

Sporle with Palgrave Parish Council

31st May 2023

Dear Councillor,

Your attendance is required at a **Meeting of the Parish Council** to be held on Thursday 8th May 2023. The meeting is to be held in the Community Centre, Sporle with Palgrave at 7.00pm.

Members of the Press and Public are cordially invited.

Sarah Hunt

Sarah Hunt
Parish Clerk

Agenda

1. Apologies.

To receive and note apologies for absence.

2. Co-option.

To consider any applicants for co-option to the Council for the two vacancies remaining following the election on 4th May 2023.

3. Minutes.

To approve the minutes of the Full Council meeting held on the 18th May 2023.

4. Declarations of Interest.

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
To consider any dispensation requests.

5. Public Participation and Reports.

5.1 County Councillor – William Nunn.

5.2 District Councillor Peter Wilkinson.

5.3 Members of the Public. To receive comments concerning matters on the agenda.

6. To receive updates on any matters not elsewhere on the agenda.

Note – no decisions may be made under this agenda item.

6.1 Donation of old bench to Swaffham Men's Shed. Cllr K McLeod.

6.2 Overhanging trees/weed growth, The Street. Reported to Norfolk County Council.

6.3 Grit Bin – update – Cllr W Nunn.

6.4 Village Sign – to receive update on replacement.

6.6 Review of streetlights and UKSMO data – ongoing.

6.7 Community Payback – email sent.

7. Planning.

7.1 To consider consultee response to applications received from Breckland District Council.
9.1.1

7.2 To receive notification of Planning decisions taken by Breckland District Council.
9.2.1

7.3 Certificate of Lawfulness: 3PL/2023/0507/LU. Hollie Lodge, 26 The Street. Removal of garage door replaced by half height brick wall with new window above – Certificate of Lawfulness – Proposed use. For information only.

8. Finance:

8.1 To approve payments to be made as at Annex A.

58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5H

Email: clerksporlepc@gmail.com

tel: 07552116126

- 8.2 To consider a request from the newsletter for a donation of £400.00.
- 8.3 To consider moving eon payments for pavilion to Charity account – and move to payment by direct debit. To consider up to date quotation for business plan renewal if to remain with Parish Council.
- 8.4 To receive contract offer from SSE – unmetered supply to streetlights and agree payment by direct debit.
- 8.5 To receive Internal Audit report and consider recommendations.
 - 8.5.1 To consider a valuation for the pavilion – and decide who should instruct.
- 8.6 To receive Bank Reconciliation to 31.3.23.
- 8.7 To receive end of year AGAR.
 - 8.7.1 To consider and APPROVE Section 1 – Annual Governance Statement.
 - 8.7.2 To consider and APPROVE Section 2 – Accounting Statements.
- 8.8 To receive the annual statement of variances.
- 8.9 To agree the notification of the commencement of the period of exercise of public rights as Monday 26th June 2023 to Friday 4th August 2023.

9. Policies.

- 9.1 To agree Media Policy as presented.
- 9.2 To agree to adopt co-option application form as submitted.
- 9.3 To agree co-option policy as presented.
- 9.4 To review Sporle Pavilion, Playingfield and Children's Playpark Constitution and Rules. Clerks recommendation that this be closed, and that the Trustees determine management of the charity.

10. Administrative Matters:

- 10.1 To receive an update regarding accessing SAM2 data – Clerk.
- 10.2 To review the assets and property register.
- 10.3 To consider NALC pilot scheme for gov.uk email addresses. Initial cost of £182.00.
- 10.4 To consider drafting a Community Resilience Plan for Sporle with Palgrave.

11. Village Maintenance:

- 11.1 To note a complaint received re; Verge Cutting.
- 11.2 To consider putting an article in the newsletter requesting opinions regarding costs to have the ditch cutting undertaken.

12. Correspondence.

Email	Vattenfall	Notification of public events	For information.
Email	Lord Lt.	Nominations for community champions.	For consideration.

13. Date and time of next meeting.

Charity Trustee Meeting 15th June 2023
 Thursday 13th July 2023
 August – NONE
 Thursday 14th September 2023
 Thursday 12th October 2023
 Thursday 9th November 2023
 Thursday 14th December 2023
 Thursday 11th January 2024
 Thursday 8th February 2024
 Thursday 14th March 2024
 Thursday 11th April 2024 – Also Annual Parish Meeting.
 Thursday 9th May 2024 – Annual Parish Council Meeting.

14. Matters for next agenda.

Minutes of the ANNUAL Sporle with Palgrave Parish Council Meeting

held on Thursday 18th May 2023
in the Community Centre, Sporle with Palgrave at 7.30pm.

Present: Cllrs J Bevan, H Dye (part), K McLeod (chair), H Taylor, L Taylor.
Clerk: Sarah Hunt

Three members of the public were present.
County Councillor William Nunn and District Councillor Peter Wilkinson were in attendance.

1. Election of Chairman.

This item was chaired by outgoing chairman Mr Gordon Burrows. Cllr K McLeod was PROPOSED by Cllr J Bevan and seconded by Cllr L Taylor. Elected.

2. Election of Vice Chairman.

Cllr J Bevan was PROPOSED by Cllr McLeod and seconded by Cllr L Taylor. Elected.

3. Apologies.

None.

4. Co-option.

Helen Dye was PROPOSED by Cllr K McLeod, seconded by J Bevan and co-opted onto the Council. Cllr H Dye joined the meeting.

5. Minutes.

The minutes of the Full Council meeting held on the 13th April 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr J Bevan, seconded Cllr L Taylor.

6. Declarations of Interest.

None.

7. Public Participation and Reports.

7.1 County Councillor – William Nunn was welcomed as the new County Councillor and brought up to date with the outstanding grit bin installation. Items brought to his attention were that the potholes had not been repaired prior to the road dressing and the drainage culverts not cleared during the local Highways work in the Parish.

7.2 District Councillor Peter Wilkinson was welcomed as District Councillor. The footpath overgrowth was discussed on The Street, with nettles growing onto the footpath from the ditch.

7.3 Members of the Public. None.

8. To receive updates on any matters not elsewhere on the agenda.

Note – no decisions may be made under this agenda item.

8.1 Donation of old bench to Swaffham Men's Shed. Cllr K McLeod reported that the bench has been removed but remains to be delivered.

8.2 Village King's Coronation celebrations – The local events went very well.

8.3 Grit Bin – update – next meeting. Clerk to forward emails to Cllr William Nunn.

8.4 NOTED that the Clerk has received communications confusing the role of the Parish Council and the Community Centre Trustees. The Community Centre is not managed, or owned by the Parish Council.

8.5 Village Sign – The Clerk is aware of the location of the sign. The budget was issued to Councillors and reviewed. There is no provision for this repair which is anticipated to be in the area of £800.00.

8.6 It was noted by Councillors present that there is a training budget available of £400.00. Councillors were encouraged to communicate with the Clerk over any training they wished to undertake.

