Weston Longville Parish Council.

Meeting of the Parish Council – Agenda

Monday February 10th, 2025 at 7.30pm
Hall for All, Church Street, Weston Longville

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
February 3rd, 2025

The public and press are welcome.

2025/0001 Chair's welcome and to receive apologies for absence.
2025/0002 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
2025/0003 To approve the minutes of the meeting held on November 11th, 2024.
2025/0004 To report on items not on the agenda from the last meeting
2025/0005 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

2025/0006 Planning (Portfolio CM) Verbal update

a. By delegation:

2023/2444 Roarr Dinosaur Adventure Weston Hall Road Weston Longville NR9 5JE
Erection of two externally illuminated freestanding signs and two metal framed banners at the main site entrance

b. For consideration:

2025/0222 Sunset Barn Morton Lane Weston Longville NR9 5JL
Garden office.
2024/1869 Roarr Dinosaur Adventure Weston Hall Road Weston Longville NR9 5JE
Retention of two mechanical rides, tarmac hardstanding and low boundary wall.

c. Any application received after the publishing of this agenda.

2025/0007 Roads (Portfolio RH) Verbal update

To receive an update and agree next steps on A47 and Norwich Western Link.
a. To receive an update from the Norwich Western Link Liason Meeting.
b. To discuss the NCC mitigation proposals.
c. To agree a response to the PJA127-ID-002 and PJA143-ID-005 TROs with respect to lowering the speed limit across the parish.

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner

2025/0008 Parish Infrastructure (Portfolio BB) Verbal update

a. Registration of Allotments – response from Land Registry and next steps.
b. To discuss the Saturday Sports Club funding.

2025/0009 Environmental Considerations (Portfolio PC) - Verbal update

a. To consider a grant to the Tree Network
b. To consider a litter pick of Honingham Rd during half marathon closure.
c. To distribute clover to councillors / parishioners.
d. To receive any update on the Hornsea 3 and Equinor SEP and DEP.

2025/0010 Parishioner Engagement (Portfolio RP) - Verbal update

Update on the booklet of Walks / Footpath Map.

2025/0011 Administrative Matters - Clerk's Report (Verbal Update)

a. Correspondence from NALC and to resolve a vote on the new structure.
b. To review the Asset List, Risk Management and Policy Documents submitted to council.

2025/0012 Finance (Clerk)

a. To agree the payment list and to note any income and payments made since the last meeting.
b. To note the CIL and Solar Balance and structure of the bank accounts.
c. To note and sign the bank balances and reconciliation presented.
d. To receive the Q3 Budget against Actual.
e. To note the precept and the Band D rate.

2025/0013 Any other business (for information only) and items for the next agenda.

2025/0014 To confirm the date and venue of the next meeting:

Monday May 12th, 2025 at 19:30 in the Hall for All – with the Annual Meeting of the Parish preceding the meeting.

Weston Longville Parish Council.

Meeting of the Parish Council – Minutes

Monday November 11th, 2024 at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM (Chair)
	Peter Ross	PR (Vice Chairman)
	Bob Banks	BB
	Paul Cowley	PC
	Rick Parsons	RP
	Dawn Clarke	DC (Clerk)

6 Members of the public, including District Councillor Peter Bulman and County Councillor Greg Peck (GP)

2024/099 Chair's welcome and to receive apologies for absence.

Councillors Justin Cohu and Ruth Horton sent apologies.
District Councillor Peter Bulman advised he would arrive late.

2024/100 To receive declarations of interest in items on the agenda and consider any requests for dispensations.

All Councillors have an interest in the A47 dualling, NWL and all electrical cable works.

2024/101 To approve the minutes of the meeting held on September 9th, 2024.

It was resolved that the minutes were a true record of the meeting held on September 9th 2024 and signed by the Chair

2024/102 To report on items not on the agenda from the last meeting

None

2024/103 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

A resident expressed concern regarding the area of the road where an accident had occurred – PC to supply W3W so the exact location could be shared with highways to assess.

A resident notes that the footpath across the field from Pillar Box Corner was no longer visible on the ground. (Mr Thomas Farmer)

A member of the public asked for the refuge area of the chicanes to be addressed as they have both vegetation and a collection of gravel.

A resident notes that the footpath along Rectory Road across the field was overgrown and the defined footpath was missing (Mr Walsh Farmer)

A resident notes there are several signs in the hedge along Field Road 'New Road' which are out of date and interfering with hedge cutting.

County Councillor Greg Peck passed a written report to the Clerk for the website. GP notes that there have been a number of Solar Farm applications after the General Election. Norfolk County Council is working with other affected county councils asking for new pylons to be changed for underground cables.

District Councillor Peter Bulman notes that there is little new to report.

