

# **YAXHAM PARISH COUNCIL**

**Meeting 28<sup>th</sup> May 2020**

## **Reports Pack**

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**Vicky Turner**  
**Clerk to Yaxham Parish Council**  
[yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

**21<sup>st</sup> May 2020**

## Report by Breckland Council, Mattishall Ward, Councillors – Paul Claussen & Ian Martin

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*Highlights since 30<sup>th</sup> April 2020 meeting...*

### Covid-19

- Breckland briefings continue – let me know if you have any questions.
- Small Business Grants – over £20m has now been distributed in £10k and £25k grants, subject to Non-Domestic Business Rateable Value. We have secured these grants for Village Halls and similar totalling £95k – including £10k for Yaxham Village Hall – as like many small businesses are closed by government order, so have lost all their income and still have maintenance, utilities and other costs to bear..
- The Breckland Customer Contact Centre has suspended face-to-face discussions. Residents can contact via chat and online forms at [www.breckland.gov.uk](http://www.breckland.gov.uk), can email [contactus@breckland.gov.uk](mailto:contactus@breckland.gov.uk) or call 01362 656870. Latest Breckland information is at <https://www.breckland.gov.uk/coronavirus>
- Bin collections continue as normal, which is not necessarily the case in other districts.
- There is a lot of information available on Breckland website see: <https://www.breckland.gov.uk/coronavirus>

### Planning

Most planning officers are working from home, as is the case for most Breckland officers at the moment. There are no site-visits at the moment, no face-to-face meetings and Planning Committee meetings cancelled until these can be enabled to done virtually – planned for 22<sup>nd</sup> June. However, there has been no suspension by Government of planning application/permission/appeal process or timetable. The call-in process continues, but in the absence of Planning Committee meetings then contentious applications will be decided by officers in consultation with the Chairman's Panel, if, when, how that takes place. Our role continues as previously.

Sadly application 3PL/2019/1346/D for land north of Norwich Road, Yaxham, submitted by Scarlet Homes for 25 new homes, has been permitted, despite our concerns as regards surface water and foul water management.

We are still awaiting news on 3PL/2019/1430/F Yaxham Waters Holiday Park, Change of Use of Middle Field for the stationing 22 holiday lodges.

***Life goes on – stay safe and well***

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#### Contact Paul Claussen by:

@ [paul.claussen@breckland.gov.uk](mailto:paul.claussen@breckland.gov.uk),

T. 01603 880 454

Heath Cottage, 24 Heath Road, Hockering,  
Norfolk NR20 3JB

#### Contact Ian Martin by:

@ [ian.martin@breckland.gov.uk](mailto:ian.martin@breckland.gov.uk)

T. 01362 854 248, M. 07968 349 543, f Ian Martin  
Yaxham House, Norwich Road, Yaxham,  
Norfolk NR19 1RH

# Clerk's Report

## Yaxham Parish Council



28<sup>th</sup> May 2020

e-mail: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

### **Last Regular Council Meeting's Minutes Matter's Arising not Covered Elsewhere**

#### **2.0 Chairman's Opening Remarks**

Yaxham Voices collation is underway and will be published once all reports have been received.

#### **8.0 Planning**

All responses prepared and sent.

#### **11.0 Finance**

The new litter bin has been ordered for Pinns Corner.

All cheques approved for payment have been sent.

**13.0 Policies** – agreed policies with relevant amendments have been published on the Parish Council's website.

book issues will win the 'Parish Friends Cup' which they can keep for most of the following year. The hope is that this will foster some friendly competition and help encourage people to engage with the Mobile Library which has so much to offer.

Newsletters will keep us up to date with where we are in the table and plus some snippets of news about any events/themes the Mobile Library is holding aboard. We think this would be great to participate in and is a fun way to introduce residents, young and old, who may not have considered its services before.

## **STAY SAFE, STAY WELL**

*For more information on Parish Council and Parish Charity matters please see our websites below or contact me, Vicky Turner, as the Clerk to the Council by: email [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com) or*

*write to: The Clerk, Yaxham Parish Council, Yaxham House, Norwich Road, Yaxham, Norfolk NR19 1R*

## **OTHER NEWS**

### **Read away those COVID-19 blues!**

We have recently been contacted by Norfolk Library Services regarding a new scheme whereby we could become a 'Parish Friend of the Mobile Library'. Ultimately, Yaxham will be entered on to a league table with the other parishes which join. Parishes will be recorded alongside their book issues and at the end of the year the parish with the highest amount of