9. Planning.

- 9.1 To consider consultee response to applications received from Breckland District Council.
 9.1.1 None
- 9.2 To receive notification of Planning decisions taken by Breckland District Council.
 9.2.1 None

10. Finance:

- 10.1 It was RESOLVED to approve payments to be made as at Annex A. PROPOSED Cllr J Bevan and seconded Cllr K McLeod. This with the addition of £600.00 to be returned to Norfolk Community Foundation for the remaining COVID Grant return. Clerk overpayments to be deducted from Payments made. £3.33 overpayment on homeworking/expenses.
- 10.2 Finance Report – Clerk. Year end accounts and bank reconciliations to next meeting.
- 10.3 NOTED 1st Precept instalment of £11,853.93 has been paid by Breckland District Council. (50% of £23,707.85).
- 10.4 Barclays Bank – update to clerk’s address. Complete.
- 10.5 Insurance – Council is under a three year contract with Gallagher. £1,352.23 to be paid.
- 10.6 Current signatories on accounts are:
 Barclays – Gordon Burrows, Helen Dye, Kalvin McLeod, Elizabeth Durrant.
 Unity – Kalvin McLeod, Helen Dye, Janis Bevan.
 To next meeting – to consider closing Barclays account.
 Charity Account opening still outstanding.
- 10.7 NOTED that S137 payments per member of the electorate 2023/24 have been set at £9.93/parishioner.

11. Annual Matters.

- 11.1 It was RESOLVED that Cllr Helen Dye be the Parish Council representative to the Town Farm Trust.
- 11.2 Cllr Louise Taylor to attend Police SNAP meetings.
- 11.3 The Standing Orders were AGREED as presented. Only change was point 17.a.v which was increased from £25,000 to £30,000 in line with national change in the procurement regulations.
- 11.4 The Financial Regulations were AGREED as presented. Only change was point 11.1 b which was increased from £25,000 to £30,000 in line with national change in the procurement regulations.
- 11.5 The Complaints Procedure was AGREED as presented. Change was the Clerk contact information.
- 11.6 NOTED that the press/media policy will be reviewed in the June meeting.
- 11.7 NOTED that the employment policies will be reviewed at the July meeting.

12. Administrative Matters:

- 12.1 To receive an update regarding accessing SAM2 data – Clerk to ascertain if the correct software is available.
- 12.2 It was AGREED to hold meetings at 7pm. To be reviewed in December meeting.
- 12.3 NOTED that the review of the assets and property will be at the June meeting. UKSMO sheet to be checked.
- 12.4 Clerk to check availability of the community payback team.

13. Village Maintenance:

- 13.1 Ditch cutting. Clerk to report hanging trees and nettles. Boundary guidance from Highways to be distributed to councillors. Article for newsletter. Clerk to see if Community Payback team is available.
- 13.2 NOTED that the Highways Rangers will be visiting shortly – to notify clerk of any defects that need reporting.

14. Correspondence.

14.1

Email	Norfolk ALC	DLUHC Consultation	No comment.
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15. Date and time of next meeting.

Charity Trustee meeting Thursday 25th May 2023 CANCELLED.
 Thursday 8th June 2023

Charity Trustee meeting Thursday 15th June 2023.
 Thursday 13th July 2023
 August – NONE
 Thursday 14th September 2023
 Thursday 12th October 2023
 Thursday 9th November 2023
 Thursday 14th December 2023
 Thursday 11th January 2023
 Thursday 8th February 2023
 Thursday 14th March 2023
 Thursday 11th April 2023 – Also Annual Parish Meeting.
 Thursday 9th May 2023 – Annual Parish Council Meeting.

16. Matters for next agenda.

Payments to be made by Sporle with Palgrave Parish Council - May 2023					
Company	Amount	VAT		Reason	Cheque/DD
R Tyrrell	£25.00		£25.00	Bus Shelter Cleaning -April	chq 700065
Sporle Community Association	£18.00		£18.00	Hall Hire May	Chq700068
May staffing	£1,149.26		£1,149.26	May staff costs	bacs
Homeworking allowance	£26.00		£26.00	May	bacs
Eon	£36.90	£ 1.85	£38.75	pavilion 9.4.23 to 8.5.23	DD
Vodafone			£0.00	contract	DD
westcotec	£1,800.00	£ 360.00	£2,160.00	Solar Light	chq 700066
wave - April	£16.00		£16.00	pavilion	DD
wave - to may 6th	£67.80		£67.80	pavilion	DD
SSE - Streetlights	£637.20	£ 118.12	£755.32	April payment	DD
Norfolk Community Foundation	£600.00		£600.00	Return unspent COVID Grant	Chq 700067
			£4,257.13		
Total	£3,777.16	£ 479.97	£4,257.13		

Signed:

Dated:



000495 SES6359A 9611124307 Z

Sporle Parish Council
58 Hercules Road Hellesdon
Norfolk
NR6 5HH



Customer ID 21086787

Tender ID 2410836

Contact Number 0800 3894466

Email Address SMEDirectSales@sse.com

Date 18 May 2023

Dear Customer

Your SSE Business Energy contract is ending – Your options

We understand that powering your business can be one of the most significant costs you have to pay. It's essential you pick a deal that supports you and your business with all your energy needs.

Your current SSE Business Energy electricity contract for the supply at the address above is due to expire on 31 July 2023, so we are writing to you to let you know how to renew your contract.

The offer we have enclosed on page 3 is for SSE Protect, our fully fixed price tariff, that guarantees all existing charges*, including current non-commodity costs (excluding VAT and Climate Change Levy), for the duration of your contract. So, if these costs rise during the life of the contract, the amount you pay won't – we'll simply cover any increase.†

Here are just some of the benefits you'll enjoy on signing up to SSE Protect:

- **Certainty:** Provides price certainty for the duration of your contract
- **Price continuity:** Removes the need to manage mid-contract price increases
- **Price stability:** Protects you from the price fluctuation of current non-commodity costs

The contract enclosed is for a period of 12 months.

If you would like to hear about the other energy tariffs we have available, we would be happy to discuss these with you – just use the details overleaf.

Our renewal offer is subject to our standard terms and conditions (you can view the terms and conditions by visiting this page on our website sseenergysolutions.co.uk/useful-documents).

We also have other contract lengths and product options available and would be happy to discuss these with you directly.

sseenergysolutions.co.uk

SSE Business Energy is a trading name of SSE Energy Supply Limited, registered in England and Wales number 03757502 which is a member of the SSE Group. The registered office of SSE Energy Supply Limited is No. 1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH.

Return address: SME Direct Sales - No. 1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH

MXBED01 RENCCNON

797297101

000495 001483 SES6359A 9611124307

You can accept our offer by:



Sending an email to SMEDirectSales@sse.com



Post to SME Direct Sales - No. 1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH



Calling us on 0800 3894466

You will need to confirm your MPAN and supply address to complete your renewal.

This offer is subject to availability and credit status, and may be withdrawn at any time.

If you choose not to renew your contract, we will apply Variable Business Rates (VBR) from 1 August 2023, for so long as you remain on our supply or until you agree a new contract with us. Our deemed terms and conditions will apply which you can view at sseenergysolutions.co.uk/useful-documents.

Ways to pay: Direct Debit

Your offer will be based on direct debit payment and includes a 0.5p/kWh discount against our standard unit rate. Direct Debit reduces your risk of debt, as it's paid automatically. If your payment method is fixed/budget direct debit, the set amount will be taken each month on your elected date. If your payment method is variable direct debit, you'll have 5 days after receiving your bill to let us know any issues before your payment is completed 14 days after billing.