2024/104 Planning (Portfolio CM) Verbal update

a. By delegation.
   2024/2816 Old Airfield Hungate Common. Replacement of poultry sheds (EIA scoping option)
b. Any application received after the publishing of this agenda.

   a. 2024/2816 Old Airfield Hungate Common. Replacement of poultry sheds – No objection, noting that these are modern replacements for existing poultry sheds. There is a significant investment and the continuity of agriculture in the area is something the council supports.
   b. 20212331 Weston Hall - no objection

   c. No additional applications.

The progression of 2024/3067.
Was raised as there has been no update. There has been no definition of 'Settlement' (policy 7.5 in relation to WL) CM to chase.

2024/105 Roads(Portfolio RH) Verbal update
To receive an update and agree next steps on A47 and Norwich Western Link.
a. To discuss the NCC the mitigation proposals.
b. To discuss to the NWL planning response.

b. NWL: Responses are being considered until the end of January 2025 and the next liaison meeting is in February.

a. NCC Mitigation proposals, the reduction in speed is beyond the guidance.
Marl hill was expected to be a 40mph road and it is proposed to be a 30mph
Morton Lane was expected to be a 40mph and it is proposed to be a 30mph
Proposal to extend the 20mph to beyond the entrance to Rectory Road, this was originally a shorter distance.
Unfortunately, all of Paddy's Lane was requested to be a 30mph but it is proposed to step the speed down from 60 to 40 mph and as it approaches the crossroads where it becomes a 30mph.

Given that Morton Lane is now proposed to be a 30mph road, it highlights that Rectory Road is a similar road and at 60mph.
All residents have been contacted and unanimously support the reduction of speed to Rectory Road.
A list of names and signatures has been gathered by PR to support the request.
It was resolved to add request for Rectory Road to be added to the 30mph reduction area.

2024/106 To receive any update respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Rd, residents' group.

above – 2024/105

2024/107 To progress the blanket 40 mph Speed Limit parish wide.

above – 2024/105

2024/108 Parish Infrastructure (Portfolio BB) Verbal update

Letters regarding the increase in rent for the allotments would be sent in February.

2024/109 Environmental Considerations (Portfolio PC) - Verbal update
To receive any update on the Hornsea 3 and Equinor SEP and DEP.

No updates expected until the new year for Hornsea.

Equinor have made no updates.

2024/110 Parishioner Engagement (Portfolio RP) - Verbal update

Update on the booklet of Walks / Footpath Map and to resolve the next step.

Councillor Rick Parsons worked to make the map clearer and with Wensum print presented various options for the leaflet.
It was agreed that he should progress the printing with the aim of 1 per household and some extras for public locations.

A budget £300 was agreed.

2024/111 Communications (Portfolio JC) - Verbal update

Mobile phone Signal Improvement

No update

2024/112 Inter stakeholder Liaison (Portfolio PR) - Verbal Update

7 Chairs will next meet on December 12th, Current topics include Volunteering, the age profile of the parish, off shore cabling, biodiversity, Road traffic diversions and VOIP transfer

2024/113 Administrative Matters - Clerk's Report (Verbal Update)

a. Correspondence.

The recent correspondence from Lloyds Bank was discussed

It was resolved to change banks to Unity Trust Bank.
One Current account. One Savings account.
2 members to authorise (One to set the payment (clerk usually) and one to authorise)

Arranged in a similar way to the current arrangement: Councillors Clare Morton (VSA), Paul Cowley (VA) and Rick Parsons (VA)
Dawn Clarke (Clerk) (VSA) would be the Administrator.

A Current account for precept and a Savings account for CiL and Solar monies.
The interest would be used to offset the monthly charge for the account.
There is a £6 per month fee for the current account only.

Proposed CM, Seconded PC, Agreed.

Clerk to progress.

Finance (Clerk)

b. To agree the payment list and to note any income and payments made since the last meeting.

The payments in Annex A were agreed.

2024/114 To note and sign the bank balances and reconciliation dated November 5th 2024.

Balance of £36579.81

2024/115 To receive the Q2 Budget against Actual.

The Q2 Actual figures were received, there is nothing to note.

2024/116 To note the new National Pay scales and back payment.

Noted.

2024/117 To ratify the budget and to agree the precept.

A 2025 – 2026 budget of £11,570 was agreed.

Councillors confirmed that they were up to date with their council tax

A precept of £11,570 was agreed.

2024/118 To delegate authority to the Clerk to submit the precept request.

It was resolved to delegate authority to submit the Precept request when the Tax base was released by Broadland DC

2024/119 Any other business (for information only) and items for the next agenda.

