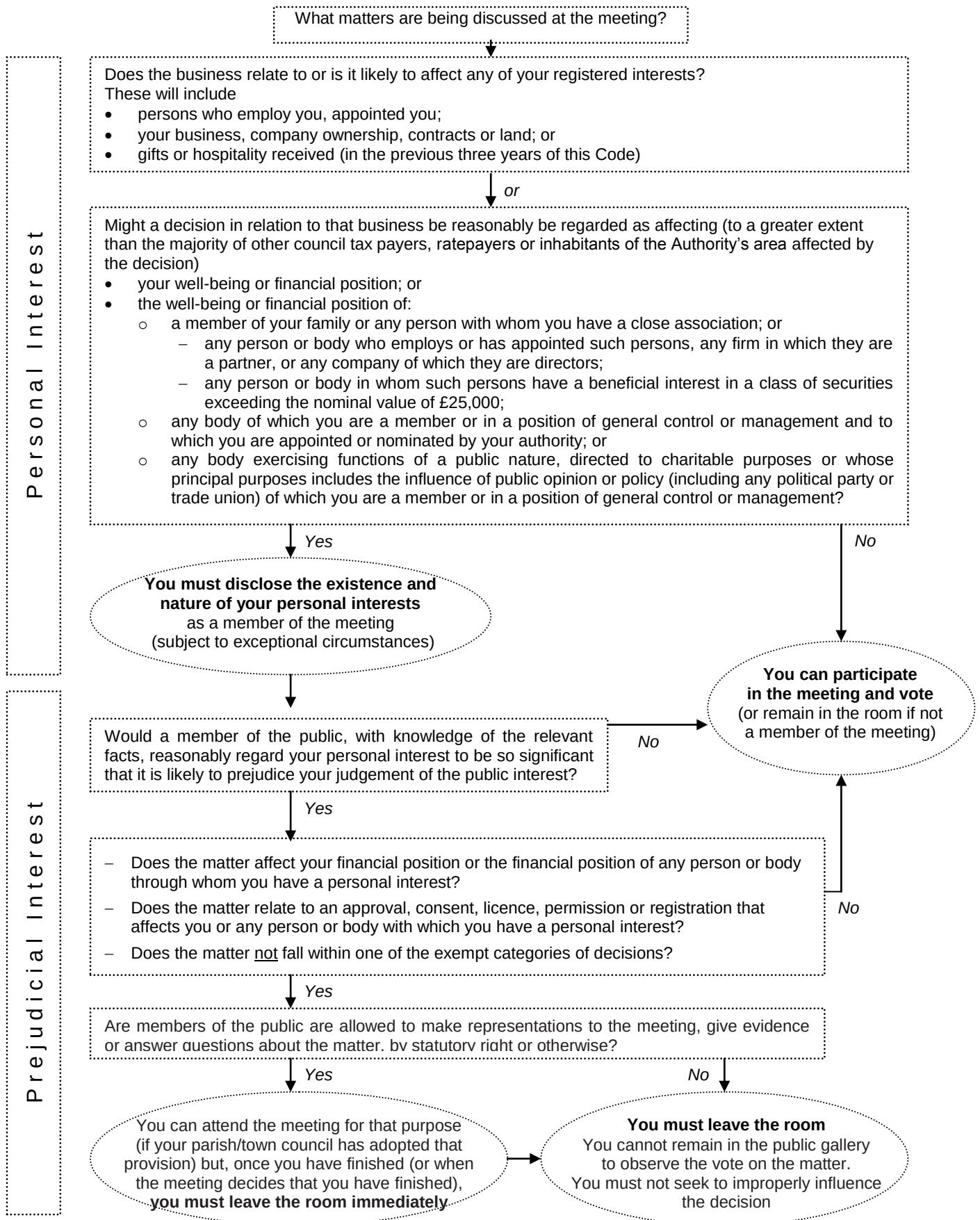
Dawn Clarke,
Clerk to the Council.
March 19th, 2026

AGENDA

- 2026/015 **Chairs Welcome and to consider apologies for absence.**
To receive and note apologies for absence.
- 2026/016 **Declarations of Interest.**
Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda and to consider any dispensation requests.
- 2026/017 **Co-option.**
To consider co-option of any candidate present.
- 2026/018 **Minutes.**
To approve the Parish Council minutes from the meeting held on Thursday January 22nd 2026.
- 2026/019 **To receive updates on any matters not elsewhere on the agenda.**
- 2026/020 **Public Participation and Reports.**
a. County Councillor Greg Peck.
b. District Councillor Peter Bulman.
c. Members of the Public.
- 2026/021 **Planning.**
a. To note no delegated consultee responses.
b. Any application arriving after the publication of this agenda.

