Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 14TH APRIL 2026 AT 7PM.

These minutes are considered draft until they are agreed by council at the next meeting.

PRESENT:

Cllr David Burns (Vice Chair, who agreed to chair the meeting), Cllr Richard Miles, Cllr Karen Randell, Cllr Alan Bowker.

Kay Montandon (Parish Clerk). Three members of the public were present.

1. **To Receive Apologies for Absence**
   Apologies were received from Cllrs Bulley, Houlton and Houlton and Cllr Yaxley also sent his apologies on the evening which were received after the meeting.

2. **To Receive Declarations of Interest and Grant Requests for Dispensation**
   Cllr Miles declared an interest as an allotment holder, and Cllr Bowker for Church matters.

3. **To Agree the Minutes of the Meeting Held on 10th March 2026**
   It was resolved to confirm the Minutes of the meeting held on 10th March 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. **To Note Matters Arising from the Previous Minutes not Elsewhere on the Agenda.**
   The council noted the improvements to the parish website and congratulated the web designers. The website is now compliant with transparency and accessibility requirements. www.trunch-pc.gov.uk.
   The Chair thanked Mr Mason for his valuable work in restoring the parish noticeboard which saved the council a considerable amount of money. The noticeboard is looking very smart and all the council documents can now go on there.

5. **To Receive Reports from County and District Councillors, and the Police**
   Cllr Burns and the whole council expressed their thanks to Cllr Ed Maxfield who is standing down as County Councillor for his hard work for the parish and wished him well in future ventures.
   Cllr Miles reported from a recent police meeting that anti-social behaviour was the current police priority.

6. **Correspondence**

To note any issues brought to the attention of the council since the last meeting.

a) The Ramblers: Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. Cllr Bowker volunteered to submit an audit and be the responsible Councillor.

b) The Council noted that Norfolk County Council has set up a £3 million crisis fund to support residents affected by the rise in heating-oil prices. Residents can apply to the Norfolk Heating Oil Crisis Fund through the council's website at www.norfolk.gov.uk/HeatingOil

c) The Council agreed to put the notice of election on the webpage. If anyone has any questions, contact 01263 516266 or email electoralservices@north-norfolk.gov.uk

d) The Council noted that the Department for Transport (DfT) has concluded its review and that the Norwich Western Link options project will continue and will be funded by the Government. The intention is to create a shortlist of options and then carry out a public consultation. Information about Norwich Western Link project at www.norfolk.gov.uk/nwl

7. **Finance and administration**

a) The bank reconciliations, bank statements and expenditure versus budget were received and signed by the Chair.

b) The following payments were approved and receipts noted:

Payments	**Amount**	**Supplier**
Clerk salary March	£360	Kay Montandon
PAYE	£90	HMRC
Subscription	£364.15	NPTS
Grass cutting	£203	T Jones
Harrowing of playing field	£60	V Larke
Warm room hire	£23.75	Victory Housing
Noticeboard materials	£180	Mr Mason
Receipts	**Amount**	**From**
New bench on playing field	£950.87	Trunch Garden Society

8. **Governance and Transparency**

a) The Training Log was received.

9. **Highways**

a) The council resolved to agree the updated SDA from NCC to maintain the footpaths and byways of the parish as before.

b) The drain on Brewery Road has been cleared and the Council thanks the Highways Engineers for their work.

c) No update on the project to provide escape pods on the North Walsham Road for pedestrian safety.

10. Grass Cutting

The grass cutting programme for the year has been finalised and is in action.

11. Playing field

a) Cllr Miles has repaired the fence issue that was noted in the annual inspection and the council thanked him for his work and approved the cost of £62 on wood and screws. Further work will be required on the flooring of the play area and the council is looking at what other local play areas have done and seeking quotes. The pétanque court is up and running and the lovely bench is in situ. Cllr Miles reported that the deed to the playing field has been located.

b) The council resolved to commission the monkey wall on the basis of no cost to the parish council other than VAT. The lottery funding application to be carried out with the help of the contractor and if no funding is forthcoming then no order will be made for the monkey wall.

12. Village Green

a) Nothing received from NNDC re the tree work to date.

13. Planning

a) New applications – none
b) Decisions – the council noted that RV/25/2820 has been approved.
c) Appeals - none

14. To Receive Reports on Council Services and Projects

a) **Allotments**
Some new holders have come in. The plots are mostly being looked after well. No objections have been received to the allotments being viewed during open gardens.
b) **Community Speedwatch**
A session a week is going ahead. It is working in that there were no speeders during the latest session and the drivers were polite and supportive. Evidently when the speedwatch camera is out, the drivers pay attention to speed.
c) **Neighbourhood Plan**
The policy final drafts were approved by NNDC. The next phase is to write the plan and carry out the consultation in the village.
d) **Good Neighbours Scheme**
15 users of the scheme in March. There was a discussion about the mileage allowance given the increase fuel costs. The council decided that should volunteers need an increased allowance to pay for fuel it would be looked at on a case by case basis.
e) **Footpaths**
The sign for FP1 has been replaced. A new sign for FP 8 has been installed and one

for the new RB but only at the start. There is still a sign on that restricted byway saying No Horses. A member of the public made reference to some fly tipping on the track near Blooms Turn.

15. Defibrillator

The council resolved to cover the cost of the ongoing support for a new defib at the hall at a cost of £196 per annum. It was also agreed that the council would share the cost of purchasing the defib at a cost of £1200 to the parish with the remaining costs shared between the village hall and the village society. The village hall will need to notify its insurers and the parish council will need to add it to its list of assets.

16. Trunch Mardle

To consider a grant request. The council would be very open to helping with costs for a valuable village service such as the Mardle. There was some discussion about the possibility for sharing the printing capability with other groups and parishes when the new printer is procured. The council looks forward to receiving more information about the grant that is being sought. Clerk to follow up.

17. Public participation

A member of the public discussed concerns about speeding in the village. There was some discussion about the best way to slow traffic in the village and evidently the camera works, but the District Council is not keen to install speed cameras. The council agreed to share the speed camera data with the member of the public for them to campaign for speed reduction measures in the village.

A member of the village hall committee referenced the need for more information about the defib specification. This will be provided.

18. General Parish Issues

None

19. The Annual Parish Meeting

There was discussion about the format and timing of the Annual Parish Meeting. This will be finalised with the Parish Council Chair who convenes the Annual Parish Meeting but is pencilled in for the 12th May at 7pm before the Annual Parish Council Meeting at 7.30pm.

20. Date of Next Meeting

The next meeting will be held on 12th May at 7.30pm in Trunch Village Hall

The chair closed the meeting at 8.02pm

Signed……………………………………………………………… Date………………………………………….

Trunch Parish Council Bank Reconciliation 30th April 2026			
Bank Balance		**01.04.2026**	**30.04.2026**
Current Account:		£2,801.26	£3,112.54
Reserve Account:		£34,368.00	£34,368.00
Barclays Total of accounts		**£37,169.26**	**£37,480.54**
Monies received to current account			£1,899.99
Monies received to premium account			£0.00
Transfer of Monies from Reserve Account to Current Account			£0.00
Transfer of Monies from Current Account to Reserve Account			£0.00
Opening Balance 1st April 2026			£37,169.26
Add Receipts			£1,899.99
Less: Payments			-£1,588.71
			£37,480.54
Signed by Chair		....	11.5.26

Trunch Parish Council Accounts for year ending 31.3.27 Year to Date 30.04.26

	Budget 2026/7	Actual year to date	
INCOME	£		
Precept	30346	0	
Allotments	370	0	
Bank Interest	250	0	
Grant/Donation	0	0	
General reserve	5837	0	
Path Cutting NCC	640	0	
VAT claim	1000	1899.99	
Miscellanous from reserves	500	0	
TOT/	**£38,943.00**	**£1,899.99**	
EXPENDITURE			
Clerks Salary and PAYE	6363.00	711.54	
Office Allowance	60.00		
Mileage	100.00		
Admin	700.00		
Allotments	720.00		
Audit Fees	135.00		does not include external audit fee
Bus Shelter Cleaning	240.00		
Church Clock Maintenance	600.00		
Clerks Computer and Software	0.00		
Community Speed Team	50.00		
Dog and Litter Bins	2000.00		
Elections	0.00		
Environmental Group	350.00		
Good Neighbours Scheme	350.00		
Grants:	150.00		
Mardle			
Village Hall	100.00		
St Botolphs	250.00		
Methodist Church			
Other grants			
Grass Maintenance	7725.00	203.00	
Grit Bins	300.00		
Hall hire (sundries)	320.00		
Insurance	650.00		817 paid 24/3/26
IT Services/Computing/Website	350.00		
Neighbourhood Plan	1500.00		
Playing Field Equipment	9000.00	60.00	
Repairs and Maintenance	0.00	180.00	
SL137 Poppy wreath	30.00		
Signs	50.00		
Street Lighting	300.00	46.27	
Subscriptions	800.00	364.15	
Training	1700.00		
Tree Work	1000.00		
Verges/footpaths	100.00		
Community café	450.00	23.75	
VAT - excluded from total	2000.00		
TOTAL	**£38,443.00**	**£1,588.71**	

BARCLAYS

TRUNCH PARISH COUNCIL.