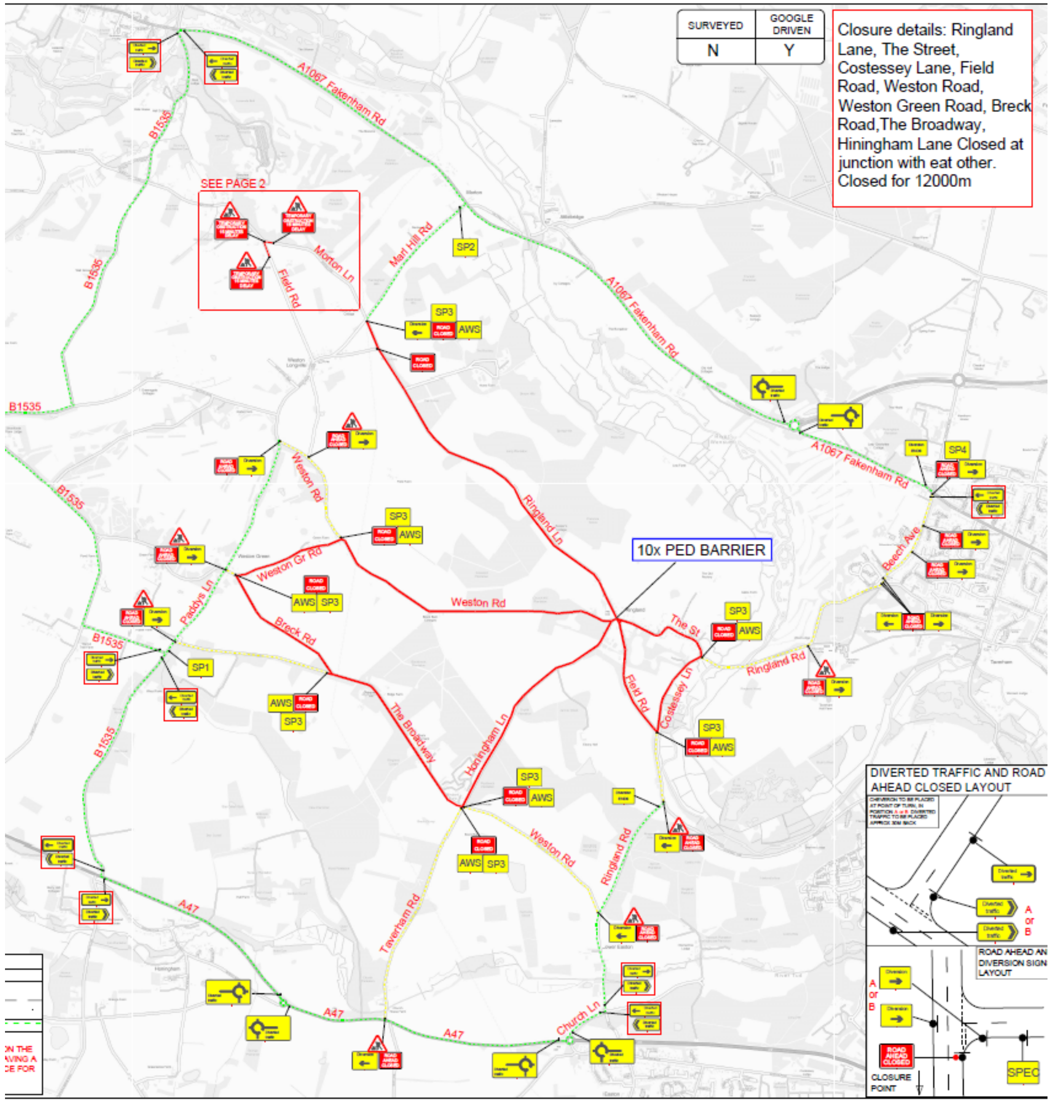
Councillor Bob Banks gave apologies in advance.

To confirm the date and venue of the next meeting:
Monday February 10th, 2025 at 19:30 in the Hall for All

Meeting closed at 21:55

Signed: Date:

Map of Road Closure
The Royal Norwich Half Marathon
In the Parish of Weston Longville
Sunday 23 February 2025



NORFOLK COUNTY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984, SECTION 16A AS AMENDED BY THE ROAD TRAFFIC REGULATION (SPECIAL EVENTS) ACT 1994

IN THE PARISH OF WESTON LONGVILLE ON SUNDAY 23 FEBRUARY 2025

TEMPORARY RESTRICTION OF TRAFFIC MOVEMENT

Norfolk County Council, HEREBY GIVE NOTICE that to facilitate The Royal Norwich Half Marathon, they intend to make a Traffic Order, the effect of which will be to temporarily restrict vehicular traffic on the following roads: -

- C172 Ringland Lane, from its junction with C167 Marl Hill, heading east for 2900m.
- U57217 Weston Road, from its junction with C174 Honingham Lane, heading west for 1240m.
- U57217 Church Hill Lane, from its junction with C167 Weston Green Road, heading southeast for 890m.
- C167 Weston Green Road from its junction with U57217 Church Hill Lane, heading southwest for 790m.
- U57214 Breck Road from its junction with C167 Weston Green Road, heading east for 995m.
- U5721 Telegraph Hill, from its junction with U5721 Breck Road, heading east for 1375m.
- C174 Honingham Lane, from its junction with U78215 Weston Road, heading north for 1780m.
- U57218 Field Road, from its junction with C171 Costessey Lane, heading west for 867m.
- C171 Costessey Lane, from its junction with U57218 Field Lane, heading north for 675m.
- C172 The Street –from its junction with C171 Costessey Lane, heading west for 755m in the PARISH OF Ringland.