- 2026/022 **Correspondence and Communications.**
a. To note any comment regarding correspondence items distributed.
b. Any correspondence after this agenda.
- 2026/023 **Financial Matters.**
a. To agree payments as detailed in Annex A.
b. To receive the bank balances.
c. To note the budget against actual for 2025-26.
- 2026/024 **Play Area.**
a. To agree the next steps in respect to the work planned to install new play equipment.
- 2026/025 **Community Engagement.**
a. To note the work at 'Johnsons Garage'.
- 2026/026 **Environment.**
a. To receive a report of the litter pick.
b. To note tree work on Common Lane (Old play ground).
c. To discuss the trees needing work at the back of the Village Hall/Hall Walk.
d. To note and respond to reports of noise at 'Rogers Yard'.
- 2026/027 **Administrative Matters.**
a. Clerk's report.
b. To consider adopting policies presented.
- 2026/028 **To consider a resolution to exclude the press and public,**
in accordance with the Public Bodies (Admissions to Meetings) Act 1960
in consideration of the following item due to the confidential nature of the
items to be discussed. An update in respect to legal matters.
- 2026/029 **Items for next meeting.**
Items for information only.
To note the next meeting date: May 28th, 2026, at 7pm – Village Hall
(APM prior to main meeting).

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





Great Witchingham Parish Council

Thursday January 22nd 2025, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Present: Rowan Banks (RB) Chair
Paul Hines (PH) Vice Chair
Peta Banks (PB)
Rachel Thorpe (RT)
Sally Acloque (SA)

Dawn Clarke Clerk & RFO to the Parish Council

District Councillor Peter Bulman (DCPB)

Minutes

- 2024/001 **Chairs Welcome and to consider apologies for absence.**
The Chair welcomed everyone to the meeting. Councillor Greg Peck sent his apologies.

Tracy Howlett's many years of service to the parish was acknowledged and she was thanked for all her hard work over the years.
- 2024/002 **Declarations of Interest.**
None.
- 2024/003 **Co-option.**
None.
- 2024/004 **Minutes.**
It was agreed that the minutes of the meeting held on Thursday November 27th, 2025, were a true record and signed.
- 2024/005 **To receive updates on any matters not elsewhere on the agenda.**
PB attended the 7 Parish meeting in November, and topics covered included the large developments adjacent to the parishes. The group wrote to the respective planning department about the impact these would have on the neighbouring communities, lack of infrastructure and foresight.

- 2024/006 **Public Participation and Reports.**
a. **County Councillor Greg Peck.**
b. **District Councillor Peter Bulman.**
c. **Members of the Public.**
a. No report.
b. District Councillor Peter Bulman (DCPB) Noted that County level elections have been cancelled due to the expense and the need to focus on the Unitary arrangements, this is under judicial review. The Local Ombudsman has written to Broadland DC Planning with respect to 'Johnsons Garage', the Ombudsman has received a response which is being considered, but no further details are available.
- 2024/007 **Planning.**
a. **To note no delegated consultee responses.**
b. **Any application arriving after the publication of this agenda.**
a. None.
b. None.
- 2024/008 **Correspondence and Communications.**
a. **To note any comment regarding correspondence items distributed**
b. **Any correspondence after this agenda.**
a. A response was received with respect to the call for letters by the A47/NWL liaison group for government NWL funding to support looking at the options available for alternative routes.
b. No update from the Bridge Inn regarding their plans.
- 2024/009 **Financial Matters.**
a. **To agree payments as detailed in Annex A.**
b. **To receive the bank balances.**
c. **To note the budget against actual for 2025-26.**
d. **To note the Band D Precept rate submitted to Broadland District Council.**
a. It was resolved to accept the payments listed in Annex A. Proposed PB, seconded RT, Agreed. (below)
b. Unity Current £4,668.60, Savings £53,651.29
Total bank balance £58,319.89.
c. Noted.
d. A precept of £30,041 was requested from Broadland District Council which gives a Band D rate of the tax base is 256, £117.35
In 2025-26 year the request was £28,996, tax base 253 and Band D rate £114.49

Income

Unity Trust Bank	Interest	£	272.47
	Donation for unused SAM	£	800.00
Broadland DC	Litterpicking Prize	£	220.00