Yaxham Parish Council Actuals versus Budget					
2019/20					
Expenditure	Budget	Actuals	Remaining Balance	% v Budget	
Clerk/RFO salary	£ 3,400.00	£ 3,930.00	-£ 530.00	116%	
Clerk expenses (incl admin)	£ 800.00	£ 805.03	£ 194.97	76%	
Clerk Training	£ 400.00	£ 527.65	-£ 127.65	132%	
Subscriptions (Incl NALC, Parish Online, ICO, SLCC, CPRE)	£ 425.00	£ 616.77	-£ 191.77	145%	
Neighbourhood Plan	£ 750.00	£ 246.72	£ 503.28	33%	
Web site	£ 220.00	£ 399.99	-£ 179.99	182%	
Insurance	£ 375.00	£ 372.63	£ 2.37	99%	
Audit	£ 120.00	£ 100.00	£ 20.00	83%	
Councillor Training	£ 300.00	£ 664.50	-£ 364.50	222%	
Room hire	£ -	£ -	£ -	0%	
Maintenance (Bus Shelter, grass-cutting, planters, SAM2)	£ 1,430.00	£ 1,550.65	-£ 120.65	108%	
Yaxham Community News & Newsletters, Posters etc	£ 544.00	£ 757.00	-£ 213.00	139%	
Wreath	£ 20.00	£ 40.00	-£ 20.00	200%	
Election costs (planned)	£ 803.00	£ 803.00	£ -	100%	
Section 137 Grants	£ 1,000.00	£ 344.72	£ 655.28	34%	
Total "Running Costs"	£ 10,567.00	£ 10,958.88	-£ 371.66	104%	
Reserves-Projects/Grants		£ 12,513.61			
Reserves - Election Costs Unplanned		£ 380.12			
Reserves- Planning Advice		£ -			
General Reserve		£ 111.87			
Reserves Total		£ 13,005.60			
Total		£ 23,964.26	-		

Income	Budget 2019/20	Income to Date	Remaining Balance	% v Budget	
Precept	£ 11,000.00	£ 11,000.00	£ -	100%	
Interest	£ -	£ -	£ -	0%	
Rent	£ 150.00	£ 150.00	£ -	100%	
Grants	£ -	£ 6,309.00	£ -	0%	
Insurance	£ -	£ 2,661.53	£ -	0%	
Misc. (CIC for Wreath)	£ -	£ 252.00	£ -	0%	
VAT Refund	£ 850.00	£ 2,440.00	-£ 1,595.00	286%	
Total Income	£ 12,000.00	£ 22,616.39	-£ 1,595.66	190%	

Reserves/Endmarks at 1st April 2020	
Projects/Grants	£ 2,876.70
Well Hill Bus Shelter Insurance	£ 2,661.53
Election Costs - Unplanned By Election	£ 1,500.00
Planning Advice	£ 3,000.00
General Fund (75% -100% of budget)	£ 8,250.00
Total	£ 18,290.23

REVICOR  
 5/5/20  
 R. DRAKE  
 FMO, YPC

# **Yaxham Parish Council** **Bank Reconciliation Year End - 2019/20**

**Financial year ending 31 March 2020**

Prepared by: Vicky Turner, Clerk/RFO

20/04/2020

**Balance per bank statements as at**

14/04/2020

Barclays Current Account

£

19,846.27 ✓

NS&I Account

*closed*

£

-

£ 19,846.27 ✓

Less: Unpresented cheques at

31/03/2020

Payee

Cheque number

Amount (incl VAT)

Clerk

101209

£

411.15

YVAA

101210

£

40.00

Information Commission

101211

£

40.00

NALC

101212

£

175.00

NALC

101213

£

177.79

Breckland Council

101214

£

380.12

Harlequin Colour Printing

101215

£

72.98

Everett's Printers

101216

£

259.00

£ 1,556.04 ✓

Plus: Unpresented credits

None

Net balances at

31/03/2020

£ 18,290.23 ✓

**Cashbook**

Opening balance at

01/04/2019

£ 21,817.33 ✓

Add: Receipts

£ 22,818.39 ✓

Less: Payments

£ 26,345.49 ✓

Closing Balance

31/03/2020

£ 18,290.23 ✓

Check

£ -

NB The following Cheques have been recognised as "Cancelled" & credited as book entries in "Receipts"