Please note that if you renew your contract without a Direct Debit in place, or later cancel or recall the Direct Debit, your prices will increase by 0.5p/kWh.

You can find more information at sseenergysolutions.co.uk/customer-help-centre. You can also find details on bills, the fuel mix disclosure and submission of meter readings to make everything simpler for you.

If you would like to talk any of this over with us, please give us a call on 0800 3894466 and we will be happy to help.

Yours sincerely

SME Direct Sales

SME Direct Sales
SSE Business Energy



Your offer:

Please note the following prices exclude Climate Change Levy and VAT

Customer: Sporle Parish Council

Quote ID	MPAN Prefix	MPAN	Annual Consumption
34904054	08502160	1013095444912	1205.37 kWh
Description			
Current Rates			
Renewal Rates			
Monthly Charge			
£4.69			
£5.42			
FiTs Recovery Charge			
0.792 p/kWh			
0.822 p/kWh			
All Units			
48.791 p/kWh			
29.23 p/kWh			

Site Address: Sporle Parish Council - Unmetered Supply Sporle Parish Council, Sporle, Kings Lynn PE32 2DS

As standard, your prices include the provision of 100% renewable electricity generated by wind and/or hydro assets wholly or partially owned by SSE Group.

Quote ID	MPAN Prefix	MPAN	Annual Consumption
34904055	01504162	1013095445145	14199.19 kWh
Description			
Current Rates			
Renewal Rates			
Monthly Charge			
£4.69			
£5.42			
FiTs Recovery Charge			
0.788 p/kWh			
0.821 p/kWh			
All Units			
49.011 p/kWh			
29.266 p/kWh			

Site Address: Sporle Parish Council - Unmetered Supply Sporle Parish Council, Sporle, Kings Lynn PE32 2DS

As standard, your prices include the provision of 100% renewable electricity generated by wind and/or hydro assets wholly or partially owned by SSE Group.

Quote ID	MPAN Prefix	MPAN	Annual Consumption
34904056	01505163	1013095445377	141.25 kWh
Description			
Current Rates			
Renewal Rates			
Monthly Charge			
£3.71			
£4.3			
FiTs Recovery Charge			
0.787 p/kWh			
0.82 p/kWh			
All Units			
54.298 p/kWh			
33.648 p/kWh			

Site Address: Sporle Parish Council - Unmetered Supply Sporle Parish Council, Sporle, Kings Lynn PE32 2DS

As standard, your prices include the provision of 100% renewable electricity generated by wind and/or hydro assets wholly or partially owned by SSE Group.

Sporle with Palgrave Parish Council

Internal Audit Report

For Sporle with Palgrave Parish Council

Financial Year 2022/23

Including Explanatory Notes for Annual Return
(where a 'no' has been marked)

Prepared by Catherine Moore
21st May 2023

Mrs Catherine Moore BSc (Hons), FSLCC
Jubilee Farm
Fleggburgh Road
Rollesby
Norfolk
NR29 5HH

01493 253041

catherinemoree.parishcouncils@outlook.com

I have completed an internal audit of the accounts for Sporle with Palgrave Parish Council for the year ending 31st March 2023. My findings are detailed below using the tests provided in the Governance and Accountability document. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.

Internal Control	Test	Observations / Recommendations
Proper bookkeeping	Is the cash book maintained and up to date?	Yes
	Is the cash book arithmetically correct?	Minor corrections made
	Is the cash book 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	October 2022
	Date Financial Regulations last reviewed	June 2022
	Has a Responsible Financial Officer been appointed with specific duties?	Yes – Parish Clerk
	Have items or services above the de minimus amount been competitively purchased?	N/a
	Are payments in the cash book supported by purchase orders, invoices, authorised and minuted?	Yes
	Has VAT on payments been identified, recorded and reclaimed?	Yes
	Is S137 expenditure separately recorded and within statutory limits?	Yes
	Have S137 payments been approved and included in the minutes as such?	Yes
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	
	Do minutes record the Council carrying out an annual risk assessment or review of their risk management scheme?	Yes – March 2023
	Is insurance cover appropriate and adequate?	No – see recommendation

Internal Control	Test	Observations / Recommendations
	Are internal financial controls documented and regularly reviewed?	Yes
Budgetary Controls	Has the Council prepared an annual budget in support its precept and has this been minuted as being approved?	Yes
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the Council?	No – see recommendation
	Has the Council agreed a General Reserve Policy and is this figure reflected in the 'free balance'?	Yes – building towards the figure
	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?	Yes
	Are security controls over cash and near-cash adequate and effective?	Yes
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
	Do salaries paid agree with those approved by the Council?	Yes
	Are salaries above the National Living Wage / Minimum Wage?	Yes

Internal Control	Test	Observations / Recommendations
	Are other payments to employees reasonable and approved by the Council?	Yes
	Have PAYE/NIC been properly operated by the Council as an employer?	Yes
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?	No – last reviewed March 2021 – see observation
	Does the asset insurance valuations agree with those in the asset register?	Yes
Bank Reconciliation	Is there a bank reconciliation for each account and is this reported to Council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments or Income and Expenditure)	Yes – Receipts and Payments
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/a
Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/a

Internal Control	Test	Observations / Recommendations
	Have points raised on the last Internal Audit report been considered by Council and actioned?	Some
Transparency: For smaller councils with turnover under £25,000	Are minutes for the whole year on the website?	N/a
	Are agendas for the whole year on the website?	N/a
	Are payments over £100 detailed on the website?	N/a
	Have electors' rights been correctly advertised on the website, including explanatory notes?	N/a
	Are councillors' responsibilities detailed on the website?	N/a
	Is the last financial year's Annual Return on the website?	N/a
	Are the land and building asset details on the website?	N/a
Councils that are Burial Authorities	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 the Council?	N/a
	Were comparisons made with other cemeteries prior to setting the fees?	N/a
	Have burial books been kept up to date and are they safely stored?	N/a
Councils with Allotments	Has a list of allotment holders with amounts paid to Council been submitted?	N/a
	Have fees for the allotments been reviewed and agreed by Council?	N/a
Councils with Charities	Are all Charities up to date with Charity Commission filing requirements?	Yes
	Has the Council been named as Sole Trustee on the Charity Commission Register?	Yes

Internal Control	Test	Observations / Recommendations
	Is the Council acting in accordance with the Charity Trust Deed?	Not seen
	Are the Charity meetings and accounts recorded separately from those of the Council?	No – see observation
General Data Protection Regulation	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes
Miscellaneous	Is the Council registered with the Information Commissioners Office?	Yes
	Does the Council's website meet accessibility requirements (random sample)	Yes

Summary of Recommendations:

The Pavilion building is only insured for £87,238. Underinsurance could result in a percentage reduction of any claim against the value of the insurance rebuild, in the event of a total loss. I recommend that the Council has an insurance valuation on the Pavilion and increases the insurance value to that sum.