To note payments made

Scribe	Nov, Dec, Jan	3 at	£	14.40
Payroll	WFH January		£	26.00
Unity Trust Bank	Service Charge January		£	6.00
SLCC	Subscription		£	82.50

For authorisation

Clerk	Clerks Expenses	£	46.65
	WFH Feb	£	26.00
British Legion	Wreath Donation S137*	£	25.00
Broadland DC	Playground inspection fee	£	108.00
Payroll	January	£	425.66
Gladston	Bin	£	486.72
N Steele	Professional Services	£	350.00
H Stebbings	Notice Board	£	2,121.60
Dawn Clarke	Microsoft Licence	£	84.99

2024/0010 **Play Area.**

- a. **To note the CiL/S106 money available and resolve to use this for play area upgrades and additional equipment.**
- b. **To delegate authority to the Clerk to authorise the work at the playground up to a value of £20,000 + VAT based on the quotes submitted for work.**
- c. **To note the receipt of the Playground safety report and authorise work highlighted.**
 - a. It was noted that there is £15,184.84 of CiL monies being held by Broadland District Council. That must be spent by June 2026.
 - b. Authority was delegated to the Clerk to authorise the work at the playground up to a value of £25,000 + VAT based on the quotes submitted for work. Proposed SA, Seconded RT, Agreed. Grants to be investigated.
 - c. It was agreed that work to the playground as detailed in the inspection report should be included at a similar time if possible. The trees and shrubs around the perimeter of the field and Hall Walk were noted to be getting out of control, Clerk to contact Broadland and ask for an inspection of the site and any previous tree surveys. The entrance to Hall Lane needs to be improved with the implementation of Martyn's Law this may need to be a emergency exit route.

2024/0011 **Community Engagement.**

The work at 'Johnsons Garage' had re-commenced, there has been no update from residents.

2024/0012 **Environment.**

- a. **To resolve the details of the litter pick any items needed.**
- b. **To note the work to trees around the bus stop.**
 - a. Set for 21st of March 2026, it was agreed that RT will approach the Queen of Hearts to use as a base as the Village Hall has a booking. RT to liaise with the pub.
RB will audit the equipment and purchase enough to make 15 full sets. (eBay – expected around £200)
A budget of £50 was agreed for refreshments.
DC to submit information to Broadland as there is grant/prize money and to arrange collection of the litter.
 - b. The branches have been raised, and it's expected that they will be raised further next year and the brambles addressed at that time.
PB and RB have planted a large number of daffodils so it is hoped that the village entrance will look more appealing.
The Brick Bus Stop is currently being worked on.

2024/0013 **Administrative Matters.**

- a. **To note the attendance of the surveyor and his recommendations.**
- b. **Clerk's report.**
 - a. The Surveyor has attended and we are waiting for the report, his fee of £350 was agreed.
 - b. Noticeboard, the application for licence is in, the clerk is waiting for that before proceeding with funding option (Crowd funder) and placing the order, the purchase was approved.
Sweepers have attended in the last 7 days, both road and path. We need to remove the remaining rooted weeds (Neil Atwell) We will need to provide a skip (£290) and Neil's fee is £820, this was previously agreed.
The alley way off the Fakenham Road is overgrown, but the ownership is unclear. (flag to Broadland DC)
Increase in Unity monthly fee - £7 a month was noted.
Payment card, there nothing costing less than Unity so it was agreed that the clerk will apply over the summer period.
Pension contribution rates have reduced by 3.5% from April. As the fund is meeting it's projected goals.
A large development in Hockering is planned (this falls in Broadland) – 7 chairs have been active along side DCPB

2024/0014 **Items for next meeting.**

DCPB made apologies in advance
Meeting Closed at 20:14
To note the next meeting date: March 26th, 2026, at 7pm – Village Hall.

From: Norwich Western Link <news@newsupdate.norfolk.gov.uk>
Sent: 19 March 2026 14:00
To: clerk@greatwitchinghamparishcouncil.gov.uk
Subject: Norwich Western Link project update



Norwich Western Link project update

Dear Sir / Madam,

It's been a while since we've updated you about our Norwich Western Link project, so we thought we would get in touch to let you know what's been happening in the last few months.

You might recall that when we emailed in October we told you that the Department for Transport (DfT) were carrying out a review of projects in their national Major Road Network programme, and this included the Norwich Western Link. The provision of nearly £1 million of development funding from the Government towards the project, which they agreed 'in principle' last July, is dependent on the outcome of this review.

