

# YAXHAM PARISH COUNCIL

Meeting 25<sup>th</sup> June 2020

## Reports Pack

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Vicky Turner

Clerk to Yaxham Parish Council

[yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

18<sup>th</sup> June 2020

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

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*Highlights since 28<sup>th</sup> May 2020 meeting...*

### Covid-19

- The Breckland briefings continue - let me know if you have any questions.
- The key source of information from Breckland is [www.breckland.gov.uk/coronavirus](http://www.breckland.gov.uk/coronavirus).
- Domestic Bin collections are still operating normally, unlike in some other districts.
- All face-to-face meetings are suspended. Some organisations such as the Planning Inspectorate and the County as regards LLFA site meetings are starting provided they can be held safely. I am pressing Breckland to consider following on this.
- Business/Charity support can be found at [www.breckland/businesssupport](http://www.breckland/businesssupport), which can be accessed directly or via the coronavirus page. This includes a new Discretionary Grant Fund aimed at those small businesses and charities who were not eligible for the previous Business Rate related grants, but none-the less have high building costs.

There is a lot of information available, so if you need any assistance in finding the information you or residents might then let us know.

### Planning

- As previously reported, the next Planning Committee meeting is scheduled for 22nd June at 1pm. There are no Yaxham applications being considered, but there is the return of the 291+ homes application off the Westfield Road, 3PL/2015/1490/O. This was first refused on the Planning Committee Chairman's vote, because of concerns about the single-tracked Westfield Lane Bridge. The application went back to the Planning Committee when the applicants offered to make the bridge two-way and was then approved, subject to a s106 agreement being signed including the new bridge. The s106 agreement has now been signed, and the application is returning to Committee for confirmation of the permission. The site is a designated site in the Local Plan with a presumption in favour of development. For all these reasons we are not proposing to go back into battle on this. I will however attend the Planning Committee to see how matters are handled.
- The next will be virtual meetings are scheduled for 14th July, and 3<sup>rd</sup> August, both at 1pm.
- The call-in process also continues.
- The Local Plan Working Group recommences its meetings on 26th June.
- I have renewed my request for a meeting for Whinburgh & Westfield with Simon Wood and will hopefully have something to report on this at the PC meeting.

### Other Breckland Meetings re-starting:

- 1st June was the first virtual Cabinet meeting & the next one is planned for 13th July
- The first Overview & Scrutiny Commission is on 16th July
- The first full Council meeting is planned for 23rd July

As always, Paul and I stand ready to help if there are matters where the PC would like our assistance.

***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



25<sup>th</sup> June 2020

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

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

#### **8.0 Finances**

All responses prepared and sent.

All cheques approved for payment have been sent

#### **9.0 Highways Matters**

Email sent to Highways thanking them for the expeditious repair of the bridge over the Tud and asking if debris could be cleared.

Report for missing signage to mark Dereham Road has been repeated.

**12.0** Email sent to Brynmor Hughes and colleagues to thank them for painting the Portakabin.

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

#### **Other Matters**

Insurance Cover has been renewed.

General correspondence sent in response to prisoner's requests.

*Yaxham Voices* collation is still underway.

***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***

A new campaign has been launched aimed at Norfolk's young carers. Led by Norfolk Safeguarding Children Partnership and supported by carers organisations Carers Matter Norfolk and Caring Together, Heroes at Home recognises the vital role young carers play in supporting their loved ones at home and highlights the range of support available to help them.

It is estimated that over 11,000 children and young people from as young as 5 years of age in Norfolk are carers, helping to look after or support a family member or friend who is ill, disabled or misuses drugs or alcohol. This figure is likely to be higher as many children and young people may not identify themselves as a carer but may still fulfil a regular caring role for a family member.

For support and advice or a live chat online visit [www.youngcarersmatternorfolk.org](http://www.youngcarersmatternorfolk.org) or call the Carers Matter Norfolk Advice Line on 0800 083 1148. This helpline is still available during the Covid-19 pandemic.