The Order will come into effect on Sunday 23 February 2025 and will remain in force for 8 hours and 30 minutes. The road will be temporarily restricted (except for emergency and pedestrian access) on Sunday 23 February 2025 between 9.30am to 6pm. Restrictions on traffic will only be enforced until normal traffic flow can be maintained.

Where appropriate during the period of the closure temporary suspension of existing permanent Traffic Orders may be imposed.

Alternative route will be via: not applicable.

If you have any enquiries, please contact Norfolk County Council. Telephone 0344 800 8020.

Date: 23 January 2025

Grahame Bygrave
Lead Director for Infrastructure, Director of Highways Transport & Waste

County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

County Hall,
Martineau Lane,
Norwich,
NR1 2UF

30 January 2025

To Members of the Norfolk Association of Local Councils

Dear Member and colleagues

Exciting times ahead!

Please allow me to introduce myself to those members that have not yet met or spoken to me: I am the new County Officer at Norfolk ALC and took up this post on 4th November 2024. I am an experienced manager and have served as an elected borough councillor and have also been a council officer. Those roles have given me a unique insight into the operational requirements of local councils. There are some commonalities as well as unique differences and circumstances for all. I have considerable experience across the public sector, private sector and the not for profit arena. I aim to use this experience to ensure that Norfolk ALC members receive a first class service from their county association.

In my first weeks in post, I have been reviewing our services and assessing if they might be streamlined or improved. I have had many conversations with some of our members and this has been helpful in understanding what works well and what could be simplified or perhaps done in a different way.

Some of the things I have observed:

- The website needs modernising, least of all a search feature.
- While our training offer is popular, booking onto courses has not been 100% effective every time. As a result, I have cancelled the clunky BookWhen system and members can now book directly with our training providers.
- Our payroll service is efficient generally, resulting in good client satisfaction feedback, except for one instance recently which was dealt with promptly once details were clarified. Realising it could be smarter; I would like to implement an improved payroll system and further enhance this service.
- We are recruiting a new finance officer who, in addition to the association's finance management role, will provide advice on accounting and managing our payroll services.
- Expert advice on VAT which is especially specific to councils, will be provided via Norfolk ALC
- Our HR service is provided by PD Solutions, headed by the very skilled and experienced Chris Moses to provide members with training and advice on matters relating to employment law and HR issues.
- We will have on board 4 qualified and experienced clerks who will provide a locum service to our members. I aim to build up a team of eight clerks and introduce this service in the next two weeks.

- I aim to address the shortage of qualified clerks across the county by implementing training of new clerks to CilCA standards.
- We plan to implement a new training provision for local councillors

.

These are just some of the changes and improvements to the service provision that I plan to implement. In addition to this, Norfolk ALC, as you know, will change its legal status from a co-operative society to a (not for profit) company limited by guarantee which will give us more flexibility to adapt and meet the changing needs of our members while still giving members, a voice in how the organisation develops. We will be restructuring the organisation to reflect these changes, building greater resilience within it.

Finally, I will just mention the English Devolution White Paper. This has potential implications for councils at all levels. The National Association of Local Councils has submitted evidence to the government and the White Paper includes many things that they have pressed for, including a strengthened standards regime, improvements to the audit regime, hybrid meetings, and a reset of relations between the tiers of government.

As a member of the Norfolk ALC, you can access resources provided nationally – by registering through the website. See: https://www.nalc.gov.uk/about/membership.html

Norfolk ALC is the link in the chain which enables information to flow both up and down, from local areas to the centre, informing policy, and cascading out to our members news and information we receive from the national body.

There are many reasons for continuing your membership of Norfolk ALC. I hope this letter explains to you some of our thoughts about the way forward as we change and continually seek to improve our services to you.

Yours sincerely

Adrian Myers

County Officer, Norfolk ALC

07904 043911

countyofficer@norfolkalc.gov.uk

MEMBERS – USE THIS FORM TO VOTE ON THE PREFERRED LEGAL STRUCTURE AS DISCUSSED AT THE AGM 4 DEC 2024

COMPLETE YOUR VOTE AND RETURN BY FRIDAY 7 MARCH

SPECIAL RESOLUTION: That the Norfolk Association of Local Councils converts from a co-operative society to a company limited by guarantee.

AND

That the services of legal expert Roger Taylor will be employed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.

Two months notice of this special resolution was given at the Norfolk ALC AGM on 4 December 2024. A discussion paper was provided before the AGM which pointed out some of the advantages or disadvantages of each type of structure. An updated summary is attached. In brief it cites reasons such as:

- The co-operative structure is cumbersome and does not support effective management practice of the current Norfolk ALC.
- The requirement to extend democratic activity through area meetings and neighbourhood projects at district level never achieved enthusiastic support.
- The current structure is therefore inefficient and lacks resources to provide a modern and professional service
- The company limited by guarantee still protects our not-for-profit status as no dividends are paid to shareholders; instead any surpluses are invested in the provision of services for members.
- The company limited by guarantee protects members and directors from financial burden due to its limited liability – any debt would fall on the company but not on the directors threatening their own homes or savings, for example
- The company limited by guarantee management structure will continue to reflect its membership through elections from member councils to a board of directors willing to attend meetings and represent views from its member councils.