DfT had originally indicated that the review would conclude before the end of last year but, at the time of writing, there has been no decision from them and we understand this is the same for all the projects that are being reviewed.

We believe we are in a strong position with our Norwich Western Link project in terms of being able to evidence the pressing need for a solution to be found to the transport issues to the west of Norwich.

So we're very hopeful that we'll receive a positive decision from DfT. However, until they release their development funding, we can't complete our work to assess options for a potential Norwich Western Link.

If they do confirm this funding, the project team will aim to ramp up work as quickly as we can to try to limit any delays as a result of the DfT review. The intention remains to produce a shortlist of potential options for a Norwich Western Link and ask for people's views on them through a public consultation.

While we haven't been able to progress work on our Norwich Western Link project as quickly as we would have liked, we have been working on some smaller scale measures to try to address some of the growing traffic issues and road safety concerns in communities to the west of Norwich.

Reduced speed limits were implemented in the parishes of Weston Longville, Morton on the Hill and Honingham late last year. Following a public consultation, physical measures, including 'build outs' on roads that give priority to traffic travelling in one direction, are also scheduled to be installed in these areas later this year. And reduced speed limits in Felthorpe and the Barnham Broom area are due to be introduced this year too.

A larger scale intervention through our Norwich Western Link project will be needed to really tackle the rat-running, congestion and delays that are the bane of communities and businesses to the west of Norwich. In the meantime, we are getting on with introducing these measures and they will hopefully help to alleviate some of the traffic problems.

I hope it's helpful to know where we are with the project. If you'd like further information on the Norwich Western Link, you can find it on our website at www.norfolk.gov.uk/nwl

Best wishes,

Graham

Cllr Graham Plant

**Cabinet Member for Highways, Infrastructure and Transport
Norfolk County Council**

If you wish to contact the Norwich Western Link project team, please email norwichwesternlink@norfolk.gov.uk



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Great Witchingham Parish Council

Full Council Meeting March 26th 2026

2026-0023 a

Income

Norfolk CC	Westcotec Bus Shelter Grant	£	3,984.00
Crowd Funder	Grant (notice board	£	600.00

To note payments made

Scribe	Feb, Mar - 2 at	£	14.40
Norfolk Pension Fund	Monthly , D, J, F, M at	£	145.92
Robin English	Tree Work	£	428.00
Norman Wenn	Skip	£	290.00
HMRC	PAYE	£	247.26
Westcotec	Bus Shelter (full amount)	£	5,976.00
Payroll	Feb, Mar 2 at	£	425.66
Clerk Exp	WFH March	£	26.00
Ebay	Litterpicking Equipment	£	238.51
Broadland DC	Waste (litter)	£	296.40
ICO	Yearly Fee	£	47.00
Unity Trust Bank	Service Charge Feb	£	6.00
Norse	Maintainance 2 of 2	£	928.76
Neil Attew	Maintainance	£	820.00

For authorisation

Clerk	Clerks Expenses	£	74.60
Clerk	Clerk office Expenses	£	86.31
Wensum Diaries	Advertising	£	200.00
Rowan Banks	Litter Pick expenses	£	15.50

2026-27

Parish Online	Yearly Fee	£	64.80
Clerk Exp	WFH April	£	26.00
Robin English	Brick Bus Shelter	£	2,200.00

Signed:

Date: 26.3.2026

Great Witchingham Parish Council (Lite)**BANK ACCOUNTS**

01 Unity Current	£6,073.06
Savings	£44,651.29
Pre-paid card	

Total in Banks	50,724.35
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Cash

GRAND TOTAL (Banks and Cash)	£50,724.35
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Great Witchingham Parish Council IT Policy

1. Introduction

Great Witchingham Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Great Witchingham Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Great Witchingham Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Great Witchingham Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Great Witchingham Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Great Witchingham Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Great Witchingham Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Great Witchingham Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Great Witchingham Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Great Witchingham Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Great Witchingham Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Dawn Clarke - Parish Clerk

All staff and councillors are responsible for the safety and security of Great Witchingham Parish council's IT and email systems. By adhering to this IT and Email Policy, Great Witchingham Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Source: SLCC Document