Sort Code 20-03-26
Account No 20889849

SWIFTBIC BUKBGB22

IBAN GB32 BUKB 2003 2620 8898 49

Issued on 27 April 2026

THE OFFICIALS
TRUNCH PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NR11 6GS

Your Community Account

Date	Description	Money out £	Money in £	Balance £
27 Mar	Start Balance			1,821.20
	On-Line Banking Bill Payment to Trunch Village Hal Ref: 25010	90.00		1,731.20
	On-Line Banking Bill Payment to Flagship Housing L Ref: 203575 Siv	95.00		1,636.20
	On-Line Banking Bill Payment to David Burns Ref: Tpc Expenses	118.05		1,518.15
	On-Line Banking Bill Payment to Woodpecker Tree SE Ref: Trunch PC	350.00		1,168.15
	On-Line Banking Bill Payment to Zurich Town + Pari Ref: Inv 554394773	817.76		350.39
	Internet Banking Transfer From Account 70389757 at 20-03-26		1,500.00	1,850.39
30 Mar	Giro Direct Credit From Trunch Garden Soci Ref: Tgs Bench Grant		950.87	2,801.26
17 Apr	DD Direct Debit to Npower Ref: A0009232570001	46.27		2,754.99
20 Apr	On-Line Banking Bill Payment to Flagship Housing L Ref: Siv203584	23.75		2,731.24
	On-Line Banking Bill Payment to V. Larke and Son Ref: Invoice 25681	60.00		2,671.24
	On-Line Banking Bill Payment to David Burns Ref: Tpc Expenses	180.00		2,491.24

Continued

At a glance

27 Mar - 24 Apr 2026

Start balance	£1,821.20
Money out	£3,419.52
▶ Commission charges £0.00	
Money in	£4,710.86
▶ Gross interest earned £0.00	
End balance	**£3,112.54**

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,491.24
20 Apr	On-Line Banking Bill Payment to Mr Timothy Jones Ref: Trunch Mar26	203.00		2,288.24
	On-Line Banking Bill Payment to Kay Montandon Ref: Salary	360.00		1,928.24
	On-Line Banking Bill Payment to Kay Montandon Ref: Salary	360.00		1,568.24
	On-Line Banking Bill Payment to Norfolk Parish Tra Ref: 30617 Trunch	364.15		1,204.09
21 Apr	Giro Direct Credit From HMRC Vtr Ref: Xfv126000100822		1,899.99	3,104.08
23 Apr	DD Direct Debit to HMRC Sdds Ref: 0000563963	351.54		2,752.54
	Giro Direct Credit From Kay Montandon Ref: Salary Paid Twice		360.00	3,112.54
24 Apr	Balance carried forward			3,112.54
	Total Payments/Receipts	3,419.52	4,710.86	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Helpful Information

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

a) you go overdrawn on your account without agreeing an overdraft with us first; or

b) you exceed your agreed overdraft limit.

c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

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Interest

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Your branch

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– 24 hours

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- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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https://www.barclays.co.uk/travel/using-debit-card-abroad/ This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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We send information to Business banking customers with their statements about relevant new offers and products. If you don’t get these messages and you’d like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

BARCLAYS

TRUNCH PARISH COUNCIL

Sort Code 20-03-26
Account No 70389757

SWIFTBIC BUKBGB22

IBAN GB41 BUKB 2003 2670 3897 57

Issued on 27 April 2026

THE OFFICIALS
TRUNCH PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NR11 6GS

Your Business Premium Account

Date	Description	Money out £	Money in £	Balance £
27 Mar	Start Balance			35,868.00
	to Account 20889849 at 20-03-26 Internet Banking	1,500.00		34,368.00
24 Apr	Balance carried forward			34,368.00
	Total Payments/Receipts	1,500.00	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

27 Mar - 24 Apr 2026

Start balance	£35,868.00
Money out	£1,500.00
Money in	£0.00
▸ Gross interest earned £0.00	
End balance	£34,368.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Credit interest rates

Current rates Correct at the time of printing
Effective from 24 Mar 2026

Balance	Gross %	AER %
£1 - £999,999	1.050	1.054
£1,000,000 - £9,999,998	1.300	1.306
£9,999,999+	1.500	1.508

Bank of England Base Rate Information

Rate effective from 18 Dec 2025 was	3.750%

Interest Summary

Gross interest earned	£427.17	This summary shows only the interest earned on this account. If you earn interest on any other accounts(s) but have it credited to this account, the interest will appear on your other account statement(s).

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.

AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

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Get in touch

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Your branch

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Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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youtube.com/BarclaysUK

www.linkedin.com/Barclays Business Banking

Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website: https://www.barclays.co.uk/travel/using-debit-card-abroad/ This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

Trunch PC Expenses Claim Form

Name: Richard Miles
Role: Councillor
Date: March 2026

Nature of claim	Date	* Miles at 45p	** Other expenses (£)	Acc ref	plus VAT
Receipts for playground fence repair	29-Mar-26		61.60		
	TOTALS	0.00	£ 61.60		0.00

** Receipts must be attached for Other expenses

VEHICLE REG NO:		Miles @ 45p per mile	0.00
		Other expenses	£ 61.60
		Total Claim	**61.60**

I certify that this claim is properly payable, and is a correct statement of mileage travelled on journeys necessary to enable me to carry out my duties, in the vehicle stated above which was licensed and insured.

SIGNED:	**Authorised by**	
Date:	**Paid via Cheque No**	

SB Auditing
73 The Cains
Taverham
Norwich
NR8 6FU
sonya.blythe2@outlook.com
07596 971533

20 April 2026

To: Trunch Parish Council

Invoice:

To carry out the annual internal audit for Trunch Parish Council, for the 2025/26 accounts.

£130.00

Cheque made payable to Sonya Blythe.

BACS
Lloyds Bank
Miss S Blythe
Sort 30 96 17
Account 13695568

Trunch Parish Council

Mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington
NR11 6GS

1 Chapel Close
Tuttington

Norfolk
NR11 6GS

Payments		Deductions	
Taxable Pay	£450.00	Income Tax	£54.60
		Employee NIC	£0.00
Total Payments	£450.00	**Total Deductions**	£54.60

Net Pay £395.40

Payment Date	13/05/2026	National Insurance Category	A
Payment Period	Month 2	National Insurance Number	NE678840B
Employer PAYE Reference	120/WA64722	Tax Code	105T
Payroll ID		Hours worked	
		Additional information	

Questions about your tax? Go to gov.uk/hmrc/tax-on-payslip

Payslip Version 1

Norfolk Association of Local Councils

County Hall,
Martineau Lane,
Norwich NR1 2UF

Norfolk Association of Local Councils
Stronger together

Trunch Parish Council
Tracy Neave

INVOICE

Invoice No	**3051**
Account No	8770507
	4 May 2026
	Due 4 June 2026

Item Details	NET	VAT
Annual Subscription 26/27		
Norfolk ALC Membership fee	204.37	0.00
National ALC fee	65.80	0.00
SUB TOTAL	270.17	

VAT Registration Number 249372187

TOTAL £ **270.17**

BACS PAYMENT - Please use the invoice number as the reference and use the bank details below -
Account name - Norfolk Association of Local Councils Limited - Sort code - 60-83-01 - Account number - 20538484

CHEQUE PAYMENT - Please write the invoice number on the back of the cheque and send to the address shown below

County Officer, 49 Heather Gardens, Belton, Norfolk, NR31 9PP
www.norfolkalc.gov.uk

TIM JONES

GRASS, LAWN AND COUNTRYSIDE MANAGEMENT.

'TEN ACRES'
NORTH WALSHAM ROAD
TRUNCH
NR28 0PH
Email: tenacres10@gmail.com
Telephone: 01263 722562

The Clerk,
Trunch Parish Council.

4th May 2026

Dear Madam,

Grassland and Grounds Maintenance to end of April 2026

Verges (2 x cuts)……………….………….£294.00
Paths (1 x cut)……………………….……….£238.00
Cemetery (2 x cuts).......................................£239.00
Playing Field & Play areas …(2 x cuts)........£406.00

Total Amount Due…….£1177.00

If I can be of any further assistance, please don't hesitate to contact me.

Thank You and Kind Regards,

Tim Jones.

Trunch PC Expenses Claim Form

Name: David Burns
Role: Councillor
Date: Apr/May

Nature of claim	Date	* Miles at 45p	** Other expenses (£)	Acc ref	plus VAT
Dog Poo signs	03-May-26				41.00
	TOTALS	0.00	£ -		41.00

** Receipts must be attached for Other expenses

VEHICLE REG NO:		Miles @ 45p per mile	0.00
		Other expenses	£ 41.00
		Total Claim	**41.00**

I certify that this claim is properly payable, and is a correct statement of mileage travelled on journeys necessary to enable me to carry out my duties, in the vehicle stated above which was licensed and insured.

SIGNED: David Burns	**Authorised by**	
Date: May 26	**Paid via Cheque No**	

Kay Montandon [Clerk]
Trunch Parish Council

RE: .IT Support Services
Quote Ref: KB/230426/RLS00967

Job Ref: NA

23 April 2026

I have great pleasure in quoting you for your IT requirements. Please find enclosed a detailed quote for supplying products and services to you. The overall quote has been broken-down and listed for your convenience.

Items are shown as one-off prices allowing you to have the final choice over which combinations you would like, please specify which one and quantities when you accept this quote.

If there is anything that needs qualifying further or if I've missed anything out; then please do not hesitate in contacting me. Otherwise, please indicate which model(s) / services you require, by placing a ✓ in the box next to that item or the quantity you require and fax or email back to me, no orders will be accepted unless indicated by selection and signature by an authorised person. All items exclude installation unless previously stated or under contract.

If you have any questions, please don't hesitate in contacting me where I'll be happy to discuss things further.