I do not feel that there is adequate evidence that the Council was monitoring the financial management processes, some further narrative is below in 'observations'. I note that with the change of Clerk new internal controls have been brought in, and I would expect to see evidence of this being implemented at future audits.

Observations

I note that the Council distributed funds on behalf of Norfolk County Council for the Household Support Fund. As the Council has not adopted the General Power of Competence it did not have the power to make these payments (totalling £3,200) which would be considered 'ultra vires'. This fund should have been administered by a local charity, or the opportunity declined as it was at other councils who did not have the General Power of Competence. The minutes do not note how applications were assessed or note approval of funds being paid out, and I have not seen a scheme of delegation allowing the Clerk to make these payments without reference to the Council. Therefore I must tick 'No' to Box B on the internal audit report.

I note that the previous Clerk was sometimes paid up to three months in advance, recording the payments with HMRC as being paid on the 6th of the month and drawing a cheque which was then cashed immediately. The Clerk should be paid according to their contract, and any cheques dated the date of the payment recorded to HMRC.

Date on HMRC PAYE (pay date)	Cheque No	Date Cashed
05/04/2022	102170	20/04/2022
06/05/2022	102179	16/05/2022
06/06/2022	102182	17/05/2022
06/07/2022	102196	01/06/2022
06/08/2022	102197	01/06/2022
06/09/2022	102198	13/06/2022
06/10/2022	102216	12/09/2022
06/11/2022	102223	14/10/2022
06/12/2022	102232	14/11/2022

A donation was made to Friends of Sporle Church for £157.54 – Councillors should be satisfied that this donation relates to the maintenance of a burial ground, which is the only permitted donation that can be made to a church.

I note that the Charity paid a sum of money to the Parish Council for the play equipment. Council should ensure that they take specialist advice relating to the VAT position between the Charity and the Council.

The asset register should be updated annually prior to insurance renewal, to ensure that the insurance schedule is adequate.

The Clerk has identified that she has been paid for her January pay run twice, due to a cancelled cheque subsequently being cashed. I can see a note in the papers saying that this will be corrected in the new financial year.

Although a very minor point, I note that at the May meeting the Election of Chairman was the second item of business after apologies – it is a legal requirement for this to be the first item of business at the Annual Meeting.

Although the minutes show that the clerk was reporting that ‘the council were operating within budget’ I have not been supplied any copies of regular reports to Council, so I cannot be satisfied that there was adequate financial reporting in place.

The dates for the Exercise of Electors Rights for 2021/22 were not adequate. The Council approved the Annual Governance Annual Return on Thursday 16th June 2022, but the minutes show the period of electors rights as Tuesday 14th June 2022 to Monday 23rd July 2022 (assuming a typo as Monday was 25th July). The published Notice of Electors Rights is dated Monday 13th June 2022 and shows the period as Tuesday 13th June 2022 (again a typo) to Monday 25th July 2022. The accounts and electors rights cannot be published before they have been signed off by Council. The earliest the council could have given notice was Friday 17th June 2022, therefore the period would have been Monday 20th June 2022 to Friday 29th July 2022. Therefore I must tick ‘No’ to Box M of the internal audit report. An addendum to Page 3 accompanies the AGAR and must be submitted.

The contact details for the Clerk need to be updated with the Information Commissioners Office.

I would like to thank the Clerk for a well presented set of accounts and audit documents.

Signed:..... Date:

Notes to accompany the Internal Audit Report – to be published alongside Page 3 of the Annual Governance Annual Return

Statement B – the Household Support Grant was administered without any reference to Council, or an approved Scheme of Delegation to the Clerk. There was no adequate financial reporting to Council during the year.

Statement M – the period of electors rights was not correctly advertised, the period began two days before the accounts were signed off by Council.

I recommend that the Council ticks 'No' to Boxes 2, 3, 4, and 7 for the following reasons:

Box 2 – there was no financial reporting or internal checking of the accounts during the year.

Box 3 – the Council did not have the General Power of Competence and was therefore not entitled to administer a Household Support Fund which gave money to individuals.

Box 4 – the period of electors rights was not correctly advertised, the period began two days before the accounts were signed off by Council.

Box 7 – the lack of power to administer the Household Support Fund was raised at the last Internal Audit but the Council chose to go ahead with this. A number of other issues of note were raised but were not acted upon.

Catherine Moore
Internal Auditor
21st May 2023

Sporle with Palgrave Parish Council Media Policy

Reviewed 4th June 2023

The aim of this policy is to set out a Code of Practice to provide guidance to Parish Councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Media is a collective term used to describe methods of publishing on the internet and by more traditional printed methods. It covers any form of written communication.

Any requests from press will be referred to the Clerk. No material or announcements may be published by any Councillor on behalf of the Parish Council.

This policy covers all forms of publishing, social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- You Tube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums
- Email
- Articles for publication

The use of social media and publication does not replace existing forms of communication.

The principles of this policy apply to parish councillors and council staff and also applies to others communicating with the Parish Council.

The policy sits alongside relevant existing policies which need to be taken into consideration. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties as anyone else, but failure to comply with the law may have more serious consequences.

Internet social media and other forms of publication may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information

- Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Social media may not be used for

- publishing party political material
- religious material
- commercial purposes or to market products

Code of Practice

When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone else publishes something libelous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre- determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Clerk will act as moderator of parish council social media output (and be responsible for posting and monitoring content to ensure it complies with the Social MediaPolicy.

The Clerk will have authority to remove any posts made by third parties from council social media pages which

- Contain abusive, obscene, indecent or offensive language, or link to obscene or offensive material
- Contain swear words or other sorts of profanity
- Are completely removed from the topic of conversation or are not relevant to the item posted
- Contain abusive language and/or inappropriate comments directed towards an individual involved in the thread, other organisations or the page administrator
- Constitute spam or promote or advertise products, except where it is for an event, publication or similar item that has direct relevance to the subject of discussion.
- Information about locating and sharing knowledge and expertise is welcomed, but within the specific discussion
- Are designed to cause nuisance to the page administrator or other users

For serious and/or persistent breaches of the moderation policy, we reserve the right to prevent users from posting further comments.

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a parish Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

--

Clerk to the Council: Sarah Hunt, Sporle with Palgrave Parish Council, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Tel: 07552116126

Email: clerksporlepc@gmail.com

Reasons for applying:	
Please provide the council with your reasons for wanting to become a Parish Councillor.	

Signature	
------------------	--

Please return your completed application to the Clerk to the Parish Council. Your application will be considered at the next available Parish Council meeting, the Clerk will be in touch to let you know the date and time. At that meeting a vote will be held to decide your co-option to the Parish Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. **In order to be eligible for co-option as a Parish Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:**

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☐

c) My principle or only place of work during those twelve months have been in the parish; or

☐

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

☐

2. **Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:**

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I..... herby confirm that I am eligible for the vacancy of X Parish Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date.....

CO-OPTION POLICY AND NEW COUNCILLOR PROCEDURE

Sporle with Palgrave Parish Council

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Sporle with Palgrave Parish Council. The co-option procedure is entirely managed by the Council and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called for by parishioners. A casual vacancy occurs when:

- A councillor fails to make their declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

The Parish Council is required to notify the District Council of the casual vacancy and then advertise the vacancy to give electors the opportunity to request an election. If ten electors write to the District Council within fourteen working days requesting an election, then one is called. A polling station will be set up by the District Council and parishioners will be asked to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Clerk will advertise the process on notice boards, website and any other means in use by the council at the time. The Parish Council will be required to pay the costs of the election. If only one candidate applies, they are elected without a ballot.