Adopted: March 2026

Great Witchingham Parish Council

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Great Witchingham Parish Council FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. Scribe will be used for accounting purposes, view only access will be made available to all councillors.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.4. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.5. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.6. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.7. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.8. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.9. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide. (SAPPP)
- 3.10. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.11. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in November for the following financial year
- 4.3. No later than [November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- Unspent budgets shall be placed them in an earmarked reserve
- 4.4. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than 15th December for the ensuing financial year.
- 4.5. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.6. The RFO shall **issue the precept to the billing authority no later than the end of February** and upload a copy of that request to the cloud
- 4.7. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council
- 4.8. The Clerk is encouraged to apply for any grant that may align with the Councils Budgeted activities or 3-5 year goals. Grants applied for in between meetings should be minuted and approved at the next opportune meeting.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as

practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.6. For contracts greater than [£10,000] excluding VAT the Clerk [or RFO] shall **endeavour to** seek at least [3] fixed-price quotes;
- 5.7. where the value is between [£10,000] and [£50,000] excluding VAT, the Clerk [or RFO] shall **endeavour to** seek ~~try~~ to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.8. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.9. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.10. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.11. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.12. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, under delegated authority, for any items **below £2000 excluding** VAT.
- the Clerk, in consultation with the Chair of the, for any items **below £5,000** excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items **under £10,000 excluding** VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items **over £10,000**

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.13. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.14. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up **to £5,000 excluding** VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.15. An official order, email or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate
- 5.16. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; The council has resolved to bank with **Unity Trust Bank**. The arrangements shall be reviewed **each May** for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking.

- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance. This will be reviewed each year and form part of the minutes.

A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.7. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

- i. {any payments of up to [£2,000] excluding VAT, within an agreed budget}.
- ii. payments of up to [£5,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the 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 finance committee}.
- iv. Fund transfers within the councils banking arrangements up to the sum of [£50,000], ~~provided that a list of such payments shall be open to~~ submitted to the next appropriate meeting of council ~~[or finance committee]~~.

- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

- 6.9. The Council wishes to maximise the interest earned. The current account will have a balance of no more than half of the precept and no less than 3 months of running costs. All other monies to be moved into the savings account at the discretion of the Clerk / RFO.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 3 councillors who will be authorised to approve transactions on those accounts and two people will be involved in any online process. No councillor should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to the 'GWPC Banking' Whatsapp Group.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments may be made by variable direct debit, provided that the instructions are approved online by two authorised members. ~~The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.~~ The use of variable direct debits will be reconfirmed each year in May.
- 7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8. Cheque payments

Cheques are not a form of payment made by the council.

9. Payment cards

- ~~9.1. The 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.~~
- ~~9.2. A balance of £500 will be loaded to the card and maintained.~~
- ~~9.3. Personal credit or debit cards of members or staff shall be avoided. In a situation where it is unavoidable a VAT receipt in the name of the council must be presented~~

10. Petty Cash

The council will not maintain or accept any form of cash Payment of salaries and allowances

10.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation. PAYE will be via direct debit

10.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

Salary rates shall be agreed by the a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

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

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

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

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk shall be responsible for the collection of all amounts due to the council.

- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The Clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software annually at the end of the financial year.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

Does not apply.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. 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.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. [Charities]

Does not apply

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Adopted Jan 2025 (2025-0008d)

NALC model document amended DC

Review March 2026 (2026-0023 d)

Limits raised and card use amended.

GREAT WITCHINGHAM PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

LEGEND : L = Low M = Medium H = High

AREA	RISK	LEVEL	CONTROL
FINANCIAL			
Financial Mis-management	Loss of money or goods caused by accident, fraud or dishonesty. Precept request not submitted by due date. VAT not reclaimed. HMRC/Pension Provider responsibility not maintained Unauthorized use of the pre-paid debit card	L	Financial Regulations Insurance in respect of money loss All invoices uploaded to shared area for all councilors to inspect, payment list is signed by the chair – this is uploaded to the shared area. Bank statements/downloaded summaries are presented to Parish Council meetings & reconciled with summary of accounts (Bank Reconciliation). Available to all councillors as part of meeting documents. Signed by Chair and uploaded Precept determined in good time at budget meeting in November. Uploaded precept request in shared area as part of the meeting documents. VAT is calculated by Scribe and is auto generated at the end of the year. Pension is outsourced. Pre-Paid debit card is kept separate from the PIN.

ASSETS			
Community & Physical Assets	Assets stolen or missing Assets damaged Damage/injury to third party	L	Asset Register maintained and reviewed. Regular visual inspections. Damaged asset disabled or made safe and repaired without unnecessary delay. Loss or stolen assets reported to the police.
Council Records	Loss of paper records through theft, fire or damage.	L	Inherited records and onwards from July 2017 are kept at the Clerk's home. Actively moving towards all items held in the 'cloud'. Other historic documentation is deposited with Norfolk Records Office as recorded
	Loss of electronic records through theft, fire, damage or corruption of IT	L	Electronic records are stored on the Council computer and Cloud password protected.