At the AGM, we were asked to provide a statement from Roger Taylor that this is the correct step for the Norfolk ALC. He writes in an email dated 23 September 2024:

"The current registration of the Association as a Co-operative Society is in our view the incorrect structure for the Association. Whilst the Association may superficially appear to meet the relevant criteria in fact looking at the services that it performs it is outside the criteria for a Co-operative Society. If queries were raised it is possible for the to cancel the registration.

No other County Association is registered as a Co-operative Society . Those that are incorporated are a straightforward Company limited by Guarantee.

In my view the Association has no alternative but to cease to operate as a Co-operative. There will be administration involved in this which cannot be avoided If the present structure is dismantled the Association can either form a new Company limited by Guarantee outside the Co-operative Acts or proceed as an unincorporated organisation.

Yours sincerely RogerTaylor

Please provide the agreed vote of your Council on the two resolutions.

The following two special resolutions are recommended for approval by the Board of the Norfolk Association of Local Councils on the basis of consultation and expert legal advice received over a 12 month period:

That the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.	YES	NO
That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.	YES	NO

Please complete and return this form BY FRIDAY 7 MARCH

Name of Council	
Signed on behalf of named Council	
Name of Representative signing for Council	
Title of Representative signing for Council	
Contact telephone	
Contact email address	
Date	

Please return page 2 with your vote and details to:

CountyOfficer@norfolkalc.gov.uk

By **FRIDAY 7 MARCH**

Any questions? Please call Adrian Myers on 07904 043911

Norfolk Association of Local Councils (NALC) – Legal Structure Update

1. Background

In September 2020, NALC was registered as a co-operative society under the Financial Conduct Authority. This structure was adopted to encourage member participation. However, following legal consultation and expert advice, it has been determined that a co-operative structure is unsuitable for NALC's purpose. This was discussed at the 2023 AGM, where members requested more information before making a decision.

2. Issues with the Current Co-operative Structure

While the co-operative structure offers some advantages, such as limited liability and legal stability, significant drawbacks exist:

- Efficiency: Insufficient revenue to support professional staff.
- Participation: Most members do not actively engage in decision-making.
- Conflicts: Diverse member expectations can lead to disputes.
- Privacy Concerns: Members' data can be requested under the Co-operative and Community Benefit Societies Act 2014.
- Restrictive Rules: Requirements for member participation, education, and training are impractical and outdated.

Additionally, no other County Association is registered as a co-operative, making this structure an anomaly.

3. Proposed Alternative: Company Limited by Guarantee

The Board recommends converting to a Company Limited by Guarantee, which is a not-for-profit legal structure offering:

- Limited liability for members and directors (typically £1).
- Defined responsibilities and powers for directors through Articles of Association.
- Modernised governing rules aligned with the Association's aims.

This change will not alter the Board's responsibilities or the transfer of assets. It provides an opportunity to streamline operations and ensure alignment with NALC's purpose.

4. Next Steps

A Special Resolution to convert to a Company Limited by Guarantee was presented at the 2024 AGM on 4th December for discussion.

A postal vote will take place during February 2025 following the required two-month notice period.

For further details or to review the current registration document, please contact the Board.

This decision aims to better align NALC's legal structure with its mission and ensure long-term efficiency and sustainability.

10 January 2025

This document has been approved by the Board of the Norfolk Association of Local Councils

2025-0011 b.

Weston Longville Parish Council Asset Register 2024-25

Purchase Date	Description	Location	2021/22	2022/23	2024/25	Comments
Land						
Pre 2011	Allotment water supply	Back of Woodforde Close	1,650			Cost of water supply - land value unkown
1981	Land	Back of Woodforde Close			1000 or 1	Cost of land in 1981
Street Furniture						
Pre 2011 1977	Village sign		6,000			Renovated in 2020/21
Unknown	Noticeboard	Near Church	500			Value estimated, not previously included in AR
Adopted 2018	War Memorial	Either end of village	20,000			Value as per email
	SAM Camera	Vairious	4,000			Replacement cost
	Cut out police man		171			Replacement cost
May 2022	Jubilee Bench	By Church	500			Purchased with remaing grant funding
Office Equipment						
July 2019	Laptop	with clerk	479			Based on invoice
	Total Assets		**33,300**			
Assets removed during 2022-23						
Apr-16	Kodak Printer	£59				
Assets removed during 2023-24						
	None					

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

Weston Longville Parish Council

Financial Regulations

Contents

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

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

2.1. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

3.1. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

4.1. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

5.1. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

6.1. The council must not delegate any decision regarding:

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

7.1. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £500 (Emergency spend.)