If residents do not request a ballot within fourteen days of the vacancy notice being posted, the Parish Council is able to co-opt.

3. Confirmation of Co-option

On receipt of written confirmation from the District Council that the casual vacancy can be filled by means of co-option, the Parish Clerk will advertise the vacancy on the website, Facebook page and notice boards. Councillors are also encouraged to approach anyone who meets the criteria below.

4. Eligibility of Candidates

The Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish or,
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish or,

- had his/her principal place of work in the parish, or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main ones are:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices.

5. Co-Option Process

Candidates will be requested to submit information about themselves using the adopted application form at least five working days before the next meeting of Full Council. This information will be circulated by the clerk to councillors, and an item to co-opt a councillor will be placed on the agenda of the meeting. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

Candidates will be invited to attend the meeting. If there is more than one candidate, the Councillors vote on who to co-opt. This decision-making process will take place in the open part of the meeting.

No co-option may take place outside of a Full Council meeting. An additional meeting may be called if necessary.

Councillors elected by co-option are full members of Council.

6. After Co-option

The co-opted member must sign an acceptance of office form. He/she can then take their place and join the meeting. A register of interests form will also be given. This must be returned to the Parish Clerk, or sent directly to the District Council, within three weeks. This document will be published on the District Council's website.

The Parish Clerk will, within five working days of the meeting, send the new Councillor by email a copy of the Code of Conduct, Standing Orders and Financial Regulations, as well as a link to the website which contains additional policies. The dates of future meetings and available training will also be given.

By accepting office all new councillors will be expected to:

- Undertake training for new councillors, as a minimum. However, it is encouraged the councillors attend as many courses as possible, to ensure that councillors have a thorough understanding of the functions and legislature of parish councils;
- Use a parish council email address exclusively for all formal Council business and they should not be used in any other way; This email will be subject to any Freedom of Information requests made.
- Ensure they do not make reference to the Council or its services or represent themselves on behalf of the Council on social media without formal permission from the Council to do so.

SPORLE PAVILION, PLAYING FIELD AND CHILDREN'S PLAYPARK

CONSTITUTION AND RULES

1. The name of the Charity shall be Sporle Pavilion, Playing Field and Children's Playpark. (currently known as Sporle Pavilion but will be changed). Sporle with Palgrave Parish Council is the sole trustee of the Charity.
2. The objects of the charity are to work for the benefit of the inhabitants of the Parish of Sporle with Palgrave, to provide and assist in the provision of facilities for recreation and other leisure-time occupation in the interests of social welfare and so that the conditions of life of the said inhabitants may be improved. In furtherance of the object but not further or otherwise the Trustee shall appoint a Committee who shall have the following powers:
 - (a) To make arrangements for the hire of the Pavilion and playing field to third parties at the discretion of the Committee.
 - (b) To raise funds and invite and receive contributions from any person or persons whatsoever by way of hire fee, donations, grants or otherwise, provided the Committee shall not undertake any permanent trading activities in raising funds for the said object.
 - (c) To recruit suitable volunteers for the furtherance of such aims.
 - (d) To do all such other lawful things as are necessary for the attainment of the above object.
 - (e) The Committee will follow the same Financial Regulations as the Parish Council, who are the Sole Trustee.
3. The Committee shall consist of the following: Chairman (who must be one of the currently serving Parish Councillor's), members of the Parish Council who wish to attend, two other representatives of each village organisation using the Pavilion, Playing Field and Children's Playpark, plus a maximum of four other co-opted members. Four Committee members, or one-third of Committee members whichever is the greater, shall constitute a quorum. Should an elected Committee Member be unable to attend a meeting then another representative of that group can attend to ensure equality in representation is upheld.

4. The Committee shall meet at least four times a year in addition to the Annual General Meeting, and records of these meetings will be kept.
5. The Parish Clerk will act as Clerk and Responsible Financial Officer for the Charity, costs for this will be met by Sporle with Palgrave Parish Council.
6. Annual General Meeting. Any resident of the Parish of Sporle with Palgrave is entitled to be present at the Annual General Meeting. The Annual General Meeting shall be held by 30th April each year when a report of the year's activities will be presented. A special meeting shall be convened at the request of two members of the Committee in writing to the Clerk, such meeting to be held within ten days of the request. The quorum for such a meeting shall be five members of the Committee, or one-third of Committee members, whichever is greater.
7. The Responsible Finance Officer (the Parish Clerk) shall keep an account of all income and expenditure and shall submit accounts to the Committee at their meetings. The accounts will be audited and presented at the Annual General Meeting and at the Annual Parish Meeting. The financial year shall run from 1st April to 31st March the following year. The Bank Account is currently shown as Sporle Parish Council Fundraising Account. Two signatories will be required for any transactions. The Accounts will be audited yearly by an external auditor and then posted on the Charity Commission website. Funds of Sporle Pavilion, Playing Field and Children's Playpark shall be applied solely towards the objects of the charity. No payment shall be made to any member of the Committee save for reasonable out of pocket expenses which must be agreed beforehand.
8. All items of expenditure must follow the Financial Regulations guidelines followed by Sporle with Palgrave Parish Council.
9. All payments for goods and services will be made through the Parish Council as sole trustee, after agreement at the preceeding Committee meeting.
10. Alteration to this constitution shall receive the assent of two-thirds of the Committee at an Annual General Meeting or Special General Meeting. A resolution for the alteration of the Constitution

must be received by the Clerk at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Clerk to the membership and must include notice of the alteration proposed. No alteration may be made to Clause 2, Clause 7 or this Clause without prior written approval of the Charity Commission and no amendment may be made which would cause the charity to cease to be a charity in law.

DISSOLUTION.

If the Committee decides that it is necessary or advisable to dissolve the charity it shall advise the Sole Trustee, Sporle with Palgrave Parish Council, to this effect. The Charity may be dissolved by a resolution of Sporle with Palgrave Parish Council, acting as Sole Trustee. Any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the charity as the Sole Trustee may decide and if and in so far as effect cannot be given to this provision any such remaining assets shall be given or transferred to such other charitable institution or institutions as the Sole Trustee may decide with the prior written approval of the Charity Commission.