LEGAL REQUIREMENTS			
Illegal activity or payments (Ultra Vires)	Council brought into disrepute	L	All activity and payments are within the powers of the parish council and resolved and minuted at PC meetings. The presiding member of a meeting ensures an intelligible and lawful decision is reached for the right reasons. Clerk & Councillors have access to regular training sessions. Policies are reviewed and updated when necessary Council is a member of Norfolk Association of Parish & Town Councils which gives subscription to NALC.
GDPR Compliance	Risk to personal reputation Holding excessive data Fine/Compensation Time to comply	M	Secure storage Record Management Training Data Protection Policy & Privacy Statement & Notice(s) Information Audit.
IT related risk	IT policy breached	L	Ensure all users are aware of the policy.
Injury on Council Assets	Injury to a resident	L	Insurance Purchased. Regular inspections and ROSPA annual inspections. Inspection records retained.
PERSONNEL			
Loss of Personnel (Clerk & Councillors - Permanent or Temporary)	Lack of continuity Disruption of Service Loss of Information	H	Council to assess for self management or seek locum support from NfALC or NPTS in respect of loss of clerk. SAPPP stipulate the Chair should not be the Clerk. A RFO should be appointed at all times. Clerk to inform District Council if permanent Councillor loss

			leaves the Council inquorate.
Personal Accident to Councillor or Clerk . Libel & Slander claim Legal expenses accrued	Legal action	L	Insurance purchased. Risk assessments undertaken

This assessment will be reviewed periodically to confirm its continuing accuracy and relevance or when circumstances change and will be amended and reissued as may be found necessary

Dawn Clarke, Updated 3-2026, review yearly.

Summary of Receipts and Payments

All Cost Centres and Codes

Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Costs				8,300.00	7,613.34	686.66	686.66 (8%)
7	Staff Working Expenses				586.00	517.70	68.30	68.30 (11%)
8	Subscriptions & Memberships				380.00	254.42	125.58	125.58 (33%)
9	Expenses Room Hire				275.00	50.00	225.00	225.00 (81%)
10	Maintenance Playground				3,800.00	962.97	2,837.03	2,837.03 (74%)
11	Maintenance General				2,875.00	8,106.98	-5,231.98	-5,231.98 (-181%)
12	Admin Expense				900.00	657.99	242.01	242.01 (26%)
13	Ins, Audit & Professional Fees				925.00	1,288.90	-363.90	-363.90 (-39%)
14	Election Fees							(N/A)
15	S.137							(N/A)
16	Training				800.00	322.00	478.00	478.00 (59%)
17	Grants				725.00	775.00	-50.00	-50.00 (-6%)
18	Reserves 1							(N/A)
19	Reserves 2				9,400.00		9,400.00	9,400.00 (100%)
20	Project					61.14	-61.14	-61.14 (N/A)
SUB TOTAL					28,966.00	20,610.44	8,355.56	8,355.56 (28%)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	28,966.00	28,966.00					(0%)
2	Grants/Donations		6,680.29	6,680.29				6,680.29 (N/A)
3	Bank Interest		675.80	675.80				675.80 (N/A)
4	VAT Refund							(N/A)
5	CIL							(N/A)
SUB TOTAL		28,966.00	36,322.09	7,356.09				7,356.09 (25%)

Summary

NET TOTAL	28,966.00	36,322.09	7,356.09	28,966.00	20,610.44	8,355.56	15,711.65
V.A.T.		1,322.99			1,785.63		
GROSS TOTAL		37,645.08			22,396.07		