2. Risk management and internal control

8.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

9.1. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

11.1. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

12.1. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

13.1. Accounting records and scans of receipts shall be stored on Microsoft 365 Cloud. Receipts can be securely disposed of 6 months after audit is complete.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

Accounts and audit

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

15.1. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

16.1. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

17.1. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

18.1. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

19.1. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

20.1. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

21.1. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

23.1. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

24.1. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Budget and precept

26.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

27.1. No later than November each year, the RFO shall prepare a draft budget with estimates of all [receipts and payments] for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

28.1. Having considered the proposed budget, the council shall determine its [council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than [the end of December] for the ensuing financial year.

29.1. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

30.1. The RFO shall **issue the precept to the billing authority no later than the end of February** or earlier to meet the deadline of the authority and upload a copy of the form to the shared area with the agreed budget.

31.1. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

32.1. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

4. Procurement

33.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

34.1. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

35.1. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

36.1. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

37.1. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

38.1. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} Tenders shall be invited in accordance with Appendix 1.

39.1. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

40.1. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;

41.1. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.} If contractors decline to quote it will be accepted as an estimate.

42.1. For smaller purchases, ~~[~~the clerk~~]~~ shall seek to achieve value for money.

43.1. Contracts must not be split into smaller lots to avoid compliance with these rules.

44.1. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;
ii. repairs to, or parts for, existing machinery or equipment;
iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

45.1. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

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

47.1. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- ~~[~~the Clerk~~]~~, under delegated authority, for any items below ~~[~~£500~~]~~ excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- the council for all items over £2,000

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

48.1. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

49.1. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

50.1. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

51.1. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

52.1. Any ordering system can be misused and access to them shall be controlled by the Clerk.

5. Banking and payments

53.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; The council has resolved to bank with Unity Bank Trust.

54.1. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk

55.1. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

56.1. All payments shall be made by online banking~~/cheque],~~ in accordance with a resolution of the council unless the council resolves to use a different payment method.

57.1. A List of contractual payments has been agreed, when the Clerk makes an addition or removal the whole list will be reviewed which the council may authorises in advance.

58.1. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.
ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
iv. Fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

6. Electronic payments

60.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

61.1. All authorised signatories shall have access to view the council's bank accounts online.

62.1. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

63.1. The Service Administrator shall set up all items due for payment online. A list of payments for approval agreed at the previous council meeting , together with copies of the relevant invoices (Found online). Any new items shall be sent electronically.

64.1. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

65.1. ~~One councillor who is~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

66.1. A full list of all payments made in a month shall be provided to the next council meeting and ~~appended~~ included in the minutes.

67.1. Payment may be made by BACS or CHAPS provided that each payment is approved online ~~by [two authorised bank signatories],~~

68.1. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk andvalidated by a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years

69.1. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

70.1. Remembered password facilities should not be used on any computer used for council banking.

7. Cheque payments

Cheques are not an approved method of payment and will require separate authorisation and minuiting in council.

8. Payment cards

71.1. Weston Longville Parish Council has no payment cards.

72.1. Personal credit or debit cards of members or staff shall not be used provided pre-authorisation is agreed in council.

9. Petty Cash

73.1. The council will not maintain any form of cash float.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

10. Payment of salaries and allowances

74.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

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

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

77.1. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

78.1. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

79.1. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by council to ensure that the correct payments have been made.

80.1. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

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

11. Loans and investments

82.1. Weston Longville Parish Council has no loans.

83.1. Weston Longville Parish Council has no investments.

12. Income

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

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

86.1. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

87.1. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

89.1. The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted ~~form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13. Payments under contracts for building or other construction works

90.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

91.1. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

92.1. Not applicable

15. Assets, properties and estates

93.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

94.1. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

95.1. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

16. Insurance

97.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

98.1. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

99.1. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {

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

17. [Charities]

101.1. Not applicable

18. Suspension and revision of Financial Regulations

102.1. The council shall review these Financial Regulations annually and following any change of clerk or banking provider. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

103.1. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

104.1. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

Model document adopted in Sept 2024, this amendment is a tidy up of missed items and the addition of Unity and the way it operates.

~~2)~~ The invitation shall in addition state that tenders must be addressed to the Clerk electronically in pdf format if possible.

3) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

4) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.

5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

Weston Longville Parish Council

To be read out in council or amended with last review dates by passing around table

Risk Register

Item	Risk Probability	Risk Controlled	Last Review
Village Sign	Low	Formal annual inspection carried out by councilor with relevant portfolio.	February 2023
Parish Notice Board	Low	Visual inspection by Chair when posting agendas, who will report any defect	Nov 2024
Allotments	Low	Formal annual safety inspection carried out by councilor with relevant portfolio. Water is available on site. Frequent general checks.	March 2023
War Memorial	Low	Formal annual safety inspection carried out by councilor with relevant portfolio.	February 2024
Sam2 Camera + posts + brackets	Low	Formal annual inspection carried out by councilor with relevant portfolio.	February 2022
Parish Trees	Low	By Councilor with portfolio – saplings	Feb 2023

Last updated March 2023
Reviewed and updated Feb 2025

Business Continuity - Risk of council not being able to continue its business due to an	Medium	All current files and recent records are kept at the Clerk's home. The Clerk uses a cloud based system.	Ongoing

Weston Longville Parish Council

2025-
0012 a.