## **STAY SAFE, STAY WELL**

# Yaxham Parish Council

Internal Audit Report

For Yaxham Parish Council

Financial Year 2019/20

Including Explanatory Notes for Annual Governance and  
Accountability Return

(where a 'no' has been marked on page 3 or 4)

Prepared by M Bergin, 03 June 2020

I have completed an internal audit of the accounts for Yaxham Parish Council for the year ending 31 March 2020.

My findings are detailed below using the tests provided in the **Governance and Accountability for Smaller Authorities in England March 2018**.

**I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.**

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes - spreadsheet
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	Reviewed 27 February 2020
	Date Financial Regulations last reviewed	Reviewed Feb.2020 – should be reviewed annually.
	Has a Responsible finance officer been appointed with specific duties?	Yes
	Have items or services above the de minimus amount been competitively purchased?	Yes
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Has VAT on payments been identified, recorded and reclaimed?	Yes
	Is s137 expenditure separately recorded and within statutory limits?	Yes – but see notes regarding other expenditures.
	Have S137 payments been approved and included in the minutes as such?	No - see notes.
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No

Internal control	Test	Observations
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes – March 2019 minute number 9.2-4
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes – November 2019 minute 8.3
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	Yes
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Not applicable
	Is petty cash expenditure reported to each council meeting?	Not applicable
	Is petty cash reimbursement carried out regularly?	Not applicable
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Contract is not available to view online
	Do salaries paid agree with those approved by the council?	Yes

Internal control	Test	Observations
Asset controls	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes – PAYE reference 120/BE02306.
	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes –October 2019 minute 9.7
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	No investments
Year-end procedures	Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes
	Do accounts agree with the cashbook?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	Yes
Procedural	Is eligibility for the General Power of Competence properly evidenced?	Not applicable.
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes

Internal control	Test	Observations
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Not applicable
	Agendas for whole year on website?	Not applicable
	Payments over £100 detailed on website?	Not applicable
	Electors' rights advertised on website?	Not applicable
	Councillors' responsibilities detailed on website?	Not applicable
	Last financial year's Annual Return on website?	Not applicable
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Not applicable
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	Not applicable
	Have fees for the cemetery been reviewed and agreed by Council?	Not applicable
	Were comparisons made with other cemeteries prior to setting the fees?	Not applicable
	Have burial books been kept up to date and are they safely stored?	Not applicable
Allotments	Has a list of allotment holders with amounts paid to Council been submitted?	Not applicable
	Have fees for the allotments been reviewed and agreed by Council?	Not applicable
Councils with charities only	Have Charities reported and accounted separately?	Yes



Internal control	Test	Observations
	Have the Charity accounts been independently audited?	Yes
	Have the Charity accounts and Annual Return been filed within the legal time limit?	Yes

#### Summary of my recommendations:

This audit was carried out online and via email as recommended by SLCC during the Covid 19 pandemic and there was no face to face visit. In addition to the website, documents provided included the cash book, and pages 3 and 5 of the 2019/20 AGAR.

S137 expenditure is correctly recorded separately in the cashbook, however, although payments are correctly authorized in minutes any S137 should be specifically approved in minutes separately from other routine expenditures. I also note the purchase of a wreath was authorized in November 2019 – in my view this should be considered as S137 expenditure and recorded in the cashbook as such.

The annual risk assessment was due for review in March 2020 – I assume this was delayed due to the Covid 19 pandemic. The review should be carried out as soon as practicable. The same applies to the Asset register that is also due for review in March 2020.

I note that the parish council is now registered as an employer with HMRC (Reference 120/BE02306). This will clear the observations made by the external auditor in 2017/18 and the Internal Auditor in 2018/19.

M Bergin

03 June 2020

.....

.....

Signed

Date

Subsequent email exchange with Internal Auditor.