Great Witchingham Parish Council Financial Risk Assessment

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

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Precept	Inadequate Precept	L	To determine the precept required, the Clerk/RFO examines the current financial year's accounts together with the projected year-end accounts, and considers all expenditure and income required for the next financial year, then presents this to Councillors to enable Council to make an informed decision and subsequent approval of such. The public are then notified of this via a meeting Agenda and invited to attend the next full Council meeting, at which Council agree the Precept amount. The Clerk then submits the Precept form to Broadland District Council for processing and payment.	The procedures in place are adequate and are reviewed annually.
	Precept not paid by Local Authority	L	The Clerk/RFO checks the bank account in April and again in September, to ensure the half yearly precept payments have been made by BDC.	
Financial Regulations	Not adhering to policy and procedures as set out in the Financial Regulations	L	The Clerk/RFO and Council follow the Financial Regulations as set out by NALC, which have been revised and adopted by the Parish Council. These are reviewed annually by the Clerk/RFO and Council and adopted at the Annual Parish Council Meeting.	Current Financial Regulations are adequate and adopted by Council.
Standing Orders	Not adhering to policy and procedures as set out in the Standing Orders	L	The Clerk/RFO and Council follow the Standing Orders as set out by NALC, which have been revised and adopted by the Parish Council. These are reviewed annually by the Clerk/RFO and Council and adopted at the Annual Parish Council Meeting.	Current Standing Orders are adequate and adopted by Council.
Bank Records & Banking	Banking / Financial Errors	L	All items of income and expenditure are cross-referenced against the bank statements and a reconciliation report created. Records are presented regularly to Council.	Current procedure adequate.
	Loss through theft and dishonesty	L	All expenditure and income are included on meeting Agendas before being approved by Council at Parish Council Meetings unless contractual payments and minuted as such. ~~All cheques are to be signed by 2 Councillors with stubs initialled also. Blank cheques are never authorised and if a mistake is made on a cheque, it is automatically cancelled, and a line put through it. It is then stapled to the relevant cheque book stub which states the details of the cheque and why it was cancelled.~~ The Council is also covered by a Fidelity Guarantee within the annual insurance policy.	Current procedure and insurance adequate.

Great Withingham Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Electronic Payments (BACS)	Payments made without Council approval Incorrect electronic payment or amount made / No monitor on actual electronic entry	L M	All BACS payments are approved by Council prior to the payment being made. If a payment needs to be made outside of the meeting, then approval is to be agreed with the Chairman, with the decision and payment ratified at the next available council meeting via the monthly Ratification Statement. Council uses Unity online "Approver" facility, which automatically requires that payments made from the account must be authorised by two signatories before being released to the payee. Those authorising check the payment to ensure that it matches the approval list from the meeting.	Reviewed annually.
Financial/Account Records	Inadequate Records	L	The Clerk/RFO maintains an electronic cashbook using Scribe listing all income and expenditure. There is an internal auditor appointed annually to produce a report to Council prior to external audit. Electronic files are saved to the laptop.	Reviewed annually.
Investment Account/Income	Loss of funds	L	The account is reviewed regularly and reconciliations are completed for authorisation by the Parish Council. Council reviews the investment policy at each year end.	Review annually.
Grants Awarded to Council	Not receiving grant funding when successfully applied for	L	The Clerk/RFO is to ensure that all grant payments are made to the Council according to the terms of the grant and at the correct time, following up with the individual local authority and/or organisation if they are not.	All reviewed annually.
Grants Awarded by Council	Grant Payments	L	The Clerk/RFO also ensures there is a power to pay such grants before presenting the grant application to Council for approval. The Clerk/RFO ensures that all annual grants are budgeted for and a schedule of such payments kept for audit purposes and future budgeting.	All reviewed annually.

Great Witchingham Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Cash	Loss through theft and dishonesty	L	No petty cash is held by the Clerk/RFO or Council members. Any sundry items are to be purchased by the Clerk using the pre-paid card.	N/A Current procedure adequate. Reviewed annually.
Borrowing	Ability to repay any loans	L	The Clerk/RFO ensures that appropriate cash-flow forecasting is completed as and when required, and annually, the Clerk/RFO completes affordability check calculations. A report is presented to Council by the Clerk/RFO before any loans are applied for.	Reviewed as and when finance is required for a particular project not covered by the Precept and at budget time.
Best Value	Charges made on the Parish Council are too high	L	The Clerk/RFO should obtain at least 3 estimates/quotations wherever possible for any work undertaken by contractors on behalf of the Parish Council and for any major expenditure, as set out in the Financial Regulations. All estimates/quotations are then agreed and approved by full Council and minuted accordingly.	Current procedure is adequate.
Financial Reporting	Insufficient information	L	All income and expenditure are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts. Each quarter, the Clerk/RFO circulates a Financial Report to Council, outlining income and expenditure against budget and highlighting main points in a commentary. All income and expenditure are also entered into the cashbook against the correct cost area. The Clerk/RFO ensures that all VAT returns are made in a timely manner and recorded in the cashbook. All accounts are available for public inspection.	Current procedure is adequate. The cashbook (budget) is reported on quarterly and reviewed by full council.