Best Regards

Rob Lucas

bcs Professional Member

Norfolk Trusted Trader by Norfolk County Council
10 YEAR MEMBER

RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
King's Lynn
Norfolk
PE34 4AW

T: 01553 776937
F: 01553 767386

E: info@rlscomputers.co.uk

Registered Office: 30 Market Place, Swaffham, Norfolk. PE37 7QH
Registered in England and Wales. Reg. No. 08541079

Kay Montandon [Clerk]
Trunch Parish Council

RE: .IT Support Services
Quote Ref: KB/230426/RLS00967

Job Ref: NA

23 April 2026

YOUR REQUIREMENTS

Wix Redirect – Redirect Wix site to trunch-pc.gov.uk (One-Off)	£49.50	[ ]
1 x Windows Workstation Gold IT Support SLA for Councils which includes full support suite (see brochure) – per month.	£25.00	[ ]
*1 x Microsoft 365 Business Standard (inc. Teams) and Microsoft 365 Data Backup (per month).	£23.00	[ ]
Secure Council Intranet Solution (*inc. Free Setup & Training*)	FREE	[ ]

QUOTE ACCEPTANCE

Notes:

- ** We can transfer and manage your Microsoft 365 subscription and connect it to your Gov.uk domain. I have assumed that you are using Microsoft 365 Business so all we need to do is transfer it into our control for ease of management. This will be renewed in November 2026 and will become applicable when existing licence expires.*
- *We will hold this quote until your next council meeting (**12th May 2026**)*

Information:

- *Any software licensing requirements is excluded from above*
- *All items exclude installation unless previously stated or under contract.*
- *No software will be transferred to new PC and installation of applications is the sole responsibility of the client.*
- *Software installation and configuration can be provided and charged at our normal rates.*
- *All materials to furnish the installation is to be provide by RLS computer Services Ltd.*
- *It is recommended that all user accounts be password protected after installation.*
- *Anti-virus & security protection is available at an extra cost or part of our IT Support Services*
- *Full Payment is to be made immediately on collection by Cash, Credit or Debit Card. Cheques are not accepted.*
- *Customer is responsible for removal of all waste packaging and materials*

All prices shown are excluding of VAT and valid for 7 days
Our normal Terms & Conditions apply
together with our Privacy Policy (both available on request)

Quote Acceptance and instruction to proceed with order.	

RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
King's Lynn
Norfolk
PE34 4AW

T: 01553 776937
F: 01553 767386

E: info@rlscomputers.co.uk

Registered Office: 30 Market Place, Swaffham, Norfolk. PE37 7QH
Registered in England and Wales. Reg. No. 08541079

Annual Internal Audit Report 2025/26

TRUNCH PARISH COUNCIL

www.trunch-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓ N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 20/4/26

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

Signature of person who carried out the internal audit: S Blyth

Date: 20/4/26

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

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

Trunch Parish Council

Internal Audit Report
Financial Year 2025/26

Prepared by Sonya Blythe
19 April 2026

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

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

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	2024
	Date Financial Regulations last reviewed	2024
	Has a Responsible finance officer been appointed with specific duties?	Yes, Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, selection of payments followed from invoice, to bank statement and minutes
	Has VAT on payments been identified, recorded and reclaimed?	VAT accounted for in cashbook, rebate received in August
	Is s137 expenditure separately recorded and within statutory limits?	Yes, separate column in cashbook and within limits
	Have S137 payments been approved and included in the minutes as such?	No
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes May 25
	Is insurance cover appropriate and adequate?	Yes, liability cover in place
	Are internal financial controls documented and regularly reviewed?	Yes, February 26 minutes

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	25/26 – January 25 minutes 26/27 – December 25 minutes
	Has the precept been calculated from the budget and been approved?	25/26 – recorded as £27,634 26/27 – recorded as £30346
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Statement £27,634 Remittance £27,634
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes, standard NJC contract
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes – but new Clerk being paid almost 1/3 less for same responsibilities August- national pay award – can't see in minutes where this was implemented
	Are other payments to employees reasonable and approved by the council?	Yes

Internal control	Test	Observations
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, P60 and P45 seen, payments made to HMRC
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Council reviewed May 25
	Do asset insurance valuations agree with those in the asset register?	Playground equipment on asset list £74k; £63,500 on insurance schedule
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes, reported each meeting
	Is a bank reconciliation carried out regularly and in a timely fashion?	Monthly
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	AGAR – £37,169 (reinstated figures from 24/25) Statements - £37,169.26
	Has a year-end bank reconciliation been undertaken?	Reconciliation - £37,169.26
	Is there an audit trail from underlying financial records to the accounts?	Yes, cashbook checked against bank statements
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	None raised
Transparency: For smaller councils	Minutes for whole year on website?	Yes

Internal control	Test	Observations
with turnover under £25,000	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	Yes
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only only	Has a list of allotment holders with amounts paid to Council been submitted?	Included in cashbook
	Have fees for the allotments been reviewed and agreed by Council?	Feb 2025
Councils with charities only	Have Charities reported and accounted separately?	N/A
	Has the Council been named as Sole Trustee on the Charity Commission Register?	N/A
	Are the Charity meetings and accounts recorded separately from those of the Council?	N/A
ICO	Is data processed appropriately / Is Council registered with the Information Commissioners Office?	Yes, ICO membership paid July 25

Internal control	Test	Observations
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes – contact details out of date
Assertion 10 – Digital and Data compliance	Email address - Does authority must have a generic email account hosted on an authority owned domain,	Yes
	Website – Does website meet legal accessibility guidelines	Yes
	Has IT policy been adopted?	Yes – February 26 minutes
Other		N/A

Thank you to Kay for supplying everything so promptly.

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

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

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

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

- I confirm that your payroll management meets requirements

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

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

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

Notes / recommendations for 26/27:

-Annual Parish Council Meeting – It is mandatory under Local Government Act 1972, Section 15, that Election of Chairman should be the first item on the agenda, even before apologies. In May 2025 apologies were taken first.

-Your privacy policy still holds the contact name and details of the former Clerk; this should be updated within 2026/7.

-It would be worth checking your insurance valuations against your asset list. Your playground on the asset list is valued at £74k, whereas coverage on your insurance policy is less than this.

-For good practice, when minuting the budget setting process, the Band D rate should be minuted as well as the full precept. This allows full transparency to parishioners.

-Also as part of good practice, allotment fees should be reviewed annually, even if no changes are made.

S137 - When using S137 for payments, the payment should clearly be identified within the meeting minutes as using this power. This will confirm that Councillors are collectively expressing an opinion as to the commensurate local benefit of the expenditure.

Sonya

Sonya Blythe
Internal auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

TRUNCH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	*No**		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.trunch-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

TRUNCH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	27,138	33,005	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	23,935	27,634	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	14,224	11,634	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	8,423	7,328	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	23,621	27,776	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	33,005	37,169	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	33,005	37,169	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	94,120	98,530	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
    a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
        i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
        ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
    b) a statement that sets out—
        i) the period for the exercise of public rights;
        ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
        iii) the name and address of the local auditor;
        iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
    a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
    b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
    c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: ______________________________

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement___2nd June 2026_________________________(a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:**	
(b) __Kay Montandon, Clerk and RFO clerk@trunch-pc.gov.uk 07791 793924_ ____	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) __**Wednesday 3 June 2026** _______________________	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below
and ending on (d) ___**Tuesday 14 July 2026** ________________________	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **30 Churchill Place** **London E14 5RE** (sba@pkf-l.com)	
5. This announcement is made by (e) __Kay Montandon Clerk and RFO Trunch Parish Council__	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

TRUNCH PARISH COUNCIL

Introduction to Standing Orders
A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of ‘rules’ for a council to follow. Some of these ‘rules’ are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy.
Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders
Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word ‘chair’ is used, in the case of a Town Council this person is often referred to the ‘mayor’. In this document we have used the term ‘chair’.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council’s website and a copy given to councillors (in the agreed format).

Where it is necessary for you to enter the agreed procedure for the council or there are alternative options for you to select from, the text is in red.

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

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

2. **Agendas (and summons)**
   b) **All items to be decided at a meeting must be detailed on the agenda.**

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

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

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

   f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 7 days before a meeting.

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

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

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

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

   k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:

i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities
ii. Review of the terms of reference for committees
iii. Appointment of councillors to committees and working parties
iv. Review of policies
v. Review of membership of external bodies
vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate

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

m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 4 councillors.

3. Apologies

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

4. Chair

a) **The council must elect a chair who must be a member of the council.**
b) **The appointment of chair must be an annual appointment.**
c) **At the moment when the new chair accepts office the previous chair automatically retires.**
d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**
f) The casting vote does not have to be used in the same way as the original vote.

g) **The chair or in their absence the vice-chair (if any) must preside.**
h) **If both are absent the council must appoint some other councillor to preside.**
i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

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

6. Code of Conduct and Dispensations

a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
f) A dispensation will be decided by the council or the committee.
g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.
h) **A dispensation may be granted for the following reasons:**
   - **i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
   - **ii. granting the dispensation is in the interests of persons living in the Council's area or**
   - **iii. it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**

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

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

a) **A public contract with an estimated value in excess of £30,000 (including VAT). but less than the published relevant thresholds referred to in 8d below, must comply with the Procurement Act 2023 and the Procurement Regulations 2024 unless it proposes to use an existing list of approved suppliers .**
b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
    i. a specification for the goods, materials, services or the execution of works shall be drawn up;
    ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
    iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
    iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
    v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
    vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
d) **Where the value of a contract is likely to exceed the thresholds specified by the Cabinet Office from time to time, the Council must consider**

whether the Procurement Act 2023 or the Procurement Regulations 2024 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council,** sending their written resignation to the Clerk.
b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

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

a) **The council must ensure that a written record of its processing activities is maintained.**
b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 5 minutes.
b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

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

13. Disorderly Conduct

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

14. Employment (see Clerk)

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

15. Information Management

a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.**

16. Legal Deeds

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

17. Meetings (see also Agendas)

a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
d) **In addition, a council must meet on at least three other occasions during the year** and may hold further meetings as required.
e) This council meets on the 2nd Tuesday of every month, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
f) Meeting dates for the following year should be set on or before the last meeting of the year.
g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
j) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.
n) A meeting shall not exceed a period of 2 hours

18. Minutes

a) Minutes shall include:
   i. the date, time and place of the meeting
   ii. the names of councillors and officers who are present
   iii. interests declared
   iv. dispensations granted
   v. when a councillor arrives late, leaves early, or is absent for period of

time
vi. the public participation session
i. the decisions made

b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
c) If issued to councillor prior to the meeting, minutes shall be taken as read.
d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

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

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

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

Adopted May 2026
To be reviewed by May 2029 (sooner if changes dictate)

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

Notes and how do adopt these Financial Regulations

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

Notes: Items and actions described by the word "must" are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500/£1,000 for a medium council.

1. General

These regulations govern how the Council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved May 2026 and will be updated annually unless the law or the council's financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

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

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

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

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

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

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

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

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

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

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

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

3. The Budget

3.1. The budget must be constructed referring to the last completed year, both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for at least the next year. Reserve funds should be identified.