Otly Oechale 2018/19

101145 £

192.00

YVAA Community News

101197 £

40.00

£

232.00 ✓

✓ REVIEWED  
 5/5/20  
 R. LINDSAY  
 FMO, YPC

Yaxham Parish Council Draft Accounts 2019-20			
Income & Expenditure	Year Ending 31.03.19	Year Ending 31.03.20	Notes
<b>RECEIPTS</b>			
Precept	£ 11,000.00	£ 11,000.00 ✓	
Grant support	£ 167.00	£ -	
Other Grants	£ 123.64	£ 6,309.00 ✓	1
Rent	£ 150.00	£ 150.00 ✓	
Insurance	£ -	£ 2,881.53 ✓	2
Miscellaneous	£ 100.85	£ 252.00 ✓	3
VAT Refund	£ 3,067.29	£ 2,445.86 ✓	
<b>Total</b>	<b>£ 14,608.58</b>	<b>£ 22,818.39</b> ✓	
<b>PAYMENTS</b>			
HR Salary, Expenses & Training	£ 2,721.70	£ 5,062.68 ✓	4
Subscriptions incl ICO	£ 215.64	£ 618.77 ✓	5
Website	£ 237.99	£ 380.99 ✓	6
Neighbourhood Plan	£ 340.50	£ 248.72 ✓	
Assets	£ 1,577.68	£ 12,366.48 ✓	7
Insurance	£ 376.55	£ 372.63 ✓	
Audit	£ 305.00	£ 100.00 ✓	8
Cllr Training	£ 250.00	£ 864.50 ✓	9
Room Hire	£ 250.00	£ -	10
Maintenance incl grass, shelters, SAM2	£ 1,273.99	£ 1,550.65 ✓	11
Advertising & Printing	£ 208.00	£ 757.00 ✓	12
Wreath	£ 20.00	£ 40.00 ✓	13
S137 Grants	£ 1,500.00	£ 344.72 ✓	14
Projects/Grants	£ 332.25	£ 259.00 ✓	15
Election Costs	£ 103.33	£ 1,183.12 ✓	16
Planning Advice	£ 1,876.52	£ -	
Miscellaneous	£ 388.86	£ -	
<b>Sub Total Excl VAT</b>	<b>£ 12,075.99</b>	<b>£ 23,664.28</b> ✓	
VAT on payments	£ 986.16	£ 2,381.23 ✓	17
<b>Total Inc VAT</b>	<b>£ 13,062.15</b>	<b>£ 26,045.49</b> ✓	
<b>Surplus/Deficit Ex VAT on expenditure</b>	<b>£ 2,532.59</b>	<b>-£ 1,145.87</b>	
<b>RECEIPTS &amp; PAYMENTS SUMMARY</b>			
Opening Balances as at 1st April 2019		£ 21,817.33 ✓	
Total Receipts		£ 22,818.39 ✓	
Total Payments		£ 26,045.49 ✓	
Closing Balances at 31st March 2020		£ 18,290.23 ✓	
Bank Balance as at 31st March 2020		£ 19,846.27 ✓	
Cheques not cashed at 31st March 2020		£ 1,556.04 ✓	
Closing Balance as at 31st March 2020		£ 18,290.23 ✓	
Check		£ -	

12,625.48

REVIEWED  
 5/5/20  
 R. LANDSCOTT  
 FRO, YPC



## Notes to the accounts

### Notes

- 1 2x bus-shelters, SAM2, Clerk Training
- 2 Payout on Well Hill Bus Shelter
- 3 CIC Contribution to Wreath + two cancelled cheques re-credited
- 4 Clerk for 12 months + Training
- 5 Due to timing 2 x NALC Annual Subs
- 6 Paid for 2 x years
- 7 2x Bus-shelters, SAM2 & Village Gateways
- 8 No External audit required
- 9 All new council, hence higher costs
- 10 YVAA Village Hall arrangement
- 11 Grass cutting, repair & re-stocking planters
- 12 Increased village consultation
- 13 Bought an extra 1 wreath for CIC
- 14 Macmillan Coffee Morning & Calendars
- 15 Village Literature - Footpaths Map printing
- 16 Full Council election 2019 (actual 47% higher than Breckland est)
- 17 Up mainly because of Asset Purchases