February 2025 Meeting

Income

47	Unity Trust Bank	Quarterly Interest - December	22.22

To note the payment

46	Unity Trust Bank	Monthly Charge - December	0.60
	Unity Trust Bank	Monthly Charge - January	6.00
48	Dawn Clarke	Clerk Salary - December with back pay	[redacted]
51	Norfolk Print Solutions	Foot Path Map	99.00
52	Norfolk Print Solutions	Rick test prints footpath map	15.00

For Authorisation

Dawn Clarke	Expenses / WFH Allowance / Mileage	87.45
Dawn Clarke	Salary January	[redacted]
Dawn Clarke	Salary February	[redacted]
Westcotec	Battery (shared unit)	100.80
Westcotec	2 x Battery and inspection	255.60
Hall For All	Yearly rental	180.00
NPTS	Training RP	70.00
Dawn Clarke	Postage 2024-25	8.70 [redacted]

[redacted]

2025-0012 a.

Weston Longville Parish Council

Expense Claim Form

Name: Dawn Clarke   February 2025 Meeting

Date of Expense	**Description of goods/service purchased**	**Reason**	**Receipt Y/N**	**Amount before VAT**	**VAT***	**Total**
						0.00
1 . 11 . 2024	Working from home allowance	November		26.00		26.00
1 .12 .2024	Working from home allowance	December		26.00		26.00
1. 1 . 2025	Working from home allowance	January		26.00		26.00
11. 11. 2024	Mileage Meeting	November		9.45		9.45
					0.00	0.00
		TOTALS		£87.45	£0.00	£87.45

Signed (claimee) ______________________________

Signed (authorised) ________________________________

Bank details if we've not paid you before by bank transfer:
Sort code:
Account number:

Signed (authorised) ________________________________

Date:

Weston Longville Parish Council

Bank Balances 2025-00012 b.

My accounts

Download balances

Weston Longville Parish Council	**£ 34,026.53**
20519885 · Instant Access	**£ 18,966.62**
	Available: £ 18,966.62
20519872 · Current T1	**£ 15,059.91**
	Available: £ 15,059.91

Instant Access 2.60 % £ 18,966.62 £ 18,966.62
60-83-01 · 20519885

Transactions | Statements | Direct Debits | Standing orders | Scheduled payments | People

Search transactions Download (.csv/.ofx) Print

Balances are correct as of 11:52 on 03 February 2025.

Date	Description	Paid in	Paid out	Balance
Thursday 16th January 2025				18,966.62
16/01/25	Transfer from 20519872	4,766.42		18,966.62
Tuesday 31st December 2024				14,200.20
31/12/24	Credit Interest	22.22		14,200.20
Tuesday 10th December 2024				14,177.98
10/12/24	Transfer from 20519872	14,177.98		14,177.98

Weston Longville Parish Council Balance Available
Current T1 £ 15,059.91 £ 15,059.91
60-83-01 · 20519872

Transactions | Statements | Direct Debits | Standing orders | Scheduled payments | People

Search transactions Download (.csv/.ofx) Print

Balances are correct as of 11:51 on 03 February 2025.

Date	Description	Paid in	Paid out	Balance
Friday 31st January 2025				[redacted]
31/01/25	Service Charge		-6.00	[redacted]
Thursday 16th January 2025				[redacted]
16/01/25	B/P to Rick Parsons • WALKING LEAFLETS		-15.00	[redacted]
16/01/25	B/P to Norwich Print Sol • INV [illegible]		-99.00	[redacted]
16/01/25	Transfer to 20519885		-4,766.42	[redacted]
Monday 13th January 2025				[redacted]
13/01/25	[redacted]			[redacted]
Tuesday 31st December 2024				[redacted]
31/12/24	Service Charge		-0.60	[redacted]
Tuesday 10th December 2024				[redacted]
10/12/24	Transfer to 20519885		-14,177.98	[redacted]
10/12/24	Weston Longville P • [illegible]	20,304.34		[redacted]
10/12/24	Weston Longville P • [illegible]	14,177.98		[redacted]

Total Balances:

General and reserves:	£15,082.13	
Cil : £	4,766.42	
Solar: £	14,177. 98	
Total Balance :		£ 34, 026.53

Signed

Date

2025-0012 d.