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From: **Max Bergin** <[max.bergin@ntlworld.com](mailto:max.bergin@ntlworld.com)>  
Date: Thu, 4 Jun 2020 at 14:30  
Subject: RE: Internal Audit for Yaxham Parish Council 2019/2020  
To: Parish Clerk <[yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)>

Dear Vicky

Many thanks for your email and further thanks for the responses to my various comments. I imagine you should, as is usual, be able to claim exemption next year as you will probably be under the 25K threshold again – once again then the transparency items will apply.

Regarding your charity audit next year – I do not carry out financial audits as I do not have the necessary qualifications – I do however have the name of a person who specializes in Charity auditing and may be able to help. Would you like me to give you his name?

Keep up the good work Vicky and

Kind Regards

Max Bergin

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**From:** Parish Clerk [mailto:[yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)]  
**Sent:** 04 June 2020 11:38  
**To:** Max Bergin  
**Cc:** Ian Martin; Maggie Oechsle; Anthony Cheetham; Chris Couves; Richard Whadcoat; Peter Lowings  
**Subject:** Internal Audit for Yaxham Parish Council 2019/2020

Dear Max

Ian our Chairman has asked me to write to you officially to thank you so much for your swift and expeditious response. Just to reassure you, we would just like to make the following comments on the observations you made:

- Financial Regulations are reviewed annually, and we have restored the 2019 Document to the website
- S137 expenditure - comments noted and we will apply for the future
- Risk assessment was delayed by Covid-19 and went to the 28th May 2020 meeting - Minutes to follow
- Asset Register was delayed by Covid-19 and went to the 30th April meeting, agreed, but note that this was not separately agreed
- Clerk's Employment contract attached
- On the transparency items for <£25k authorities, all have been complied with on the website as Yaxham is normally <£25k

We would be very grateful if you would consider performing our Charity Audit next year; would you be able to undertake this or would this be in any way conflictory?

Once again, many thanks, and we look forward to receiving your invoice for payment in due course.

Have a lovely day. With kindest regards

Vicky

Vicky Turner  
Clerk to Yaxham Parish Council  
Tel: 01362 821037

Correspondence Address:  
Yaxham House, Norwich Road, Yaxham, NR19 1RH

## AGAR Page 3 as completed by the Internal Auditor

## Annual Internal Audit Report 2019/20

## YAXHAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

03/06/20

Name of person who carried out the internal audit

M. BERGIN

Signature of person who carried out the internal audit



Date

03/06/20

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

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



## AGAR Page 4 to be completed and agreed at the PC Meeting

**Section 1 – Annual Governance Statement 2019/20**

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

AGAR Page 5 submitted to and agreed by the Internal Auditor, to be agreed and signed by the RFO and Chairman with the agreement of the PC.

## Section 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	20,271	21,818	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	11,000	11,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,609	11,818	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,175	4,360	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10,887	21,985	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	21,818	18,291	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	21,818	18,291	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	25,945	36,205	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