Sporle with Palgrave Parish Council

Register of Fixed Assets to June 2023

No	Category	Item description	Age	Location	Insurance	Value	Explanation	
1	Buildings	Pavilion	Pre 2009	Playing Field	Buildings	£ 97,707.00	Insurance valuation	
		Playing Field and Childrens Play Park						
2	Street furniture	Bus shelter	Pre 2009	The Street, North end	All risks	£ 2,500.00	Insurance Valuation	
3	Street furniture	Brick built Bus shelter	Pre 2009	Corner, Bunkers Hill	All risks	£ 5,500.00	Insurance Valuation	
4	Street furniture	Bus Shelter	Pre 2009	Village Green	All risks	£ 2,500.00	Insurance Valuation	
5	Street furniture	Village sign	Pre 2009	" " "	All risks	£ 2,000.00	Insurance Valuation	
6	Street furniture	Village seat	Pre 2009	Priory Close	All risks	£ 900.00		
7	Street furniture	Village seat	Pre 2009	Village Green	All risks	£ 900.00		
8	Street furniture	Street lamp column number 9001	post 2015	o/s Hill Farm, The Street	All risks	£ 1,908.24		
9	Street furniture	Street lamp column number 9002	post 2015	o/s 2 Sydney Dye Court	All risks	£ 1,908.24		
10	Street furniture	Street lamp column number 9003	post 2015	o/s 4 Sydney Dye Court	All risks	£ 1,908.24		
11	Street furniture	Street lamp column number 9004	post 2015	o/s 53 Sydney Dye Court	All risks	£ 1,908.24		
12	Street furniture	Street lamp column number 9005	post 2015	o/s 46 Sydney Dye Court	All risks	£ 1,908.24		
13	Street furniture	Street lamp column number 9006	post 2015	o/s 15 Sydney Dye Court	All risks	£ 1,908.24		
14	Street furniture	Street lamp column number 9007	post 2015	o/s 21 Sydney Dye Court	All risks	£ 1,908.24		
15	Street furniture	Street lamp column number 9008	post 2015	o/s 26 Sydney Dye Court	All risks	£ 1,908.24		
17	Street furniture	Street lamp column number 9010	post 2015	Entrance Southfields/The Street	All risks	£ 1,908.24		
18	Street furniture	Street lamp column number 9011	post 2015	o/s 5 Southfields	All risks	£ 1,908.24		
19	Street furniture	Street lamp column number 9012	post 2015	Near 1 The Street	All risks	£ 1,908.24		
20	Street furniture	Street lamp column number 9013	post 2015	Opposite Taprosa, The Street	All risks	£ 1,908.24		
21	Street furniture	Street lamp column number 9014	post 2015	o/s 46 Hills Close	All risks	£ 1,908.24		
22	Street furniture	Street lamp column number 9015	post 2015	o/s 42 Hills Close	All risks	£ 1,908.24		
23	Street furniture	Street lamp column number 9017	post 2015	o/s 13 Hills Close	All risks	£ 1,908.24		
24	Street furniture	Street lamp column number 9018	post 2015	o/s 49 Hills Close	All risks	£ 1,908.24		
25	Street furniture	Street lamp column number 9019	post 2015	Opposite Rosewood Cottage, The Street	All risks	£ 1,908.24		
26	Street furniture	Street lamp column number 9020	post 2015	Entrance Priory Place/The Street	All risks	£ 1,908.24		
27	Street furniture	Street lamp column number 9021	post 2015	Opposite Priory Farm Lodge, The Street	All risks	£ 1,908.24		
28	Street furniture	Street lamp column number 9022	post 2015	Entrance Community Centre, The Street	All risks	£ 1,908.24		
29	Street furniture	Street lamp column number 9023	post 2015	Opposite Old Vicarage Cottage, The Street	All risks	£ 1,908.24		
30	Street furniture	Street lamp column number 9024	post 2015	Near Sevenacres, The Street	All risks	£ 1,908.24		
31	Street furniture	Street lamp column number 9025	post 2015	Entrance to Railway Farm, The Street	All risks	£ 1,908.24		
32	Street furniture	Street lamp column number 9026	post 2015	Near Crimond, The Street	All risks	£ 1,908.24		
33	Street furniture	Street lamp column number 9027	post 2015	Near "Old Playing Field", The Street	All risks	£ 1,908.24		
34	Street furniture	Street lamp column number 9028	post 2015	Near Fir Cone Cottage, The Street	All risks	£ 1,908.24		
35	Street furniture	Street lamp column number 9029	post 2015	Opposite Norbrick House, The Street	All risks	£ 1,908.24		
36	Street furniture	Street lamp column number 9030	post 2015	o/s Council Houses, Southacre Road	All risks	£ 1,908.24		

37	Street furniture	Street lamp column number 9031	post 2015	Junction Southacre Rd/Newton Rd	All risks	£ 1,908.24		
38	Street furniture	Street lamp column number 9032	post 2015	o/s 55 Priory Close	All risks	£ 1,908.24		
39	Street furniture	Street lamp column number 9033	post 2015	o/s 54 Priory Close	All risks	£ 1,908.24		
40	Street furniture	Street lamp column number 9034	post 2015	o/s 23 Priory Close	All risks	£ 1,908.24		
41	Street furniture	Street lamp column number 9035	post 2015	o/s 53 Priory Close	All risks	£ 1,908.24		
42	Street furniture	Street lamp column number 9036	post 2015	o/s 48 Priory Close	All risks	£ 1,908.24		
43	Street furniture	Street lamp column number 9037	post 2015	o/s 35 Priory Close	All risks	£ 1,908.24		
44	Street furniture	Street lamp column number 9038	post 2015	o/s 44 Priory Close	All risks	£ 1,908.24		
45	Street furniture	Street lamp column number 9039	post 2015	near to 8 Priory Close	All risks	£ 1,908.24		
46	Street furniture	Street lamp column number 9040	post 2015	o/s 6 Priory Close	All risks	£ 1,908.24		
47	Street furniture	Street lamp column number 9041	post 2015	rear of 6 Priory Close on footpath	All risks	£ 1,908.24		
48	Street furniture	Street lamp column number 9042	post 2015	opposite 22 Priory Place	All risks	£ 1,908.24		
49	Street furniture	Street lamp column number 9043	post 2015	Entrance to Newfields	All risks	£ 1,908.24		
50	Street furniture	Street lamp column number 9044	post 2015	Opposite 1 Newfields	All risks	£ 1,908.24		
51	Street furniture	Street lamp column number 9045	post 2015	Opposite 46 Newfields	All risks	£ 1,908.24		
52	Street furniture	Street lamp column number 9046	post 2015	o/s 42 Newfields	All risks	£ 1,908.24		
53	Street furniture	Street lamp column number 9047	post 2015	o/s 5 Newfields	All risks	£ 1,908.24		
54	Street furniture	Street lamp column number 9048	post 2015	o/s 16 Newfields	All risks	£ 1,908.24		
55	Street furniture	Street lamp column number 9049	post 2015	o/s 19 Newfields	All risks	£ 1,908.24		
56	Street furniture	Street lamp column number 9050	post 2015	o/s 27 Newfields	All risks	£ 1,908.24		
57	Street furniture	Street lamp column number 9051	post 2015	o/s 30 Newfields	All risks	£ 1,908.24		
58	Street furniture	Street lamp column number 9052	post 2015	Junction The Street/Bunkers Hill/Newfields	All risks	£ 1,908.24		
59	Street furniture	Street lamp column number 9053	post 2015	o/s 4 Newton Rd	All risks	£ 1,908.24		
60	Street furniture	Street lamp column number 9054	post 2015	St. May's View next to playing field	All risks	£ 1,908.24		
61	Street furniture	solar lampost				£ 1,800.00		
62	Street furniture	Picnic Table	Pre 2009	Playing Field - Play area		£ 319.28		
63	Street furniture	Kissing Gate	Pre 2009	Play Area	Impact only	£ 262.38	Insurance Valuation	
64	Street furniture	Oak Memorial seat	2009	Jane Palmer Wildlife meadow	All risks	£ 922.50	Insurance Valuation	
65	Street furniture	Oak Notice Board	Pre 2009	outside Village Shop, The Street	All risks			
66	Street furniture	Dog waste bin	Pre 2009	Sydney Dye Court		£ 120.00	estimate	
67	Street furniture	Dog waste bin	Pre 2009	Bunker's Hill		£ 120.00	estimate	
68	Street furniture	Dog waste bin	Pre 2009	Bunker's Hill		£ 120.00	estimate	
69	Street furniture	Dog waste bin	Pre 2009	The Street		£ 120.00	estimate	
70	Street furniture	Grit bin	Jan-10	Southacre Road		£ 522.88		
71	Street furniture	Grit bin	Jan-10	Newfields		£ 522.88		
72	Street furniture	Grit bin	Jan-10	Priory Close		£ 522.88		
73	Street furniture	Grit bin	Jan-10	Hills Close		£ 522.88		
74	Street furniture	Grit bin	Jan-10	The Street, beside school gates		£ 522.88		
75	Street furniture	Grit bin	Apr-12	Sydney Dye Court		£ 522.88		
76	Street furniture	Grit bin	Apr-12	Priory Close		£ 522.88		
77	Street furniture	Grit bin	Apr-12	The Street / Sydney Dye Court		£ 522.88		
78	Street furniture	Grit bin	Apr-14	Newfields		£ 522.88		
79	Street furniture	Grit bin	Apr-14	Dunham Road		£ 522.88		