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

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

4. Authority to spend (s101)

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

5. Banking

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

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

5.3. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule under "Financial Matters".

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

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

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

5.7. No more than £85,000 should be held in any one bank or Building Society.

6. Making Payments and Petty Cash

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

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

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

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

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

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

6.7. The Council keeps no petty cash.

7. Salaries and staff expenses

7.1. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by Council. Payment of salaries and deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.

7.2. Salary rates shall be agreed by the Council.

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

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

7.5. Termination payments must be authorised by the Council.

7.6. All personal payments may be summarised.

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

8. Loans, Reserves and Investments

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

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

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

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

9. Receipts

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

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

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

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

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

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

10. VAT

Claims and returns should be completed promptly by the RFO quarterly (where the claim exceeds £100), or at least annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may be reclaimed provided there is a VAT Registration number on the receipts. For purchases over £200, the RFO must ensure that all invoices received are made out to the Council, enabling VAT to be reclaimed.

11. Orders

11.1. Before placing an order

- 11.1.1. one written quotation is required for items costing up to £1,000.
- 11.1.2. for items costing £1,000 - £5,000, two quotations should be obtained before committing to expenditure.
- 11.1.3. items costing £5,000 - £10,000 three written quotations should be obtained.
- 11.1.4. for items costing £10,000 to £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.

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

12. Contracts and Procurement

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

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

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

13. S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure.

S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved. The total of any s137 payments must be advertised at year-end in the notes to the accounts.
or
There must be a minute to confirm adoption of GPC at a full Council meeting, the minute recording that the Council meets the two requirements for GPC. GPC must be reaffirmed at the Annual Town Council Meeting following an ordinary election. (There is no minuted adoption of GPOC in 2023 the Clerk can find, but it was minuted as being continued in 2025 – clarification sought)

14. Stores

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

15. Assets and Insurances

15.1. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.

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

15.3. No asset, except with an estimated value of under £ 50, shall be disposed of, without the authority of the council. The best possible price must always be obtained.

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

15.5. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In each case a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase. A full business case should be presented to the Council, except where the estimated value of the item does not exceed £1000.

16. Risk Management

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

17. Charities

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

18. Suspension and Revision of Financial Regulations.

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

Approved 12th May 2026
To be reviewed (at least annually) May 2027

Chairmans signature

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

Footnote 2: Local Government Act 1972 s135

TPC Asset Register May 2026

Description	Location	Acquistion Date	Cost Value	Quantity	AGAR Value 2026
Timber bench seat	PyghtjeClose	Unknown	Donation	1	£650.00
Timber bench seat	The Green	Unknown	Donation	1	£650.00
Picnic Tables	Playing Field	2025	Donation	2	£1,400.00
Timber bench seat	Playing Field	2016	Donation	1	£650.00
Swings 1 Bay 2 seat flat	Play area	2002	£20,000.00		£74,450.00
Swing 1 Bay 2 seat cradle	Playing field	2002		1	
Slide		2002		1	
Wobbly bridge		2024		1	
Multiplay junior (NGF)					
Multiplay junior(Hags)					
Spinning pole					
Spring see saw		2002		1	
Roundabout					
Outdoor Adventure Equipment	Playing field	2015	£10,500.00	1	
Basket ball court	Playing field	2002	unknown	1	
Football goals and net	Playing field	Unknown	£2,000.00	1	
Adult gym equipment	Playing field	2018	£2,500.00	1x3	
Cycle					
Air skier					
Double air walker					
Petanque Court	Playing field	Mar-26	£3,500.00	1	
Bench	Playing field	Mar-26	£950.00	1	
Signs	Various	Unknown	Unknown		£1,000.00
Notice board	Gimmingham Rd Nr Shop	Unknown	Unknown	1	£1,000.00
Street Lights	Chapel Road	2017	Unknown	1	£6,000.00
	North Walsham Rd			2	
	Knapton Road			1	
Dog bins	Playing field	2020	£90.00	1	£600.00
	Wrights Loke	Unknown	Unknown	1	
	Front Street	Unknown	Unknown	1	
	Bradfield Road	Unknown	Unknown	1	
	Gunthorpe Lane	Unknown	Unknown	1	
Dog bag dispenser	Playing field	2020	£100.00	1	£120.00
Fence and self closing gate	Playing field	unknown	unknown		£2,000.00
Matting	Playing field	2025	£50.00	2	£100.00
Mole repellers	Playing field	2025	£30.00	2	£30.00
Carpark removeable bollards	Playing Field Blooms Turn	2019	£450.00	5	£500.00
Litter bins	Play area/PF	2020	£290.00	1	£2,000.00
	PF near carpark	Unknown	Unknown	1	
	The Green	Unknown	Unknown	1	
	Nth Walsham Road	Unknown	Unknown	1	
		Unknown	Unknown	1	
Grit bins	Wrights Loke	Unknown	Unknown	1	£2,500.00
	Kingleigh Close	Unknown	Unknown	1	
	Pyghtle Close	Unknown	Unknown	1	
	Front Street	Unknown	Unknown	1	
	Cornish Avenue	Unknown	Unknown	1	
	The Hill	Unknown	Unknown	1	
Office equipment Laptop	1 Chapel Close Tuttington NR11 6GS	2020	Unknown	1	£700.00
Poppy wreath		2024	£20.00		£25.00
Good Neighbour phone		unknown	Unknown		£20.00
Warm room pots and pans		2025	£80.00		£80.00
Warm room heaters		2024	£43.00		£50.00
Playing Field	Blooms Turn	1954	Donation	1	£1.00
Village Hall	Knapton Road	1968	£5.00	1	£1.00
Village Hall car park	Off Knapton Road	1979	Unknown	1	£1.00
Village Pump and the Green	Mundesley Road	Unknown	Unknown	1	£1.00
Village sign	North Walsham Road	1977	Unknown	1	£4,000.00
Bus shelter		Unknown	Unknown	1	£1.00
					£98,530.00

Village Hall, The Parish Council have title in fee simple only and are the Custodian Trustee of the charity. The Village Hall Committee are the charity trustees of the charitable trust.
The village hall car park was purchased by residents and donated to the village. Records of this transaction cannot be found
but the assumption is that it comes within the term of the legal agreement for the village hall.
The records for the old pump and green(formerly a pond) cannot be traced,subject to research
50% of the cost of the village sign was donated by the villagers

Reviewed May 2026

Trunch 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 is 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 Precept not paid by Local Authority	L 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 Clerk/RFO checks the bank account in April and again in September, to ensure the half yearly precept payments have been made by NNDC.	The procedures in place are adequate and are reviewed annually.
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 NPTS, 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 NPTS, 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 Loss through theft and dishonesty	L 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. All expenditure and income are included on meeting Agendas before being approved by Council at Parish Council Meetings 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 chequeand why it was cancelled. The Council is also covered by a Fidelity Guarantee of within the annual insurance policy.	Current procedure adequate. Current procedure and insurance adequate.

Trunch 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 where possible. 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. The council currently uses online banking. Dual authorisation is achieved by email approval from two signatories who have reviewed the invoice to be paid.	Reviewed annually.
Financial/Account Records	Inadequate Records	L	The Clerk/RFO maintains an electronic cashbook 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 and are backed up to flash drive and by IT provider.	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 ensures all grant payments are made to theCouncil 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.

Trunch 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/RFO personally and claimed back via expenses against receipts. Cash and receipts from parish events are handed to the Parish Clerk or a Councillor and banked upon receipt and the banking slip handed to the Clerk for the accounts.	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 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.
Election Costs	An election for a casual vacancy Normal Election Cycle	M L	This should be budgeted for as at least £500 Budget for any additional costs not covered by the local authority	Current budget does not include but there are sufficient reserves.
Financial Reporting	Insufficient information	L	All income and expenditure versus budget are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts. 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 at each meeting and reviewed by full council.

Trunch 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, notice of public rights 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's satisfaction, and only after full Council have approvedthem. 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 quarterly 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 compliance 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.	Reviewed annually, therefore current procedure is adequate.
Salaries	Salary and expenses paid incorrectly Incorrect NI & Tax deductions and Pension contributions	L L	Trunch Parish Council only employs one person, the Clerk. The Clerk presents their wage, expenses and any extras such as stipend payments and pension contributions via the meeting Agendas. Full Council approves all presented figures at the council meetings, which is recorded in the minutes. The payroll is processed using HMRC Basic Tools App.	Current procedures are adequate.
Data Protection	Non-compliance with Data Protection Legislation	L	Trunch Parish Council is registered with ICO the UK Data Protection Agency and is governed by their rules. Trunch Parish Council have also adopted various policies and procedures concerning the 2018 General Data Protection Regulations.	Reviewed annually, therefore current procedure is adequate. ICO Registration is renewed annually by Direct Debit.

Trunch 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.

Adopted at the Annual Parish Council Meeting on: 12th May 2026

To be reviewed: May 2027

Trunch Parish Council Physical Risk Assessment

Trunch Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions including:

- **managing the recreation and play area**
- **maintaining the village notice board, village sign and pump**
- **general maintenance around the village;**
- **commenting on planning applications.**

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance, this is detailed in the Clerk's Job Description. The Council supports the Clerk in this role by providing training opportunities. The Council agrees both the Physical and Financial Risk Assessments, which are reviewed annually.

Insurance is provided by Zurich 0800 9179531

Policy Number YLL-2720878913
Insured Trunch Parish Council (North Norfolk)
Business Parish / Town Council
Period of Insurance
From 11th April 2026
To 10th April 2027
Annual Premium £817.76
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.
Schedule Number 169533433
Long term agreement active until 11th April 2029

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."
Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the 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. In conducting this exercise, the following plan was followed:

• Identify the areas to be reviewed.
• Identify what the risk may be.
• Evaluate the management and control of the risk and record all findings.
• Review, assess and revise if required.