Weston — 2024/25 Budget monitoring

8 Sepember 2024

Category	Description	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024 /25	Q1 Actual 2024 /25	Q2 Actual 2024 /25	Q3 Actual 2024 /25	Q4 Actual to date 2024 /25	Total Actual 2024 /25	% +/- Bud/Act
Income													
Income	Precept	6,107	7,328	7,328	7,328	7,328	10,650	5,325	5,325			10,650	100%
Income	CIL	3,283		5,597	-	2,018	-	-	-	1,638		1,638	
Income	Allotment	65	20	15	65	55	65	50	-			50	77%
Income	Grants			2,982		875			3,029			3,029	
Income	Other					31			100		22	100	
Income	VAT Reclaim	462										-	
Income Total		**9,918**	**7,348**	**15,922**	**7,393**	**10,307**	**10,715**	**5,375**	**8,454**	**1,638**	**22**	15,489	145%
Expenditure												-	
Admin & Exp	NALC/SLCC/CPRE	182	193	290	350	287	275	144	42	-	-	186	68%
Admin & Exp	Insurance	355	355	355	400	390	430		363			363	84%
Admin & Exp	Audits	40	240	40	50	40	315	100				100	32%
Admin & Exp	Hire of Hall	243	200	170	300	225	300					-	0%
Admin & Exp	Clerk's Office/payroll services	288	402	238	450	476	495	201	123	61		385	78%
Admin & Exp	Newsletters		-	82	100		-					-	
Admin & Exp	Website / Licences		-	-	300	266	150	70	60			130	87%
Admin & Exp	Training/Forums etc	130	400	300	200	91	300		112			112	37%
Admin & Exp	Bank charges									1	6	1	
Admin & Exp	Election Expenses		1,000		341	287	100					-	0%
Admin & Exp Tota		**1,237**	**2,790**	**1,476**	**2,491**	**2,063**	**2,365**	**515**	**700**	**62**	**6**	1,283	54%
Employment	Clerk's Salary	2,343	3,135	3,105	3,291	3,158	3,350	777	777	876		2,430	73%
Employment Tota		**2,343**	**3,135**	**3,105**	**3,291**	3,158	**3,350**	**777**	**777**	**876**	**-**	2,430	73%
Grants	Donations	767	785	3,388	3,000	1,519	1,525	-	3,029	750		3,779	248%
Grants Total		**767**	**785**	**3,388**	**3,000**	**1,519**	**1,525**	**-**	**3,029**	**750**	**-**	3,779	248%
Maintenance	Hedge cutting	55	60	-	65		80	78		-		78	98%
Maintenance	Grounds maintenance	1,194	1,430	1,305	1,200		1,562	748		748		1,496	96%
Maintenance	Playing field rent	50	50	-	50		50					-	0%
Maintenance	SAM2 repairs	807		48	500		200		110			110	55%
Maintenance	Pest control		100	-	110		150					-	0%
Maintenance					-		-		0	0		0	%
Maintenance												-	
Maintenance Tota		**2,106**	**1,640**	**1,353**	**1,925**	**-**	**2,042**	**826**	**110**	**748**	**-**	1,683	82%
Projects	Allotment - CIL	1,783					730	419				419	57%
Projects	Traffic management - CIL	170		144								-	
Projects	Roarr			720								-	
Projects	3 parishes plan grant			996								-	
Projects	Bus Shelter						4,000	7,268	0	0		7,268	182%
Projects													
Projects													
Projects													
Projects	Other		150	555						134		134	
Projects Total		**1,953**	**150**	**2,415**	**-**		**4,730**	**7,687**	**-**	**134**		**7,821**	
Expense Total		**8,406**	**8,500**	**11,737**	**10,707**		**14,012**					**16,997**	**26%**
	Surplus (deficit)	1,512	- 1,152	4,186	- 3,314								
	VAT reclaim												
	Balance b/f	36,436	37,947	37,947	42,133								

	budget	actual
Income	10,715	15,489
Spend	14,012	16,997
+Bus Shelte	22,012	24,817

× TAXBASE: 157; BAND D → £73.69

SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT 2025/26

To Broadland District Council being the appropriate billing authority for the below named Parish

You are hereby required to pay to:

WESTON LONGVILLE PARISH COUNCIL

(name of parish / town council or meeting)

The total Parish Precept required is £11,570-00

ELEVEN THOUSAND, FIVE HUNDRED & SEVENTY POUNDS,

from Broadland District Council's General Fund to meet expenses payable by the Parish /Town Council/Meeting.

(Note: In the case of a Parish Meeting, this precept must be authorised by the Chairperson.)

AUTHORISED at the meeting of the Parish / Town Council held on

the 11th day of November 2024 (month/year) MIN 2024/117

Signed [redacted]

Designation CLERK & RFO TO THE COUNCIL

(the Officer designated for this purpose)

BANK DETAILS

Bank name UNITY BANK

Sort code 60-83-01 Account No. 20519872

Bank address 4 BRINDLEY PLACE

BIRMINGHAM B1 2JB

Is this detail the same as last year? ~~YES~~ / NO

(If different, please provide a copy of a recent bank statement)

(LETTER WITH NEW ACCOUNT DETAILS - NO STATEMENT AVAIL AS JUST CHANGED)