80	Street furniture	Grit bin	Apr-14	Priory Place		£ 522.88		
81	Street furniture	Litter bin	Nov-12	The Street, Shop forecourt	All risks	£ 152.25	cost	
82	War Memorial	War Memorial	Pre 2009	Church grounds	Impact only	£ 1,355.00	Insurance Valuation	
83	Playground equipment	Swings	Pre 2009	Play Area	All risks	£ 1,556.09	Insurance Valuation	
84	Playground equipment	Slide	Pre 2009	Play Area		£ 1,585.25		
85	Playground equipment	Climbing frame	Pre 2009	Play Area		£ 2,240.16		
86	Playground equipment	Springer	Pre 2009	Play Area		£ 1,637.63		
87	Playground equipment	Springer	Pre 2009	Play Area				
88	Charity	CONTAINER	Jan-23	Recreation field		£ 3,000.00		
89	Playground equipment	??????	Dec-22	play area		£ 14,685.00		
90	Sports equipment	Goal posts and net	Pre 2009	Playing Field		£ 159.90		
91	Mowers etc	Petrol h/duty strimmer	Pre 2009	With Mr T Vogel re wildlife meadow		£ 360.62		
92	Mowers etc	Petrol h/duty strimmer	Pre 2009	With Mr G Burrows re strimming of playing field		£ 360.62		
93	Office equipment	External hard-drive	Aug-09	Clerk's office		£ 80.00		
94	Office equipment	Trimmer	Jul-12	Clerk's office		£ 17.00		
95	Office equipment	Laminator	Mar-13	Clerk's office		£ 25.99		
96	Office Equipment	HP 14" Laptop	Dec-20			£ 699.99		
97	Office Equipment	HP Printer	Dec-20			£ 44.99		
		SAM 2 ?				£ 247,986.83		
		Filing Cabinet?						

£7,019.13 insured 11421

From: Kevin Bacon <it@NorfolkALC.gov.uk>
Sent: 17 May 2023 08:57
To: Kevin Bacon
Subject: Norfolk ALC Gov.uk Pilot

Hi,

You either signed up to our original Gov.uk email pilot scheme or asked to be kept updated on the project. Please see the below announcement from our email newsletter yesterday.

I have re-sent this information to you as you may not be subscribed to our newsletter. We will not email you again about this unless you sign up for the new pilot linked at the bottom of this email.

Thanks,
Kevin

In November 2022 we invited Councils to express an interest in a pilot scheme to be run with the Government's Digital Cabinet Office to provide Councils in Norfolk with .gov.uk domain names and email addresses for all staff and councillors. It was very popular and a lot of you signed up, thank you.

A .gov.uk domain name used by your council:

- Shows your services are from a trusted UK public sector organisation
- Helps to build trust, credibility and visibly demonstrates authenticity
- Your website and service will show up higher in search results
- Provide official email accounts for your councillors as well as for your Clerk and other staff.
- Ability to control email accounts by removing staff when they leave
- Emails are more likely to be cleared by security/spam filters
- Increases transparency of smaller organisations when public servants use corporate email accounts instead of personal email accounts for official government business
- Fulfils best practice guidelines as outlined in the Joint Panel on Accountability and Governance Practitioners' Guide 2021

Unfortunately we received no answers from the Government when we reported these results and it has been very difficult to communicate with them due to various delays their end. When we did establish contact it soon became clear the pilot on offer from them was not what we'd been led to believe and was sadly not suitable for us. The Government is currently looking to work with 10 councils (and their existing domain name registrars) throughout the UK and is not looking to provide email directly. We have raised our disappointment about this with local MPs.

We feel providing .gov.uk domain names is important so we decided to look elsewhere and investigate other ways to provide them.

We are **pleased to announce** that we will be running our own pilot scheme to provide your council with a gov.uk domain name, email accounts for all staff and councillors and a website - spaces will be limited. This will be managed by us and use a reliable domain host who have been established 15 years and whom already host 400+ local councils and are also used by other County Associations.

Your council will need to pay for the following:

- .gov.uk domain name registration - £112 + VAT every two years (this is a standard cost and term, set by the Government)
- Management and administration fee - emails and website - £70 per year

As this new pilot is different from the original we felt it best to ask you to express your interest again, please do so below by **July 1st 2023**.

After the 6 week period we will select **15** local councils and invite them to join the pilot service with further invites to follow in future.

Please note the following:

- This pilot is offered to Norfolk ALC **members only**
- Only councils who do not use a .gov.uk domain name at present are eligible
- Our service does not provide Microsoft 365 (though you can use the email account within Outlook if you purchase the software separately)
- If you have an existing Norfolk Parishes website it can be moved to this new service

Express your interest now

Kevin Bacon

IT Officer,
Norfolk Association of Local Councils
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From: william.sealey@vattenfall.com
Sent: 24 May 2023 09:39
To: Undisclosed recipients:
Subject: Vattenfall's upcoming Community Benefit Fund and Construction Information events

Good morning,

I am Will, the Community Liaison Officer for Vattenfall's Norfolk Offshore Wind Zone. I wish to update the parish and your parishioners on some upcoming events happening in and around your community:

Community Benefit Fund

We are now kickstarting the third phase of our Community Benefit Fund (CBF) dialogue, following valuable workshops last year and collating the thoughts and queries from residents across Norfolk. These upcoming workshops will have guest speakers from climate smart community projects across Norfolk discussing their projects to attendees, providing inspiration for projects in your community and providing an opportunity to ask questions all ahead of time for when the fund opens in the summer of next year.