## AGAR Explanation of Variances from Page 5 Section 2 Accounting Statements 2019/20

Explanation of variances – pro forma							
Name of smaller authority: <b>Yaxham</b>							
County area (local councils): <b>Norfolk</b>							
Insert figures from Section 1 of the AGAR in all <b>Blue</b> highlighted boxes							
Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:							
<ul style="list-style-type: none"> <li>variances of more than 15% between totals for individual boxes (except variances of less than £200);</li> <li>a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates &amp; levies value (Box 2).</li> </ul>							
	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	20,271	21,818				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	11,000	11,000	0	0.00%	NO		
3 Total Other Receipts	3,609	11,818	8,209	227.47%	YES		The £8,209 difference is accounted for by: one-off grants to purchase 2 bus-shelters (£3,534) & a SAM2 sign (£2,575); & an insurance payout to replace a bus-shelter (£2,662).
4 Staff Costs	2,175	4,360	2,185	100.46%	YES		The difference is accounted for because the Council has employed a Clerk throughout 2019/20 as opposed to for only 4.5 months in 2018/19.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	10,887	21,985	11,098	101.94%	YES		The £11,528 increased expenditure is primarily accounted for by the purchase of 2 bus-shelters (£7,068), a SAM2 sign (£3,150) and 3 village gateways (£2,005), and increased printing & publishing of community newsletters and consultations.
7 Balances Carried Forward	21,818	18,291			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	21,818	18,291				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	25,945	36,205	10,260	39.55%	YES		The net increase in fixed assets of £10,260 is primarily accounted for by the 2 new bus shelters (£7,068) and SAM2 sign (£3,150). The 3 Village Gateways have been paid for but installation was delayed by the Covid-19 emergency - and are therefore not yet on the asset register.
10 Total Borrowings	0	0	0	0.00%	NO		
Rounding errors of up to £2 are tolerable							
Variances of £200 or less are tolerable							
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)							



## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Yaxham Parish Council

County Area (local councils and parish meetings only): Norfolk \_\_\_\_\_

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Monday 29<sup>th</sup> June 2020

and ending on Friday 7<sup>th</sup> August 2020 \_\_\_\_\_

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020).

We have suggested the following dates: Monday 15 June – Friday 24 July 2020. The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020.)

*→Veronica Turner*

**Signed:** Veronica Turner

**Role:** Clerk/RFO

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

### Appointment of Internal Auditor for 2020/21

It is proposed that Max Bergin, who undertook the 2019/20 Internal Audit for Yaxham Parish Council be re-appointed to act as the Internal Auditor for Yaxham Parish Council for the Financial Year 2020/21 at a fee of £70.00.

### Yaxham Cares Project

This project has continued to work to the benefit of the whole community. It is evolving as lockdown eases. The total of number of volunteer trips this month has been 13. The main errands are now requests for collecting prescriptions, and a few remaining shopping trips. A huge thank you to all the organisers and volunteers – Yaxham at its best.

The expenditure versus budget to date are:

Income: £1,000 Norfolk Covid-19 Community Response Fund Grant

Expenditure to date (Ex VAT):

- Printing		
1 <sup>st</sup> leaflet	£ 72.98	
2 <sup>nd</sup> leaflet	£ 46.41	
3 <sup>rd</sup> Leaflet (1/4)	£ 22.25	
- badges & lanyards	£ 32.14	
- Zoom 4 months @ £11.99/month	£128.56	
- Clerk's hours £10/hr)	£100.00	
- Volunteers mileage costs at £3/trip	£132.00	(£39 to mid June, £30 to mid May, £63 to mid April from start)
- Banners x 2	<u>£105.73</u>	
	Total =	<u>£ 640.07</u>
	Remaining Balance	£ 359.93

What for the future?

- To continue to support those who are shielding or otherwise homebound as a result of Covid-19
- To consider how best to make use of the remaining funds
- To explore whether to transform Yaxham Cares into a permanent organisation to support the vulnerable in our community – such as the Good Neighbour scheme, see <https://www.goodneighbours.org.uk/>



**VE/VJ Project**

This project was initiated before the Covid-19 Emergency and centred on the 2<sup>nd</sup> Thursday Community Café at the Village Hall. With the Covid-19 Emergency VE Day celebrations were re-modelled on a virtual event on the 8<sup>th</sup> May 2020 special Bank Holiday. This was publicised via newsletter and email, and included quiz's and other exercises. The main focus for the events will now be the VJ Day celebrations on 15<sup>th</sup> August 2020. In addition Cllr Cheetham is developing a proposal for the planters in Yaxham.