Key:
H High risk
M Medium risk
L Low risk

MANAGEMENT				
Topic	**Risk**	**H/M/L**	**Management/control of risk**	**Review/Assess/Revise**
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	M	Data back ups held by Clerk and independently. Passwords provided to Chair. Reserves held sufficient to hire Locum Clerk Council can manage decision making with a quorum	Existing process is adequate. Keep data storage under review.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L L	As above. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. Clerk provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. All contractors to provide adequate insurance and risk assessments.	Existing procedure adequate. Membership of NPTS/Norfolk ALC. Monitor working conditions, safety requirements and insurance regularly.

PHYSICAL EQUIPMENT OR AREAS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/control of risk**	**Review/Assess/Revise**
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant	Existing procedure adequate.

	Loss of income or performance Risk to third parties	L L	expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by Councillors and annually by RoSPA Playsafety.	Ensure inspections carried out.
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has notices sited around the village. All locations have approval by relevant parties, insurance cover, inspected regularly by Council - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Council.	Existing procedure adequate.
Street furniture and recreation ground	Risk/damage/injury to third parties	L	The Parish Council is responsible for various street furniture. Inspections to be carried out, all reports of damage or faults are reported to Council and/or dealt with.	Formal inspections to be recorded.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through: theft fire damage	 L M L	Old records are stored at the Village Hall and are in a lockable store room. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases and signed minutes copied and deposited off-site.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Parish Council's electronic records are stored on the Clerks computer and on third party data back up site. Back-ups of the files are taken at regular intervals.	Clerk uses third party data storage platform for storing electronic records.

Trunch Parish Council Data Protection Policy

1. Introduction
This Policy sets out how the Parish Council (“the Council”) collects, uses, stores, shares, and protects information and data. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

To conduct its business, services and duties, the Council processes a wide range of data. In broad terms, this data can be classified as:
- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will be as transparent as possible about its operations and will work closely with the public, local community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will make it freely available. Details of information which is routinely available is contained in the Council’s Publication Scheme which is based on the statutory model publication scheme for local councils.

The Council is a data controller and is responsible for ensuring that personal data is processed lawfully, fairly, and transparently.

The Clerk is responsible for overseeing data protection and advising the Council on compliance.

2. Purpose of the Policy
The purpose of this policy is to:
- Protect the rights and privacy of individuals whose data is held by the Council.
- Ensure compliance with data protection law.
- Establish clear responsibilities for councillors, employees, volunteers, and contractors.
- Provide transparency on how personal data is handled.

3. Scope
This policy applies to:
- All councillors and employees of the Council.
- Any volunteers, contractors, or third parties working on behalf of the Council.
- All personal data that the Council processes in any format, including electronic, paper, audio, and visual records.

4. Terminology

Data subject – means the person whose personal data is being processed.

Personal data – means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. Examples include: a name, a photo, an address, date of birth, an email address and bank details.

Sensitive personal data – includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller – means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the way any personal data is to be processed.

Data processor – in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

5. Processing Personal Data

The Council collects and uses personal data for purposes including:

- Managing Council meetings, public consultations, and statutory notices
- Responding to enquiries from residents
- Administering finances, grants, contracts, and assets
- Maintaining employment and personnel records
- Operating CCTV, websites, and mailing lists
- Assisting regulatory and law enforcement agencies.
- Undertaking surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council can keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided

6. Data Protection Principles

The Council will ensure that personal data is:

1. **Processed lawfully, fairly, and transparently**
   All data processed will be done in accordance with a lawful basis, see section 6. Data subjects will be informed about why their data is being processed, who it will be shared with and how long it will be retained by use of a Privacy Statement or Privacy Notice.
2. **Collected for specific, explicit, and legitimate purposes**
   Personal Data will only be used for the purpose/s it was collected for.
3. **Adequate, relevant, and limited to what is necessary**
   The collection and processing of Personal Data will be limited to that which is necessary.
4. **Accurate and kept up to date**
   The Council recognises the requirements to keep Personal Data up to date.
5. **Kept only for as long as necessary**
   In line with the Council's Retention Policy
6. **Processed securely**
   In line with this policy and the Council's IT Policy

7. Lawful Bases for Processing

The Council will process personal data only where at least one lawful basis applies, including:

- The individual has **consent**ed to the processing.
- Processing is necessary for the performance of a **contract** or agreement with the individual.
- Processing is required under a **legal obligation**.
- Processing is necessary to protect the **vital interests** of the individual.
- Processing is necessary to carry out **public functions**.
- Processing is necessary to pursue the **legitimate interests** of the data controller or third parties.

Attention is paid to the processing of any sensitive personal information, and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual.
- Required by law to process the data for employment purposes.
- A requirement to protect the vital interests of the individual or another person.

8. Rights of Individuals

Individuals have the following rights regarding their personal data:

- **Right to be informed**
- **Right of access** (Subject Access Request)
- **Right to rectification**
- **Right to erasure** (where applicable)
- **Right to restrict processing**
- **Right to data portability**
- **Right to object**
- **Rights in relation to automated decision-making**

The Clerk will be responsible for responding to all requests, any requests received by staff or councillors should be forwarded to the Clerk. Requests will be responded to within **one month** unless an extension is permitted by law.

Individuals have the right to make a complaint in line with the Council's Complaints Policy or directly to the Information Commissioners Office (ICO) casework@ico.org.uk 0303 123 1113.

9. Data Sharing

The Council may share personal data with:

- Government bodies (e.g., HMRC, ICO)
- Service providers or contractors acting on behalf of the Council
- Law enforcement agencies (where legally required)

Data will never be sold to third parties.
Data sharing agreements will be in place where appropriate.

10. Data Retention

Personal data will be kept only for as long as necessary. The data audit sets out specific retention periods.

11. Data Security

The Council will implement appropriate technical and organisational measures to protect data, including:

- Secure email and password protection
- Locked filing cabinets for paper records
- Restricted access to systems and data
- Regular backups
- Encryption where appropriate
- Secure disposal of data

Councillors and staff must ensure personal devices used for Council work are password-protected.

12. Data Breaches

A data breach includes loss, theft, unauthorised access, disclosure, or destruction of personal data. All breaches must be reported to the Clerk or Data Protection Officer immediately. Where a breach poses a risk to individuals, the Council will notify the ICO within 72 hours and inform affected individuals as required.

A record will be kept of all data breaches to include details of the breach, action that was taken at the time and action agreed to mitigate against future breaches.

13. Training and Awareness

Councillors, employees, and volunteers will receive appropriate training on:

- Data protection responsibilities
- Secure data handling
- Recognising and reporting data breaches

14. Review of Policy

This policy will be reviewed annually or sooner if legislation or operational processes change.

Adopted May 2026
Review May 2027

DATA AUDIT AND RETENTION LIST – 2026

(To be reviewed annually)

Purpose/reason for processing data	Types of data being processed	How the data is being processed	Who the data is being shared with
Maintaining allotments	Personal data	Collected and held until 6 months after relinquishing plot	Clerk, councillors with allotment responsibility
Employment records	Personal data and special category data (may include ethnicity and health information	Collected and held Also shared	Data processor to deal with payroll
Community Café Attendance	Personal data	Collected on the day not held	N/A
Good Neighbour Scheme	Personal data	Collected and held until no longer a member of the scheme	Good neighbour volunteer assigned to the trip
Speedwatch team	Personal data	Collected and held until no longer a member of the team	Other members of the team.

Norse Highways Scheme Estimate

Scheme Number:	PLA 327 - Trunch - Pedestrian Refuge
Scheme Name:	TBC
Date (Month):	28/04/2026
Area:	North
Total Scheme Value:	£5,625.89

Sta Item Code	Item Name	Unit	Rate	Quantity	Cost
100/999	Supply, Servicing and dismantling of portable offices, mess facilities, stores, toilets, workshops and site fencing for the contractor, for up to 4 people, Civils Works	Day	£77.46	3	£232.38
100/999	Information board mounted on A frame	No.	£77.66	2	£155.32
IM100/056	Provide and finally remove safety zone (per single line of cones) <=10m	item	£32.16	2	£64.32
IM100/057	Erect & subsequently dismantle safety zone (per single line of cones) <=10m	no	£45.84	2	£91.68
IM100/058	Maintain safety zone (per line of cones) <=10m	day	£30.56	3	£91.68
100/001	Set up and remove vehicle actuated portable traffic signals (allow for two signal heads)	OC	£147.91	3	£443.73
100/002	Maintain vehicle actuated portable traffic signals (allow for two signal heads)	HR	£5.82	3	£17.46
1100/002	Precast concrete kerbing type 1 laid to curves not exceeding 12m radius	M	£69.42	4	£277.68
5000/001	Provide labour for dayworks on routine maintenance works during the working day	HR	£31.37	14	£439.18
5100/1200	Tipper Group 12	HR	£19.86	24	£476.64
1100/001	Precast concrete kerbing type 1 laid straight or curved exceeding 12m radius	0	£54.48	11	£599.28
1100/046	Extra over kerbing item for rolled asphalt fillet 200mm wide and concrete bedding into carriageway Include for saw cut to paved area	M	£25.90	4	£103.60
1100/057	Excavation of unacceptable material class U1 in verge using mechanical excavator	M3	£15.39	2	£30.78
1100/058	Disposal of unacceptable material class U1 in Disposal Point	M3	£44.89	2	£89.78
1100/059	Completion of formation on acceptable material	M2	£0.61	7	£4.27
1100/060	Granular type 1 sub base material in footway	M3	£126.41	0.7	£88.49
270/013	Soiling up to 150mm thick to verges Include for importing topsoil and grass seeding	M2	£7.55	4	£30.20
600/9930	Geotextile	M2	£2.26	7	£15.82
1100/299	Breedon Gravel Type PA3A 50mm thick in footway and paved areas exceeding 150m2 in area	M2	£7.00	7	£49.00
100/068	Monday to Friday 0930 - 1600	%	£3,301.29	0.154	£508.40
100/074	Works Supervision - staff rates Ranger Manager	HR	£63.17	2	£126.34
100/075	Works Supervision - staff rates Ranger Supervisor	HR	£56.54	6	£339.24
				0	
				0	