Date and time	Location	Venue	Workshop themes
Tuesday 6 th June 2023 18:00 – 20:00	Necton	Necton Community Centre 13 Tun's Road, Necton PE37 8EH	- Community Hubs and Facilities - Lighting - Nature and gardens
Wednesday 7 th June 2023 18:00 – 20:00	Reepham	Reepham Town Hall, 8 Church St, Reepham, NR10 4JW	- Community Hubs - Transport and connectivity - Lighting
Tuesday 13 th June 2023 18:00 – 20:00	North Walsham	North Walsham Community Centre, New Road, North Walsham, NR28 9DE	- Community Hubs - Nature and gardens - Green jobs - Advice and support
Thursday 15 th June 2023 18:00 – 20:00	Happisburgh	Wenn Evans Centre, Blacksmiths Ln, Happisburgh, NR12 0QY	- Community Hubs - Community Facilities - Transport and connectivity - Nature and gardens
Monday 19 th June 18:00 – 20:00	Dereham	Dereham Memorial Hall, 62A Norwich St, Dereham NR19 1AD	- Climate adaptation - Transport and connectivity - Green jobs
Wednesday 21 st June 2023 18:00 – 20:00	Aylsham	Aylsham Town Hall, T Market Place, Aylsham, NR11 6EL	- Transport and connectivity - Community Facilities - Nature and gardens - Advice and support

We have started to advertise with posters for each of these events online, showing where and when these events are happening, and which of the key themes discussed in your community will be covered by our local experts: [Norfolk Zone Community Benefit Fund - Vattenfall](#) I will place hard copies of these in local shop windows with their consent. If you would like to receive copies of physical posters for the event(s) closest to your parish for you to place on noticeboards, please email me and I can post copies to you. Also please circulate the information on any online local community groups.

All are welcome from 17:45 to run the workshop from 18:00 to 20:00, and will be family friendly – we will have an area at each for young children to colour in and also draw their own climate smart ideas so please do encourage friends and families to come along! Please share these posters through any channels you may have, whether they be social media or email for example, so that we can attract a wide range of residents in the community, and therefore a wide range of ideas, to these workshops.

Onshore construction activity

In July, we will be continuing our Public Information Events ahead of main construction works starting of our cable ducting installation and onshore Substation in early September 2023. These events are for us to engage and provide the latest information in your area. This is following a successful first event in mid-April in Necton, a summary of which is on our website [here](#). Posters detailing where and when each of the upcoming events will be are on our website: [Vattenfall's Norfolk Zone Wind Farms - Vattenfall](#) and like with the Community Benefit Fund workshops, I will place physical copies locally and ask my request if you would also like copies to be posted I can send them out with the others.

Date	Location	Venue	Address
Monday, 03/07/2023	Dereham	Dereham 2nd Scouts Scouthaven	South Green, Dereham, Norfolk, NR19 1PU
Tuesday, 04/07/2023	Aylsham	Aylsham Town Hall	Market Place, Aylsham, Norfolk, NR11 6EL
Thursday, 06/07/2023	Happisburgh	Wenn Evans Centre	Blacksmiths Ln, Happisburgh, Norfolk, NR12 0
Friday, 07/07/2023	Cawston	Cawston Village Hall	High Street, Cawston, Norfolk, NR10 4BW
Monday, 10/07/2023	Reepham	Reepham Town Hall	Town Hall Church Street Reepham Norfolk NR12 0
Tuesday, 11/07/2023	North Walsham	North Walsham Community Centre	New Rd, North Walsham NR28 9DF
Friday, 21/07/2023	Necton	Necton Community Centre	13 Tun's Road, Necton, PE37 8EH

Similar summaries of all of the information shared at each of the events discussed in this email, will be shared after each event, for anyone who could not make it on the day, or wishes to review it again, can do so whenever they wish.

Keep in touch

If you haven't done so already, I would recommend subscribing to our e-newsletter, which keeps you up to date with any milestone project updates but also what we are doing out and about in Norfolk. Again, please share with any members of your community via your channels. Link below:

<https://bit.ly/NorfolkEnews>

We look forward to seeing you soon at our events, and in the meantime, if you have any questions about the above events or other elements of our projects, please contact me.

Kind regards
Will

Will Sealey

Community Liaison Officer

Norfolk Vanguard and Norfolk Boreas

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18 May 2023

Updated information for Leaders of community groups, charities and volunteering organisations

ROYAL NORFOLK SHOW COMMUNITY CHAMPIONS TRIBUTE – INVITATION TO TAKE PART

As an acknowledgement of the Coronation of Their Majesties The King and Queen, and their commitment to supporting community cohesion and volunteering, a tribute to community champions will take place at the Royal Norfolk Show on Wednesday 28 June 2023. The tribute, organised in partnership between the Norfolk Lieutenancy and the Royal Norfolk Agricultural Association, seeks to gather nominated community champions from a range¹ of community-based organisations, charities, volunteering groups and recipients of already established local award schemes.

The tribute will involve the assembled community champions taking part in a massed gathering in the Show's Grand Ring where they will be addressed by HM Lord Lieutenant of Norfolk, The Lady Dannatt MBE. The aim of the tribute is to say thank you to those who do so much for our communities and good causes and to acknowledge their work in a high-profile setting. Nominated community champions will also receive a complimentary ticket to the Royal Norfolk Show for Wednesday 28 June 2023.

As the leader of a Norfolk-based community group, charity, or volunteering organisation I am writing to ask you to nominate two deserving individuals to represent your organisation by taking part in the Community Champions Tribute. If your organisation has multiple locations/branches/detachments please do make further nominations as appropriate. Nominated individuals should contribute to your organisation in a voluntary capacity rather than as paid employees. So that we can assess demand to take part in this event I would be most grateful if you could complete the form provided below and return to Ms Helen Bibby email helen.bibby@outlook.com by **Friday 9 June 2023**.

With best wishes,

Mark Nicholas MBE DL
Managing Director
Royal Norfolk Agricultural Association

¹ May include sports groups, local interest groups and places of worship with volunteers or a voluntary element.



Community Champions Tribute Nomination Form

You may nominate up to two volunteer individuals (per location/branch/detachment) to take part in the Community Champions Tribute taking place in the Grand Ring at the Royal Norfolk Show at 1915 hours on Wednesday 28 June 2023.

Following receipt of your nominations further details regarding access to the Show and administrative details including timings will be provided. It is essential that email addresses for your nominations are provided.

Nomination forms must be received by **Friday 9 June 2023**. Please send your completed nomination form to Helen Bibby by email helen.bibby@outlook.com

Organisation details	
Name of organisation	
Name of staff member responsible	
Email address of staff member	
Mobile phone number of staff member	
First Nominee's details	
Nominee's name:	
Nominee's role in organisation	
Nominee's email address	
Nominee's mobile phone number	
Disability requirements	
Second Nominee's details	
Nominee's name:	
Nominee's role in organisation	
Nominee's email address	
Nominee's mobile phone number	
Disability requirements	

Organisation uniforms, flags and banners may be brought into the Grand Ring by your representatives.

Further details will be provided to the organisation staff member and the nominees after 9 June 2023.