Great Witchingham Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Audits	Annual Audit is not completed within the set deadline Annual Audit is not advertised	L L	The Clerk/RFO prepares the year end accounts statement and Annual Governance and Accountability Return for the Internal Auditor to review in April. Once the accounts have been returned and any recommendations reported on and observed, Council then approves them at the annual meeting in May, along with all audit papers and the Annual Governance and Accountability Return. These are then submitted to the External Auditor for review. The Clerk ensures the annual audit and conclusion of audit notices are displayed on the Council notice board and website for the public to view, for the prescribed period of time.	Current procedure adequate.
Invoices	Goods not supplied but billed Incorrect Invoicing	L L L	Invoices are only paid after the service or goods have been received to the Council' satisfaction, and only after full Council have approved them. All requests /orders for goods and services are confirmed in writing by the Clerk/RFO, to agree all costs involved. The Clerk/RFO checks all invoices received for accuracy and ensures all information is entered into the Cashbook.	Current procedure is adequate. The Cashbook (budget) is reviewed annually by the Clerk/RFO and Internal Controller.
Freedom of Information Act	Non-compliance with the Model Publication Scheme	L	Information and documentation is made available on the Parish Council website, in order to comply with the Model Publication Scheme. Information is also publicised on the Parish noticeboards, with all FOI's dealt with in accordance with the Model Publication Scheme also.	Reviewed annually, therefore current procedure is adequate.
Salaries	Salary and expenses paid incorrectly Incorrect NI & Tax deductions and Pension contributions	L L	Great Witchingham Parish Council only employs one person, the Clerk. The Clerk presents their wage, expenses and any extras such as stipend payments and pension contributions, monthly, via the meeting Agendas. Full Council approves all presented figures at the monthly meetings, which is recorded in the minutes. The payroll is in house as the clerk has the relevant experience or is offered training. Pension is provided by a external provider who has data checks in place to ensure the correct rate is applied.	Current procedures are adequate.
Data Protection	Non-compliance with Data Protection Legislation	L	Great Witchingham Parish Council is registered with ICO the UK Data Protection Agency and is governed by their rules. Gt Witchingham Parish Council have also adopted various policies and procedures concerning the 2018 General Data Protection Regulations.	Reviewed annually, therefore current procedure is adequate. Service is renewed annually.

Great Witchingham Parish Council Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Insurance	Inadequate Cover	L	An annual review is undertaken prior to the renewal of the insurance policy. Third party risk is included within the cover, with current liability set at £10m.	Due to the insurance being reviewed annually and cover updated with any capital items as and when required, the current procedure in place is adequate.
	Fidelity Guarantee	L	The amount is reviewed annually to ensure insurance cover is sufficient for the Parish Council's needs.	
	Public Liability	L	The Parish Council maintains insurance cover in all areas.	
	Personal Accident	L	All Council members, employees and/or volunteers of the Parish Council are covered under the personal accident plan of the insurance policy. Risk Assessments are undertaken for any major events and the insurance company notified.	Quotations will be obtained annually.
	Cost	L	Quotations are obtained when it is time to renew insurance cover and are presented to Council for it to decide which to accept.	
Physical Assets	Loss or damage Risk/damage to third party property	M L	An annual review is conducted for insurance, storage and maintenance purposes. An annual review is also conducted for the level of public liability insurance required.	The Asset Register is updated when necessary with a full review conducted annually.
Financial Assets	Land Rent not paid or rent income received	L	The Clerk/RFO is to ensure that all rent income and expenditure, is paid in a timely manner and recorded within the budget.	All rent payments and income are reviewed annually.
	Adequacy of Reserves	L	Considered by Council annually at budget setting in November/December and minuted.	Reviewed annually.

Reviewed and re-adopted at the Parish Council Meeting : March 2026

Great Witchingham Parish Council

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The council will [provide training in/raise awareness of] equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

[We have carried out an assessment to assess the risk of different forms of harassment, including sexual harassment and third-party harassment, occurring in our workforce, including in [different roles [and departments]], the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed [regularly OR annually]. [The current assessment is available on the [Intranet].

[We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.]

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring . If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: October 2023

Adopted: March 2026

— policy ends here —

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council. It is important that any commitment made in the policy is applied in practice.

1. Green Book terms

The Green Book sets out practical principles that councils can adopt and acknowledges that local councils will need to select the appropriate measures to match their circumstances.

The guidance covers:

- Developing and action plan to establish and monitor progress
- Recruitment and Selection Procedures
- Training
- Pay, Grading and Conditions of Service
- Dealing with Harassment

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.