Sub total:	***£4,275.27***
Overhead markup (9.5%):	***£406.15***
Norse margin (4.5%):	***£210.66***
Total Cost:	***£4,892.08***
Contingency Uplift:	***15%***
Uplift cost:	***£733.81***

Sta Item Code	Item Name	Unit	Rate	Quantity	Cost

Total Scheme Value:	£5,625.89

Norfolk County Council

Service Delegation Agreement

Version: 1.4
Author: Caroline Bidewell
12th March 2026

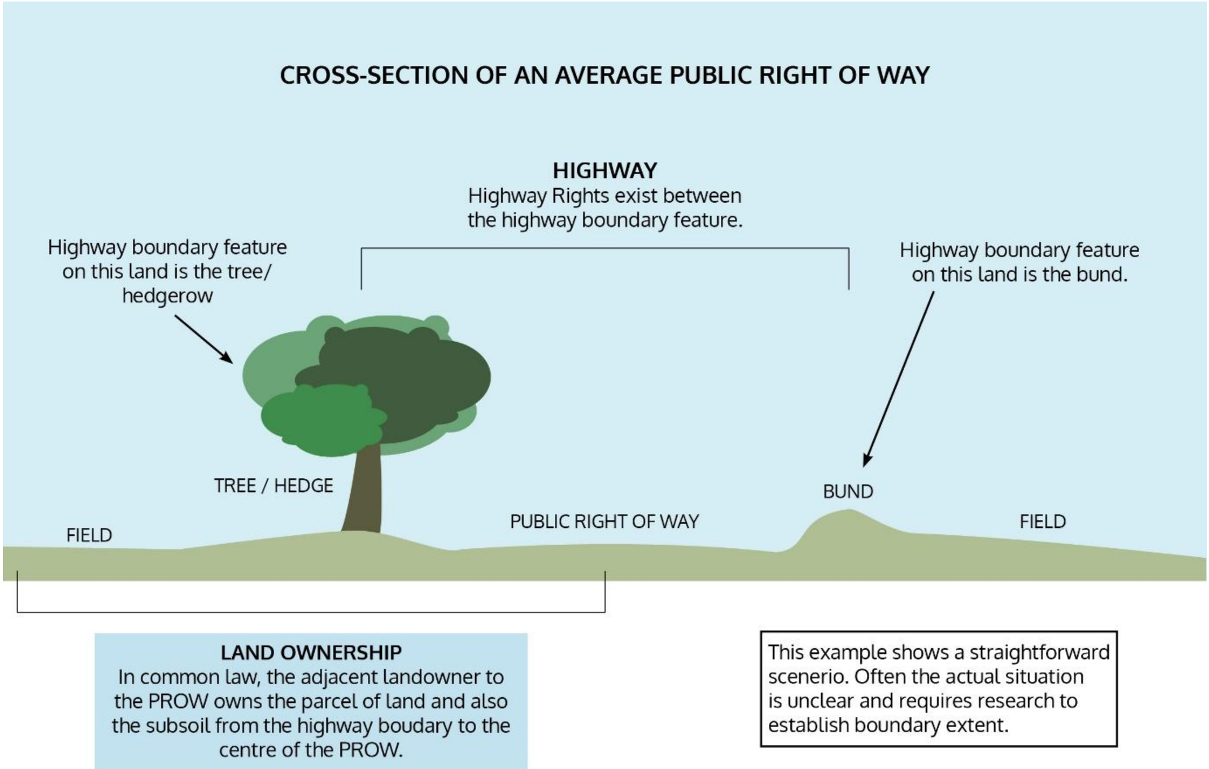
Between:	Norfolk County Council
And:	Trunch Parish Council
For:	Countryside Access Vegetation Management
Term:	1st May 2026 to 30th April 2027
Value:	£634.52 per year

Content:

Introduction

The public's right over a highway is a right of passage for the purpose of passing and repassing and for purposes reasonably incidental thereto. If there is use other than for the purpose of passing and repassing or a purpose reasonably incidental thereto, a user exceeds their entitlement to be on the land and becomes a trespasser.

The purpose of surface vegetation management of the way is Norfolk County Council's means to prevent an obstruction to the public's right to pass and repass. This Service Delegation Agreement (SDA) passes the Countryside Access Vegetation Management to the local Parish and outlines their powers as written in legislation.



Norfolk County Council is only responsible for the surface of the PROW to the width of the Highway extent. Obstruction caused by hedges, trees or vegetation rooted outside of the Highway extent but growing into the Highway is 'Encroachment' and the responsibility of the landholder. Any defects found with signage, surface or wilful obstruction should be reported to www.norfolk.gov.uk/highwaysproblem

Appendix B ("Schedule of Works and Plans") outlines what Norfolk County Council has identified as needing this service in order to prevent an obstruction. Norfolk County Councils payment to the Parish is equal to or less than our contractor that covers that area. Norfolk County Council expects the identified sections in Appendix B ("Schedule of Works and Plans") to be maintained as outlined in this SDA and the reporting of wider issues on the Parishes network. If the Parish wishes to carryout additional cuts to those sections or its wider PROW network within their remit you are free to do so.

If the Parish wishes to seek more funding a case needs to be put forward as to why additional areas require cutting and the relevant Officer will investigate and inspect, and their word is final regarding the decision.

If at any point the Parish is unsure of their responsibilities or needs advice, please do make contact.

1. The Delegated Service

1.1. Both Councils have agreed that Trunch Parish Council will carry out the delegated service, which is as described in Appendix A ("Service Specification").

2. General Terms and Condition

2.1. This Agreement will run from 1st May 2026 to 30th April 2027 "the Initial Term"). However, it may be terminated at an earlier date and on such date as is agreed between both parties.

2.2. At least 2 months' notice will be required for renewal or non-renewal of this Agreement and shall be served on Norfolk County Council by Trunch Parish Council. Any such renewal, having first been agreed between the parties, shall be for such period as shall be determined by Norfolk County Council and under the same conditions as this Agreement subject to clause 8.

2.3. Trunch Parish Council will act in place of Norfolk County Council in carrying out the Delegated Service, (a) in accordance with the service specification and the terms of this Agreement, (b) in a manner which is not likely to cause danger to any persons, and (c) in full compliance with all current health and safety laws, rules and regulations.

2.4. In an emergency, Norfolk County Council may itself exercise the Delegated Service. Before doing so Norfolk County Council must consult Trunch Parish Council unless, in the reasonable opinion of Norfolk County Council, the urgency of the situation does not permit such consultation.

2.5. Norfolk County Council and Trunch Parish Council may request to meet to review performance of the Delegated Service at a date, time and place to be agreed between the parties. Spot checks of vegetation management will be carried out by Norfolk County Council.

3. Enquiries and Complaints

3.1. Trunch Parish Council will provide an email for Norfolk County Council to forward complaints received to us regarding the Countryside Access Vegetation Management.

3.2. Any correspondence or complaint received by Trunch Parish Council will be answered by them within 31 working days allowing time to inspect the complaint/defect. Any urgent issues or emergencies, such as those affecting safety, must be responded to immediately and/or escalated to Norfolk County Council.

3.3 A record of all complaints/defects reported to Trunch Parish Council regarding Countryside Access Vegetation Management must be held.

An Excel template will be supplied for the recording of such reports.
Any reports that come through to Norfolk County Council will be forwarded using the same format and will need to be transferred to your main document.

This data is used for reporting to Local Access Forum (LAF), Natural England National Trail Partnership and/or FOI requests.

3.4 Any defects found with signage, surface or wilful obstruction such as locked gates should be reported to www.norfolk.gov.uk/highwaysproblem

4. Dispute Resolution

4.1. Both parties will attempt to resolve any dispute in relation to this Agreement through negotiations between their duly authorised officers or agents.

4.2. Failing the general obligation in clause 4.1 above, both parties will attempt to resolve the dispute through an Alternative Dispute Resolution ("ADR") procedure, as recommended by the Centre for Dispute Resolution.

4.3. If the dispute is not resolved within 56 days of ADR beginning, or if either party will not participate, the dispute will be referred to arbitration. Any decision will be made by a person appointed by agreement between both parties or if no agreement can be reached, by the President of the Institute of Arbitrators, whose decision will be final and binding.

5. Insurance

5.1. Throughout the Initial Term of this Agreement or lesser period should early termination occur for any reason Trunch Parish Council must insure against public liability for not less than £5 million for any one claim and employer's liability for not less than £5 million for any one claim, the number of claims being unlimited.

6. Indemnity

6.1. Trunch Parish Council will indemnify Norfolk County Council in respect of the consequences of any claims against it arising as a result of the negligence or deliberate inactivity of Trunch Parish Council or its agents in carrying out the Delegated Service. This liability to indemnify Norfolk County Council will be reduced in proportion to the extent that any claims arise from the negligence of Norfolk County Council.

7. Payment

7.1. Subject to any adjustment in line with an increase / decrease of overall area awarded contractor, Norfolk County Council will pay Trunch Parish Council the total sum of £634.52 (per year) for work carried out during the Initial Term. Where an adjustment is made in accordance with the area contractor, the Parish will be notified in writing.

7.2 Norfolk County Council will pay for services received. Invoicing will be agreed at time of SDA agreement. Invoices will reflect department breakdown as described in Appendix B ("Schedule of Works and Plans"). Trunch Parish Council will then invoice the full amount on completion as agreed.

7.3. Trunch Parish Council may: -

(i) retain any savings provided they are used to enhance the agreed Delegated Service, and/or

(ii) with the written agreement of Norfolk County Council use any savings to enhance any other delegated service as delegated by Norfolk County Council, and/or

(iii) if either of the above two conditions do not apply then they shall repay to Norfolk County Council any unspent money.

7.4. A statement of expenditure will be provided by Trunch Parish Council for review and approval by Norfolk County Council at the review referred to in clause 2.5. For the remainder of the Initial Term of the Agreement, or any extended period which may subsequently be agreed between the parties, the sum payable by Norfolk County Council to Trunch Parish

Council shall be adjusted by a percentage equivalent to the percentage rise or fall in the retail price index during the index period in question. Norfolk County Council will calculate this adjustment and notify. Trunch Parish Council in the month before the adjustment takes effect.