Income: £500 from Breckland Council VE/VJ Grant

Expenditure to date (Ex VAT)

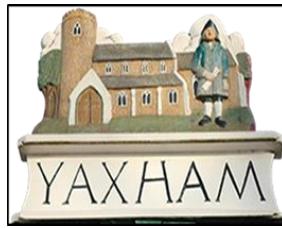
- Printing		
▪ 1 <sup>st</sup> leaflet shared with Yaxham Cares (3/4)	£66.75	
▪ VE Day paraphernalia	£49.95	
Total		<u>£116.70</u>
Remaining Balance		£383.30

**Proposed Sharing of Clerk's Costs with the Parish Charity**

It has become clear that there has been significantly increased activity of the Parish Charity in receiving grant applications, responding to these and submitting the application and further information to the Charity for decision. In addition, with the income exceeding £10,000 there is the work of finding, commissioning and supporting an Internal Auditor for the Charity, and the making of the extended annual Charity Return. There have as a consequence been more meetings to consider Charity business.

As a consequence the Clerk is spending significantly more time on Charity-related business. This is identified as averaging around an hour a week.

It is therefore proposed that, depending on advice, that either the Parish Council invoices the Parish Charity quarterly for 13 hours x the Clerk's applicable hourly rate, or the Clerk to invoice the Charity directly.



## **YAXHAM PARISH COUNCIL**

### **FREEDOM OF INFORMATION PUBLICATION SCHEME**

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

**Due for Review June 2021**

**YAXHAM PARISH COUNCIL**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**  
 (required by the Freedom of Information Act 2000)

**1. Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

- 1.1 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.2 The scheme commits an authority:
  - 1.2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
  - 1.2.2 To specify the information which is held by the authority and falls within the classifications below.
  - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - 1.2.4 To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme.
  - 1.2.6 To produce a schedule of any fees charged for access to information which is proactively available.
  - 1.2.7 To make this publication scheme available to the public.

**2. Classes of Information**

- 2.1 Who are we and what do we do. Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
- 2.6 Lists and Registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 The classes of information will not generally include:

- 2.8.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly to be protected from disclosure.
- 2.8.2 Information in draft form.
- 2.8.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### **3. The method by which information published under this scheme will be made available**

- 3.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
- 3.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 3.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- 3.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **4. Charges which may be made for information published under this scheme**

- 4.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:
  - a) photocopying
  - b) postage and packaging
  - c) the costs directly incurred as a result of viewing information
 Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **5. Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

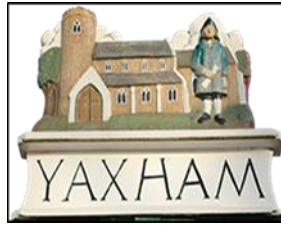
## Information available from Yaxham Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Who's who on the Council and its Committees	Website / Hard Copy
Contact details for Parish Clerk and Council Members	Website / Hard Copy
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Website / Hard Copy
Finalised budget	Website / Hard Copy
Precept	Website / Hard Copy
Borrowing approval letter (if applicable)	Website / Hard Copy
Financial Standing Orders and Regulations	Website / Hard Copy
Grants given and received	Website / Hard Copy
List of current contracts awarded and value of contract	Website / Hard Copy
Members' allowances and expenses regulations	Website / Hard Copy
Members' allowances Travel and Subsistence	Website / Hard Copy
Local Government Transparency Code for Smaller Authorities	Website / Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Neighbourhood Plan	Website / Hard Copy
Annual Report to Parish Meeting	Website / Hard Copy
<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Website / Hard Copy / Notice boards
Agendas of meetings	Website / Hard Copy / Notice boards
Minutes of meetings – <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Website / Hard Copy
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Hard Copy upon request
Responses to consultation papers	Hard Copy upon request
Responses to planning applications	Hard Copy upon request
Bye-laws	Hard Copy upon request
<b>Class 5 – Our policies and procedures</b>	
<b>Policies and procedures for the conduct of council business</b>	
Procedural standing orders	Website / Hard Copy
Delegated authority in respect of officers	Website / Hard Copy
Code of Conduct	Website / Hard Copy
Equal Opportunities policy	Website / Hard Copy
<b>Policies and procedures for the provision of services and about the employment of staff</b>	
Internal policies relating to the delivery of services/job descriptions	Hard Copy upon request
Disability Discrimination policy	Website / Hard Copy
Health and Safety policies	Website / Hard Copy
Recruitment policy	Website / Hard Copy
Policies and procedures for handling requests for information	Website / Hard Copy