## Yaxham Parish Council Insurance Register at

31/03/2020

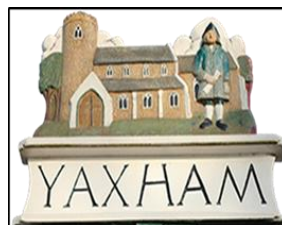
Item	Location	Data Purchased	Purchase Value	Asset Register	Deleted	Replacement Value	Insurance Value?	Insurance Category	Comment	Variance
				31/03/2020		31/03/2020	31/03/2020			Ins v Asset
Bus Shelters	Well Hill	01-Mar-74	£ 811.29	£ -	31/11/2018	£ -		Street Furniture	Car Accident	-£ 811.29
Bus Shelters	Norwich Road	01-Mar-74	£ 811.29	£ 811.29		£ 3,059.40	£ 3,059.40	Street Furniture	Steel & Perspex	£ 2,248.11
Clint Green Sign	Norwich Road (Mattishall End)	01-Mar-01	£ 62.77	£ 62.77		£ 62.77			Current cost	£ -
Grit Bin	Well Hill	01-Sep-05	£ 162.97	£ 162.97		£ 250.00			Current cost	£ 87.03
Grit Bin	Station Road	01-Jun-06	£ 162.98	£ 162.98		£ 250.00			Current cost	£ 87.02
Noticeboard	Well Hill	01-Sep-04	£ 1,013.22	£ 1,013.22		£ 1,250.00	£ 1,250.00	Street Furniture	Current cost	£ 236.78
Noticeboard	Norwich Road/Church Lane	01-Sep-04	£ 1,013.22	£ 1,013.22		£ 1,250.00	£ 1,250.00	Street Furniture	Current cost	£ 236.78
Village Sign	Norwich Road/Church Lane	01-Mar-74	£ 1,310.98	£ 1,310.98		£ 3,500.00	£ 3,500.00	Street Furniture	Fabrication Estima	£ 2,189.02
Planter 1 48" X 48"	Norwich Road/Church Lane	01-Jul-03	£ 250.00	£ 250.00		£ 200.00			As per new planter	-£ 50.00
Planter 2 48" X 48"	Norwich Road/Church Lane	01-Jul-03	£ -	£ -	08/03/2007				Car Accident	£ -
Planter 3 48" X 48"	Norwich Road/Church Lane	01-Jul-03	£ 250.00	£ -	01/03/2018				Car Accident	£ -
Planter 4 48"x48"	Norwich Road/Church Lane	01-Jul-03	£ 250.00	£ -	01/03/2018				Car Accident	£ -
Planter 5 47" x 45"	Norwich Road/Church Lane	01-Nov-03	£ 250.00	£ -	01/03/2018				Car Accident	£ -
War Memorial	St. Peter's Churchyard	11-Feb-10	£ 5,000.00	£ 5,000.00		£ 25,000.00	£ 25,000.00	War Memorial	H Brett & Son Mon	£ 20,000.00
Dog Waste Bin	Jubilee Park Entrance	01-May-00	£ 97.00	£ 97.00	01/02/2020				Badly Corroded	-£ 97.00
Dog Waste Bin	St. Peter's Close	01-May-00	£ 97.00	£ 97.00		£ 176.74			As new bin	£ 79.74
Dog Waste Bin	Jubilee Park Rear Entrance	01-May-00	£ 97.00		31/05/2018				Badly Corroded	-£ 97.00
Dog Waste Bin	Post Office	01-Mar-07	£ 117.00	£ 117.00		£ 176.74			As new bin	£ 59.74
Dog Waste Bin	Pinns Corner	18-Aug-11	£ 155.80	£ 155.80		£ 176.74			As new bin	£ 20.94
Dog Waste Bin	Junction Norwich Rd & Paper St	01-Jul-08	£ 155.80	£ 155.80		£ 176.74			As new bin	£ 20.94
Planter 6 35"x35"	Norwich Road/Church Lane	01-Nov-03	£ 95.00	£ 95.00		£ 150.00			As new bin	£ 55.00
Planters New No2i Replacement 26"x26"	Norwich Road/Church Lane	01-Mar-07		£ -	01/11/2008				Car Accident	£ -
Planters New No2ii Repacement 26"x26"	Norwich Road/Church Lane	01-Mar-07	£ 112.00	£ -	01/03/2018				Car Accident	£ -
Clint Green Sign	Norwich Road (Yaxham end)	01-Mar-01	£ 62.77	£ 62.77		£ 62.77			Current cost	£ -
Old Yaxham sign showing mileage to E. Dereham & Wymondham	Junction Church Lane/Norwich Rd	01-May-07	£ -	£ -		£ -	£ -		Provided free	£ -
SAM2 Speed Indicator	Mobile shared with Garvestone PC	15/03/2015	£ 2,500.32	£ 2,500.32		£ 2,800.00	£ 2,800.00	Street Furniture		£ 299.68
Defibrillator	Yaxham Village Hall	01/03/2015	£ 1,400.00	£ 1,400.00		£ 2,000.00	£ 2,000.00	Defibrillator	up to £5000	£ 600.00
Litter Bin	Football field Jubilee Park	01-Mar-07	£ 61.00	£ 61.00		£ 176.74			As new bin	£ 115.74
Litter Bin	Playspace Jubilee Park	01-Mar-07	£ 79.00	£ -					Burnt out	-£ 79.00
Laptop & Software	Clerk's Use	20-Oct-16	£ 565.83	£ 565.83		£ 600.00	£ 600.00	Computer	As new	
PC Printer	Clerk's Use	20-Oct-16	£ 49.99	£ 49.99		£ 49.99			As new	
Planters x 4 Replacing 2-6	Norwich Road Replacements	20-Apr-17	£ 779.88	£ 779.88		£ 1,223.00	£ 1,223.00	Street Furniture	As new	£ 443.12
Portakabin	Jubilee Park	31/07/2018	£ 8,288.88	£ 8,288.88		£ 8,288.88	£ -	Insured by YVAA	At cost	£ -
Dog Waste Bin	Station Road	01/03/2018	£ 176.74	£ 176.74		£ 176.74			As new bin	£ -
Dog Waste Bin Replacement	Jubilee Park Rear Entrance	31-May-18	£ 86.52	£ 86.52		£ 86.52			At cost	£ 86.52
Dog Waste Bin	Cutthroat Lane/Paper Street	25/10/2018	£ 176.74	£ 176.74		£ 176.74			As new bin	£ 176.74
Remembrance Bench	Well Hill	25/10/2018	£ 645.71	£ 645.71		£ 645.71	£ 645.71	Street Furniture	As new	£ 645.71
Remembrance Bench	Well Hill	25/10/2018	£ 645.71	£ 645.71		£ 645.71	£ 645.71	Street Furniture	As new	£ 645.71
Bus Shelter	Dereham Road, Dereham Direction	26/09/2019	£ 3,330.00	£ 3,330.00		£ 3,330.00	£ 3,330.00	Street Furniture	As new	£ 3,330.00
Bus Shelter	Norwich Road, Norwich Direction	26/09/2019	£ 3,780.00	£ 3,780.00		£ 3,780.00	£ 3,780.00	Street Furniture	As new	£ 3,780.00
SAM2 Speed Indicator with Blue-tooth download	wholly owned	26/09/2019	£ 3,150.00	£ 3,150.00		£ 3,150.00	£ 3,150.00	Street Furniture	As new	£ 3,150.00
Dog Waste Bin	Jubilee Park Entrance	01/02/2020	£ 125.87	£ 125.87		£ 125.87			As new bin	£ -
Total Asset Value				£ 36,205.13		£ 62,871.94	£ 52,233.82			£ 37,460.04