7.5. Trunch Parish Council will act as the principal for VAT purposes.

8 Variation

8.1. This Agreement may be varied from time to time by agreement in writing by Norfolk County Council and Trunch Parish Council, and a copy of such variation will be attached to this Agreement.

8.2. Norfolk County Council may vary the amount of work required to be carried out by Trunch Parish Council, with their agreement, and if an agreement is reached, an appropriate adjustment will be made to the amount of payment.

8.3. The amount of payment may be varied following a bona fide retendering exercise if Trunch Parish Council's costs are increased or decreased.

9. Schedule

9.1. A schedule of works in relation to the Delegated Service and plans to identify the areas where grass is to be cut are given in Appendix B ("Schedule of Works and Plans"). The schedule will be updated during the term of the Agreement to enable TRUNCH Parish Council to carry out the Delegated Service.

10. Guidance Notes

10.1. Guidance notes for discharging the Delegated Service are given in Appendix F.

Execution of the Agreement

Signed: 12/03/2026

Caroline Bidewell, Placemaking Team Lead
(On behalf of Norfolk County Council)

Signed: Signed:

On behalf of Trunch Parish Council, and in the presence of: -

Signed:

(Parish Clerk)

Appendix A

Service Specification

For the purposes within the following "Service Specification" the term 'Contractor' refers to Trunch Parish Council.

Countryside Access Vegetation Management

1. Introduction

Norfolk County Council provides a wide range of services for people who live, work, do business in or visit Norfolk. They include education, social services, passenger transport, highway maintenance, libraries, museums, fire and rescue, economic development and trading standards. Further details may be obtained from www.norfolk.gov.uk.

1.1. Public Rights of Way in Norfolk and Norfolk Trails

Norfolk County Council works to protect, manage and improve Public Rights of Way (PROW) and access to the countryside. It also promotes and encourages the appropriate use of facilities for the benefit of businesses, local communities and visitors. Rights of way include public footpaths, bridleways, restricted byways, byways open to all traffic and cycle ways. Norfolk Trails maintains and improves the 'Promoted Network' bringing together all of the long-distance routes and circular walks within the county.

2 Requirements

2.1. General

This Service Specification details Norfolk County Council's (the Council) requirements to cut vegetation on Public Rights of Way and Norfolk Trails to the standard defined below. There are approximately 2400 miles of Public Rights of Way throughout the county. Some are managed by Highways, some by the Norfolk Trails team. This contract is for cutting both on the Highways maintained network and the Norfolk Trails maintained network.

Each area may be a mix of both Trails and Highways managed routes (PROW). However, the number of cuts required for Trails and PROW will vary across the cutting season. Trails routes will be cut up to 3 times per year, May *'Spring'*, August *'Summer'*, October *'Autumn'*, and PROW will receive a mix of 1 or 2 cuts in the cut windows of May & August. Please note that the amount of cutting required, and the cost will decrease as the season progresses.

As access to sites will vary and may be difficult in some cases (due to remoteness or being restricted by structures, narrow bridges etc), Contractors will be expected to have available a wide range of equipment/machinery appropriate to the job and be sensitive to conservation, biodiversity and farming issues. We would expect that appropriate machinery would be able to deliver the specified work to an agreed standard.

An overview map and schedule of the cutting areas can be found at Appendix B ("Schedule of Works and Plans").

Where possible, means of access and limitations to accessibility are either marked on the contract maps or identified in the schedules.

Contractors must carry out their own risk assessments prior to undertaking any works on behalf of NCC and have a responsibility for themselves, their employees and visitors to any site under the Health and safety act.

All contractors must comply with the relevant health and safety laws and guidance governing their areas of work.

2.2. Countryside Access Vegetation Management

The purpose of the cut is to provide a flat and even surface of the full width as identified in the work schedules.

All vegetation cutting will be completed as soon as possible following the commencement of cutting and will not exceed a 3-week period (per cut) unless previously agreed with the NCC supervising officer. This time period remains the same regardless of the size of the cutting identified.

Start and finish dates for individual areas must be approved by relevant NCC supervising officers.

For field edge paths where insufficient level headland is available, the specified width must be achieved by using adjacent cultivated land and by cutting crops if necessary.

The vegetation around structures on the route i.e. signposts, stiles, gates, bridges must be cleared so that they are clearly visible and easy to use. Cutting shall include 1 square metre clear of any vegetation around any structures. Any variation to this to be agreed and noted by the NCC supervising officer.

After cutting vegetation should not exceed a height of 100mm (4 inches).

The contractor shall notify the supervising officer upon completion of every cut by reporting cut progress. Payment of invoice cannot be made without receipt of a completed schedule and satisfactory inspection of works by an NCC supervising officer.

The NCC supervising officer may on occasion request that the cutting regime is adapted to protect biodiversity.

2.3. Reporting of Issues

Where additional cutting may be required

On occasion you may encounter exceptionally woody or dense vegetation requiring additional work to make the path passable. We refer to these as a 'Target Hit', a one off cut to push back established vegetation. Under these circumstances it is not expected that you carry out works there and then. You should report the issue to the NCC supervising officer for instructions.

Unforeseen obstructions

Ploughed out field edge paths, new buildings, locked gates, fences across paths etc. Where an obstruction, such as these, prevents you from carrying out a cut you should report the issue with supporting photos and measurements where possible via www.norfolk.gov.uk/highwaysproblem

Missing fingerposts/waymark posts/damaged infrastructure

Any missing or damaged infrastructure should be reported to www.norfolk.gov.uk/highwaysproblem.

Unable to locate paths

If contractors are on site and unable to locate the path as shown on the schedule map, they should contact the NCC supervising officer for clarification before proceeding.

Overgrown hedges & trees.

These are the responsibility of the landholder and the Contractor, using its power as outlined in HA 1980 s 137 found in Appendix D “Powers applying only to local councils ”, should make contact with the landholder to resolve the obstruction. If issues go unresolved escalate to the NCC supervising officer.

3. Constraints

There may be, from time to time, constraints within the cutting areas and these may include closures, diversions or construction works on routes which may affect the cutting schedule. Contractors will be informed of these changes in a timely fashion by the designated NCC supervising officer and an agreement on cutting will be reached between contractor and designated NCC supervising officer.

The sites and means of access are shown on the contract schedules/maps. As Public rights of way and Trails run over private land, the Contractor must ensure that their workforce, plant, materials and other equipment are confined to the public right of way, unless other means of access has been agreed.

Machinery and plant used is to be of a specification which will cause minimum ground damage or disturbance.

4 Other General Principles

Work is being carried out on behalf of Norfolk County Council and as such we expect all contractors to have in place staffing codes of conduct.

Any work, which is additional or contrary to the specification, and undertaken without instruction from the NCC authorised officer, shall be at the cost, or remedied at the cost, of the Contractor.

5. Monitoring

Weekly updates

Updates on cutting contract progress will be delivered by the contractor by informing NCC supervising officer through an agreed email address during the cutting season.

Fortnightly updates on complaints delivered by the contractor by informing NCC supervising officer through an agreed email address during the contract term.

Auditing

Work will be audited in three different ways:

Firstly, through the public reporting of issues via the online system to NCC which it has in place to deal with issues. Secondly through the reporting of progress by the contractor and finally through spot checks being carried out by NCC staff inspecting the routes.

If there is a significant increase in reports in an area i.e. 20%, the supervising officer may arrange a meeting with the contractor to address all issues raised.

6. Plant and Equipment

Contractors shall at all times during the contract period provide and maintain all plant and equipment necessary for the satisfactory provision of the service, at any location, or stored by the Supplier thereat, and the Council shall be under no liability in respect thereof.

Contractors shall operate a formal record system designed to ensure that all recommended and routine servicing of plant and equipment is carried out in accordance with best practice and manufacturer's requirements.

Contractors shall be responsible for the roadworthiness and operation of plant and the keeping of statutory maintenance records. Servicing of vehicles is carried out to meet the standards required by DVSA (Driver and Vehicle Standards Agency)

Any time spent on repairs, servicing, or maintenance of plant or equipment will not be paid for by the Council.

The Contractor must pay all licensing fees, taxes and insurances required in connection with the plant.

Contractors shall have a waste carrier licence in place ensuring they can remove waste from site if required.

The County Council will not at any time be liable for the loss or damage to any item of plant.

Plant and equipment shall in every respect comply with all Health & Safety Executive requirements and unless otherwise directed by the Council, be ready for work on site at the start of the working day and shall be available for work until the work ceases for the day.

Contractors shall be responsible for awareness and compliance with all applicable current statutory regulations relating to use, operation and maintenance of plant and equipment, including but not limited to:

- Provision & Use of Work Equipment Regulations ('PUWER')
- Lifting Operations & Lifting Equipment Regulations ('LOLER')
- Working at Height Regulations (WAHR)
- Control of Noise at Work Regulations (CNWR)
- Control of Vibration at Work Regulations
- Control of Substances Hazardous to Health
- Health & Safety at Work Act
- The Health and Safety (First-Aid) Regulations
- Avoiding Danger from Overhead Power Lines (HSE-GS6)

The Contractor shall indemnify the Council against any breach of Health & Safety Regulations and in particular the Supplier shall indemnify the Council, its servants and agents against any and all actions, claims, demands, proceedings, damages, costs, charges expenses and fines whatsoever caused to the Council or any third party by the Supplier, arising out of the Supplier's failure to comply with its obligations.

Suppliers shall in regard to the carriage of petroleum and any other dangerous goods ensure safe storage and comply with all applicable statutes and regulations and fulfil all applicable statutory and regulatory environmental obligations.

Where applicable, the Contractor shall take all precautions to ensure that no pollution arises from the execution of the works which may contaminate or pollute land, watercourses or cause injury to animal, fish or plant life on, in, under or off site. The Supplier shall indemnify the Council against costs or damages, or claims related to this liability.

In the event of any spillage the Contractor is to remove any contaminated soil and make good the area at his expense to the satisfaction of the supervising officer.