Complaints policy (including those covering requests for information and operating the publication scheme)	Website / Hard Copy
<b>Other Policies</b>	
Community Engagement Strategy	Website / Hard Copy
Records management policies (records retention, destruction and archive)	Website / Hard Copy
Data protection policies	Website / Hard Copy
Anti-Fraud Policy	Website / Hard Copy
Co-option Policy	Website / Hard Copy
Grant Award Policy	Website / Hard Copy
Internal Audit Plan	Website / Hard Copy
Staff Training Policy	Website / Hard Copy
Financial and Risk Assessment	Website / Hard Copy
Safeguarding Policy	Website/Hard Copy
<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard Copy upon request
Assets Register	Website / Hard Copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy upon request
Register of members' interests	Hard Copy / Website link to Breckland Council
Register of gifts and hospitality	Hard Copy upon request
<b>Class 7 – The services we offer</b>	
Community centres and village halls	Hard Copy upon request
Parks, playing fields and recreational facilities	Hard Copy upon request
Seating, litter bins, clocks, memorials and lighting	Hard Copy upon request
Bus shelters	Hard Copy upon request
Agency agreements	Hard Copy upon request
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy upon request
<b>Additional Information</b>	
Any information that is not itemised by the lists above will be published here	

**Schedule of Charges – The charges apply for requests under both the Freedom of Information Act (FOIA) and the Environmental Information Regulations 2004 (EIR)**

Type of Charge	Description	Basic of Charge
Disbursement cost	Photocopying at 5p per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



## **YAXHAM PARISH COUNCIL**

### **Recruitment Policy**

**Reviewed and adopted at its meeting on 25.06.2020**

**To be reviewed in June 2021**

## Yaxham Parish Council

### Recruitment Policy

#### A Introduction

This procedure provides guidance to those involved in selecting staff on what Yaxham Council considers to be good practice.

The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Policy. All selection processes must take place within the framework laid down by this policy.

All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

#### B Aims

The key aims of the Council's selection procedures are:

- i. To maximise the effectiveness of the selection process;
- ii. To ensure that selection practice is in accordance with the Council's Equal Opportunities Policy and with equal opportunities legislation;
- iii. To ensure a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

#### C Elements in the Recruitment Process

##### 1 Job description

The job description and the person specification (*see 2 below*) form the basis for the selection process. In these depend the advertisement, further particulars, shortlisting criteria, structure of the interview and final selection.

Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Clerk to clarify the essential elements of the job and to ensure that the components remain relevant.

The job description will be included in the further particulars.

##### 2 Person specification

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up by referring to the summary of duties or job description the appointee will be required to undertake.



A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates.

Particular care should be taken to avoid discrimination.

### **3 Advertisements**

Posts can be advertised both internally and externally. All advertisements will be approved by the Clerk and conform to an agreed Council style.

The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualification and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. If there is some flexibility available this should be stated – for example, that applications from part-time or job share candidates would be considered. The advertisement should not be too wordy as this reduces impact.

### **4 Further particulars**

Following advertisement of a post the pack which is issued to enquirers will include the relevant Conditions of Service and, where appropriate, a set of Further Particulars. The purpose of the further particulars is to provide general information about the Council, its activities and about the particular post. They will expand on the information given in the advertisement and should specify any particular selection criteria associated with the post. These should be consistent with and based on the job description/summary of duties and the person specification.

The further particulars should contain a reference to a contact to whom informal enquiries regarding the nature of the post will be directed (normally the Clerk).