## Yaxham Cares and VE/VJ Projects Financial Statements

Yaxham Cares			
<b>Budget</b>	£1,500.00		
- NCF Covid-19 Grant	£1,000.00		
- Parish Charity funding	£ 500.00		
Total		£1,000.00	
<b>Expenditure (Ex VAT):</b>			
<b>To 17<sup>th</sup> April 2020</b>			
- Printing			
1st leaflet	£ 72.98		
2nd leaflet - awaiting invoice	Est. £ 64.00		
- badges & lanyards	£ 32.14		
- Zoom 1 months @ £11.99/month	£ 11.99		
- Clerk's hours £10/hr)	£100.00		
- Volunteers mileage costs at £3/trip	£ 63.00		
- Banners x 2	<u>£105.73</u>		
Total =		<u>£ 449.84</u>	
<b>18<sup>th</sup> April- 14<sup>th</sup> May 2020</b>			
- Printing			
3 <sup>rd</sup> leaflet x 0.25% of £62.00	Est £ 15.50		
- <u>Volunteers mileage costs at £3/trip.....</u>	<u>£ 30.00</u>		
Total =		£ 45.50	
Total to date =		£ 495.34	
Remaining Budget		£ 504.66	

VE/VJ Project			
Budget	£1,000		
- Breckland VE/VJ Grant	£500.00		
- Parish Charity funding	<u>£500.00</u>		
Total		£1,000.00	
Expenses to date:			
VE Day Leaflet x.75% of £62.00	£46.50		
VE Day paraphernalia			
<u>e.g. Mugs, Medals etc</u>	<u>£41.63</u>		
Total		£ 88.13	
Remaining Budget		£911.87	