The Contractor shall have in place suitable contingency plans to provide a replacement in the event of a breakdown of plant or equipment. Delays due to machinery breakdown must be reported to the NCC supervising officer as soon as possible.

Contractors must ensure that:

- All its employees responsible for operation and use of plant and equipment are suitably trained and competent in its safe use.
- No item of plant or equipment is left parked or unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the public.

7. Personal Protective Equipment

The Contractor shall wear high visibility clothing to current European Standards (currently EN ISO 20471)

The Contractor must provide PPE which is appropriate to the works being carried out.

Safety toecap work boots conforming to EN IS0 20345 53 HRO SRC and where appropriate hard helmets and ear protectors must be worn in accordance with the current PPE at Work Regulations as amended and related regulations.

The Contractor must comply national guidelines and best practise for PPE and NCC would recommend the 'full cover up / layer effect' to ensure high visibility at all times. The adoption of the 'layer effect' (Onion Skin Effect') enables operators to remain highly visible at all times regardless of weather conditions i.e. the removal of each outer layer will reveal high visibility clothing beneath.

All safety equipment MUST be provided by the Contractor.

Norfolk County Council

Appendix B

Schedule of Works, Finance and Plans

Trunch Appendix B "Schedule"									
Contract Area	Cut Frequency	Management	Invoice	Trail	Public Right of Way	Special Instruction	Minimum Cut Width (m)	Maximum Cut Width (m)	Length (m)
6	3	Environment	Norfolk Trails	Mundesley	Trunch FP1		1.5	1.8	265
6	3	Environment	Norfolk Trails	Mundesley	Trunch RB9		3	5	470
6	3	Environment	Norfolk Trails	Trunch	Trunch FP12		1.5	1.8	890
6	3	Environment	Norfolk Trails	Trunch	Trunch FP11		1.5	1.8	825
7	3	Environment	Norfolk Trails	Trunch	RB10		3	5	606
6	2	Highwats	North	Trunch	FP2		1.5	1.8	534
6	2	Highways	North	Trunch	Trunch FP3	1.5m. Field edge. Access either end.	1.5	1.8	169

Area 6 Price	£	0.060
Area 7 Price	£	0.060

Invoice			Per annum Meterage	Cost	
Invoice	Year 2026	Area 6 Environment Trails "Annual Cutting" Trunch PC	7,352	£	441.14
		Area 7 Environment Trails "Annual Cutting" Trunch PC	1,818	£	109.08
		Area 6 Highways PROW "Annual Cutting" Tunch PC	1,406	£	84.33

Area Map

Key

Pink dash: PROW

Black solid line: Environment Trails (3 cuts)

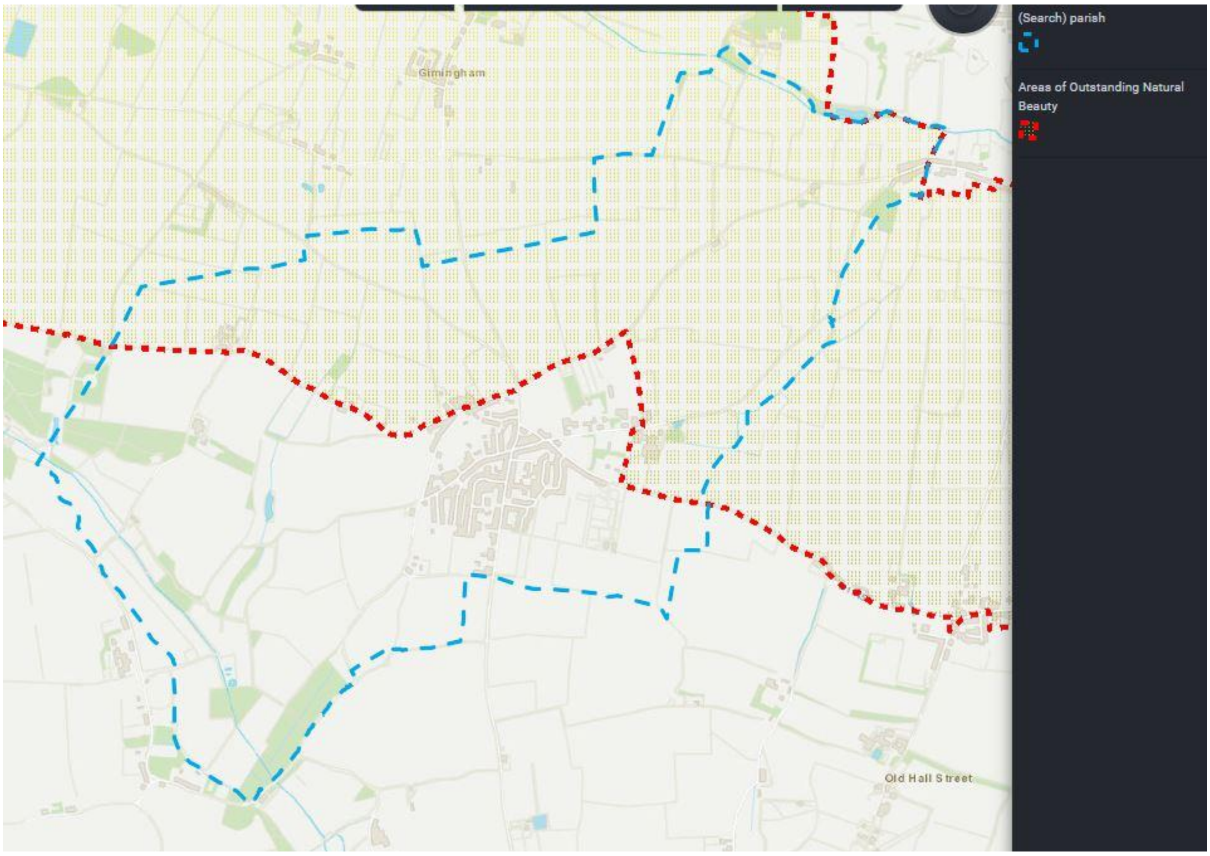
Purple solid line: Highways PROW (2 cuts)

Appendix C

Designations

If you require any advice regarding these designations, please contact the council.

Designated National Landscape



Appendix D

Powers applying only to local councils

Parish Councils

Parish Councils have no specific duties for rights of way, however, they are given certain powers which could make a significant contribution to the public's ability to enjoy the public path network. The rights and powers conferred to Parish Councils are:

- The maintenance of any footpath or bridleway within its area which is maintainable at public expense

To undertake the maintenance of any footpath, bridleway or restricted byway. https://www.legislation.gov.uk/ukpga/1980/66/section/43 https://www.legislation.gov.uk/ukpga/1980/66/section/50	10.8.2	HA 1980 ss 43 and 50
To prosecute anyone who wilfully obstructs the free passage along any highway. https://www.legislation.gov.uk/ukpga/1980/66/section/137	9.2, 13.2	HA 1980 s 137
To prosecute an occupier who fails to ensure that crops do not inconvenience users of footpaths, bridleways and unmetalled carriageway. https://www.legislation.gov.uk/ukpga/1980/66/section/137A	9.6, 13.2	HA 1980 s 137A
To prosecute if a footpath or bridleway has been lawfully ploughed or disturbed, but not restored, or if any highway has been unlawfully ploughed or disturbed https://www.legislation.gov.uk/ukpga/1980/66/section/131A https://www.legislation.gov.uk/ukpga/1980/66/section/134	9.5.7, 13.2	HA 1980 ss 131A and 134

Appendix E

Definitive Statements

PARISH OF TRUNCH

Footpath No. 1 (Wright's Loke to Gimingham Road). Starts from the junction of Wright's Loke and New Road by a stile and runs south eastwards to exit at Gimingham Road by a stile

Footpath No. 2 (Burney Road to Southrepps Road). Starts from Burney Road and runs northwards east of Ash Plantation to Southrepps Road.

Footpath No. 3 (Burney Road to Young's Lane). Starts from Burney Road, almost opposite Footpath No. 2 and runs southwards crossing New Road to Young's Lane.

Footpath No. 5 (Burney Road to Parish Boundary). Starts by a field gate from Burney Road, south of Warren Farm, and runs north westwards to the parish boundary.

Footpath No. 6 (Bradfield Road to Young's Lane). Starts from Bradfield Road by a stile and runs north westwards to exit at Young's Lane by a stile.

Bridleway No. 7 (Robinson's Loke). Starts from the Knapton Road east of Park Farm and runs southwards to the parish boundary where it joins Knapton Bridleway No. 2.

Footpath No. 8 Starts at a junction on the eastern side of North Walsham Road, almost opposite the footpath known as Craunchions Loke, and runs in a mainly easterly direction along the northern edge of a hedge bank between 2 fields, for approximately 400 metres. It then passes through a gap at the south eastern corner of the northernmost field and continues eastwards across a large field for approximately 410 metres to join Robinson's Loke. The footpath has an average width of 1.3 metres.

Restricted Byway No. 9 (Trunch Road to Brewery Road, known as Postle's Lane) Starts from the C295A Trunch Road at grid reference TG2829 3541 and proceeds in a southerly direction for 478 metres to meet the U19205 Brewery Road at grid reference TG2836 3494. The width of the route varies between 6.7 metres and 16 metres. Limitations and Conditions: None

Appendix F

Discharging the Delegate Service

1 The Parish may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.

2 Without prejudice to any other right or remedy it might have, the Parish may terminate the Agreement by written notice to Norfolk County Council with immediate effect if the Parish:

a. is in material breach of any obligation under the Agreement which is not capable of remedy;
b. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
c. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Parish receiving notice specifying the breach and requiring it to be remedied;
d. fails to comply with legal obligations in the fields of environmental, social or labour law.

3 The Parish may terminate the Agreement by written notice to Norfolk County Council if Norfolk County Council has not paid any undisputed amounts within 90 days of them falling due.

4 Upon termination or expiry of the Agreement, the Supplier shall:

a. give all reasonable assistance to the Customer and any incoming supplier of the Goods and or Services; and
b. return all requested documents, information and data to the Customer as soon as reasonably practicable.