## **YAXHAM PARISH COUNCIL**

### **RISK ASSESSMENT**

**Reviewed and Readopted by Yaxham Parish Council at its meeting on 28<sup>th</sup> May 2020**

**Due for Review May 2021**

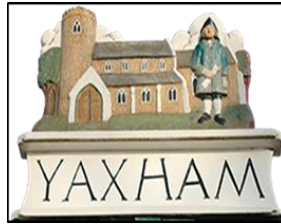
	AIM	RISK	METHOD USED TO MINIMISE RISK	PERSON(S) RESPONSIBLE
1	To identify and regularly review the Council's priorities	Lack of knowledge of how to set objectives, set priorities and identify risks to their achievement	All Councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable	Chairman/Clerk
2	To ensure that all Councillors and employees are aware of their responsibilities and possible liabilities and to provide adequate insurance cover for all possible risks	Lack of knowledge of possible culpability of Councillors and employees	Refer to Standing Orders and familiarisation with those where greatest risk occurs. Adoption of Code of Conduct for all Councillors and Employees terms of contract	Councillors/Employees
		Lack of education of councillors regarding culpability	As above. Attend any training courses available, including induction/new councillor training	Councillors/Clerk
		Inadequate insurance cover taken out - property, personal liability, employer's liability. (Cover for material damage and all risks.)	Review risk assessment by including on agenda of Parish Council meetings on an annual basis	Clerk/Financial Officer/Councillors
3	To ensure compliance with the Acts of Parliament, Council's Financial Regulations and Code of Conduct	Lack of knowledge of regulations and codes	Ensure that Councillors have access to copies of relative Acts and receive their own copies of the Code of Conduct and Standing Orders. All new Councillors required to attend new councillor training/refreshers as required	Chairman/Clerk
		Review of Standing Orders	Ensure that Standing Orders are up to date, understood by Councillors and reviewed annually or as circumstances demand	Chairman/Clerk
		Actions by PC outside its powers laid down by Parliament	As above but ensure that Powers are highlighted or extracted into effective summary	Chairman/Clerk
		Lack of adherence to regulations and procedures	Reference to appropriate regulations as required	Chairman/Clerk/All Councillors
		Payments made without prior approval and adequate control	Ensure all payments are approved in Council meetings and recorded in minutes.	Clerk/Internal Auditor
		VAT not properly accounted for, resulting in over-claims and large demands from Customs & Excise	Ensure appropriate publications are held and that Clerk has good knowledge of regulations	Clerk/Internal Auditor
4	To influence other council authorities and Government organisations to consider the views of the parishioners	Lack of effective lines of communication with other organisations	Note all essential or beneficial communication lines and make information available to all Councillors. Establish contacts by name and where possible face-to-face	All Councillors/Clerk
		Lack of preparation on subjects requiring influence	Ensure all Councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion	Councillors/Clerk
5	To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	Lack of knowledge of Council regulations and procedures	Refer to Financial Regulations and Standing Orders. Attend training seminars where available	Clerk/Financial Officer/Councillors

	AIM	RISK	METHOD USED TO MINIMISE RISK	PERSON(S) RESPONSIBLE
		Late or non-submission of annual accounts	Refer to Audit Plan. Monitor progress against timetable and report to PC meetings	Clerk/Financial Officer
		Year end accounts not prepared, inaccurate, or not in accordance with Council requirements	Internal audit checks.	Clerk/Financial Officer/Internal Auditor
		Inadequate audit trail from records to final accounts	As above	Clerk/Financial Officer/Internal Auditor
6	To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate	Lack of knowledge of budgetary process, and Council regulations	Include regulations in Standing Orders issued to all Councillors. Delegate responsibility for managing budgetary process. As at 1 above. Involve all Councillors in budgetary process	Clerk/Financial Officer
		Inadequate consideration of requirements for annual precept	Checks to be carried out regularly	Clerk/Financial Officer/Internal Auditor
		Inadequate internal controls with regard to monitoring expenditure	As at 5 above	Clerk/Financial Officer/Internal Auditor
7	To keep appropriate books of account accurately and up-to-date throughout the financial year	Lack of knowledge of accounting requirements	Ensure all councillors are familiar with current financial regulations and include them in Standing Orders/Financial Regulations. Regularly review Standing Orders and Financial Regulations	Clerk/ Financial Officer
		Lack of commitment to accounting requirements	As above. Financial Officer to produce financial reports quarterly, internal audit reports to be made available to all Councillors and any recommendations to be acted upon promptly	Clerk/Financial Officer
		Inaccuracies in recording amounts, totals in books of account, and bank reconciliations	Bank statements to be reconciled monthly. Financial Officer to ensure books of account are formatted in such a way that internal controls are included and activated. Annual audit carried out along with regular internal audit checks.	Clerk/Financial Officer/Internal Auditor
		The most beneficial interest terms not being employed	Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts	Clerk/Financial Officer with Councillors
		Books of account not kept up to date/invoices not posted promptly	Regular checks by Financial Officer and Internal Auditor. Quarterly financial reports	Clerk/Financial Officer
		Payments missed or delayed due to inadequate filing of invoices	As above	Clerk/Financial Officer
8	To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the resident	Lack of knowledge of wishes of residents	Take every opportunity to publicise role of Parish Council. Effective use of Notice Boards and 'flyers'. Use key issues to raise profile of Parish Council and to test parishioners' views. Add social event to occasional meeting. Create Annual Parish Council report and put to parishioners for comment	Councillors/Clerk/Financial Officer
		Use of funds not in accordance with the wishes of the residents	Take into account the views of parishioners	Councillors/Clerk/Financial Officer

	AIM	RISK	METHOD USED TO MINIMISE RISK	PERSON(S) RESPONSIBLE
9	To explore all possible sources of income, and to ensure that expected income is fully received	Lack of knowledge of possible sources of income eg grants  Receipts not banked or not banked properly  VAT claims not made promptly or made incorrectly	Seek advice on grants available as appropriate  Regular checks carried out. Internal audit checks  Ensure Financial Officer keeps up-to-date with regulations. Regular checks carried out.	Clerk  Clerk/Financial Officer/Internal Control Officer/Internal Audit
10	To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored	Inappropriate rate of pay to employees  Amounts paid to contractors not in accordance with contract and inadequately monitored	Ensure employee regulations are available and understood by Clerk. Internal audit checks  Internal audit checks. Councillor to monitor contract work carried out as appropriate	Clerk/Financial Officer/Internal Audit  Control Officer/Internal Audit
11	To identify, value and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.	Lack of knowledge of assets of Parish Council  Assets lost or misappropriated  Inadequate or inaccurate valuation of the Council's assets  Asset Register not established or inadequately maintained  Damage to third party property or individuals as a result of Council providing services or amenities to the public	Ascertain and record all assets for which Parish Council is responsible. Maintain Asset Register    Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks  Asset Register regularly checked for accuracy  Public Liability Insurance held and reviewed annually. Regularly checks on assets carried out	Clerk/Financial Officer    Clerk/Financial Officer/Internal Audit  Clerk/Financial Officer  Clerk/Financial Officer/Councillors
12	To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible	Lack of information on land, buildings and equipment  Lack of knowledge of safety requirements  Lack of commitment to carrying out safety checks	Include in Asset Register all assets for which PC is responsible. Ensure that electrical items are PAT tested  Ensure that all current legislation is complied with  As above. Delegate responsibility for particular properties/equipment to individual Councillors or working groups	Clerk/Councillors  Clerk/Councillors  Clerk/Councillors
13	To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children, etc	Lack of knowledge of applicable legislation  Failure to comply with applicable legislation	Clerk to know where to go for advice and training. Review liabilities and responsibilities periodically at PC meetings  As above	Clerk/Councillors  Clerk/Councillors
14	To ensure IT security for Clerk/Financial Officer	Inadequate safeguards to prevent viruses and other intrusions damaging Council documents	Ensure regular virus protection up-to-date on Clerk's PC	Clerk

	AIM	RISK	METHOD USED TO MINIMISE RISK	PERSON(S) RESPONSIBLE
		Loss of data	Ensure monthly back-up of all Council documents	Clerk
		Inappropriate copying/use of data	Comply with rules of GDPR	Clerk/Financial Officer/Councillors
15	Data Protection - Ensuring compliance with GDPR	Breach	Regular review of policies	Clerk/Councillors
		Loss of Data/Inappropriate use	Comply with rules of GDPR	Clerk/Financial Officer/Councillors
			Inform councillors of responsibilities	Clerk





## **YAXHAM PARISH COUNCIL**

### **Training Policy**

**Reviewed and Readopted by Yaxham Parish Council at its meeting on  
28<sup>th</sup> May 2020**

**Due for Review May 2021**

## **YAXHAM PARISH COUNCIL**

### **STAFF TRAINING POLICY**

#### **1.0 Introduction**

**1.1** This document follows the council's staff Training Policy and sets out:

- The council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training

**1.2** The objectives of this strategy are to:

- Require staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure training is evaluated to assess its value

#### **2.0 Commitment to Training**

**2.1** Yaxham Parish Council is committed to the ongoing training and development of all employees to enable them to make the most effective contribution to the council's aims and objectives in providing the highest quality representation and services for the people of the Parish.

**2.2** Training can be defined as 'a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.

**2.3** Yaxham Parish Council recognises that its most important resource (apart from its elected members) are its officers and staff and is committed to encouraging individuals to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

**2.4** The council expects senior officers to undertake a programme of continuing professional development (CPD) in line with requirements of their professional bodies (such as the Institute of Local Council Management).

**2.5** Providing training yields a number of benefits:

- It improves the quality of the services and facilities that Yaxham Parish Council provides
- It enables the organisation to achieve its corporate aims and objectives
- It improves the skill base of employees, producing confident, highly qualified and motivated staff working as part of an effective and efficient team
- It demonstrates that employees are valued.

**2.6** Training and development will be achieved by including a realistic and financial allocation in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

**2.7** The process of development is as follows:

- 1- Training need should be identified by considering overall objectives of the organisation as well as individual requirements
- 2- Planning and organising training to meet those specific needs
- 3- Designing and developing the training (where appropriate)
- 4- Evaluating the effectiveness of training

### **3.0 The Identification of Training Needs**

**3.1** Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that staff training needs may be recognised or identified:

- During interview
- At appraisal
- Through formal or informal discussion

**3.2** Other circumstances may present the need for training:

- Legislative requirements ie Health and Safety, first aid etc
- New or changes to existing legislation ( eg General Power or Competence)
- Changes or improvements required to operational systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the council
- A request from a member of staff
- Development services/delivery of new service

**3.4** Employees who wish to be considered for a training course should discuss this in the first instance with their line manager either during appraisal or informal discussion. The line manager will consider, together with colleagues and (depending on the training and the cost involved) with the council, to determine whether: the training is relevant to the authority's needs and/or service delivery; the training costs represent value for money; and, if there is sufficient funding available.

### **4.0 Corporate Training**

**4.1** Corporate training is necessary to ensure that employees are suitably qualified to ensure the council's legal compliance with such legislative requirements as Health and Safety, risk

management, equality etc. employees will be required to attend training courses, workshops or seminars where suitable training is identified.

## **5.0 Financial Consideration**

**5.1** It is important to note that all sponsored training must be appropriate to the needs of the council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best endure cost effectiveness, employees will be required to attend the nearest college/venue offering the required course, unless no alternative is available, it is a nationally offered (rather than regionally), urgency or the interests of operational effectiveness require otherwise. Where necessary the council will consider specific training requests (for example, for reasons of cost or benefit).

### **5.2 Other considerations include the following:**

- The implications of employee release for training course attendance on the operational capacity of the council
- The most economic and effective means of training (value for money)
- The provision and ability of the training budget and other demands on it

### **5.3 For approved courses, employees can expect the council to fund the following:**

- The course and registration fee
- The examination fees (if any)
- Associated members fees (if any)
- One payment to re-take a failed examination or assignment
- Travel costs
- Accommodation costs (only if absolutely necessary and only by prior agreement)

**5.4** Staff attending training courses must inform the Parish Clerk immediately of any absence, giving reasons.

**5.5** Failure to sit an examination (where there is one) may result in the council withdrawing future course funding and/or requesting the refunding by the employee of costs paid by the council. Each case will be considered on an individual basis.

**5.6** In the case of further education, such as the Certificate of Higher Education or Degree course, employees may be required to repay some or all costs associated with the study if they leave within five years following completion of the course.

Decisions will be made on a case by case basis by the Parish Clerk in agreement with the Chairman.

## **6.0 Study Leave**

**6.1 Employees who are given approval to undertake external qualifications are granted the following:**

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination or assignment (to be discussed and agreed with the line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

## **7.0 Short Courses/Workshops/Conferences and Continuing Professional Development**

**7.1** Where attendance is required on a full day or half day (short) course, leave will be granted on full pay for the duration of travel and attendance.

**7.2** Staff attending workshops, residential or day conferences can expect the following to be paid by the council:

- The course or the conference fee (with accommodation and meals if this forms part of the cost package)
- Travelling expenses in accordance with council policy
- Subsistence in accordance with council policy
- In exceptional circumstances, council may also pay an additional nights' accommodation where this will improve the ability of the attendee to gain the most of the even (particularly if significant travel is required).

## **8.0 Evaluation of Training**

**8.1** Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

**8.2** As part of Yaxham Parish Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/o best practice for the ongoing efficiency and effectiveness of the authority.