### **5 Applications**

The Council uses application forms for recruitment in respect of all staff. All potential applications should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercised. The form is designed also to elicit essential information from candidates.

### **6 Shortlisting**

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist. The composition of the Shortlisting Panel will vary according to the type of post being filled. Shortlisting will be undertaken by more than one person.

The person specification and the further particulars must be used as the basis for shortlisting against the factual elements and criteria specified. At this stage particular care should be taken to avoid discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for *not* shortlisting candidates.

Ideally, no more than six candidates should be identified for interview.

Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following the interview (*see 7 below*)

## **7 Interviews**

The Interview Panel will comprise normally the members of the Shortlisting Panel.

The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails.

Before the interviews begin the Panel will establish at the outset aspects of the candidate's qualifications and experience to be explored by each panel member. To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

At this stage we will check and photocopy one of the following documents to verify their ID:

- UK British passport or Full UK Birth Certificate and Proof of NI Number.
- EU Passport or ID Card.
- Non EU-Passport and Visa.

Once a photocopy has been taken original ID can be returned to the applicant.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such as questions contrary to the Council's Equal Opportunities Policy. Panel members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory.

Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all candidates at the end of the interviews.

When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate/s.

Once a decision had been made on whom to appoint, the reasons for *not* offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

## **8 Notification**

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the Clerk) and must be confirmed in writing by the Clerk.

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Clerk. Similarly, they should not enter into 'negotiations' with the successful candidate; this is the responsibility of the senior officer (normally the Clerk).



## **YAXHAM PARISH COUNCIL**

### **LONE WORKING POLICY**

**Reviewed and adopted at its meeting on 25.06.2020**

**To be reviewed in June 2021**

## Yaxham Parish Council Lone Working Policy

### **Introduction:**

1. Lone working is a common work situation in local government and while many hazards at work are relatively straightforward to identify and control, other aspects of work place health such as the risks posed to 'Lone Workers' are less easy to define.
2. The broad duties of Health and Safety at Work Act 1974 include considering lone working in the assessment of the risks associated with service activities as part of the Council's responsibility for the health, safety and welfare of their staff.
3. The Council must therefore have a systematic approach to assess the risks that a lone worker may face and take such action where possible to remove or reduce the risk to an acceptable level.
4. Employees also have a duty of care for their own safety, the safety of fellow workers, and of any person affected by the Parish Council's work activities.
5. Lone Workers are those who work by themselves without close or direct supervision.

**Principles:** The Parish Council will, so far as is reasonably practicable ensure that:

1. Employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
2. The risks to employee's health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate, introduce control measures to reduce the risk to an acceptable level or within statutory requirements.
3. Employees are given information, instruction and/or training if appropriate before being expected to work alone. The degree of information etc. will be dependent on the risk assessment.

### **Risk Assessment:**

1. The Parish Council need to investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Then ensure that measures are in place to control or avoid such risks.
2. The Parish Council should:
  1. involve staff when undertaking the required risk assessment process.
  2. Take steps to check control measures are in place
  3. Review risk assessments annually or when there has been a significant change in working practice.
3. The Parish Council are to ensure that suitable and efficient risk assessments are carried out. This process should identify the hazards associated with specific lone working activities and will determine appropriate control measures which must be implemented.

When carrying out the risk assessment particular consideration should be given to:

1. The remoteness or isolation of the workplace.
2. Risk from farm/other animals.
3. Any problems of communication.
4. Adverse weather.
5. Knowledge of the location and/or person
6. The nature of potential injury or damage to health
7. Previous incidents/accidents in relation to lone workers and their work activities.
8. The level of experience and knowledge of individuals.
9. The availability of first aid facilities.

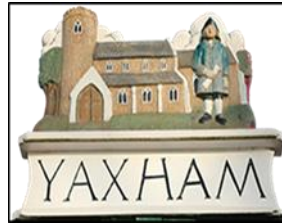
### **First Aid:**

1. The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide first aid facilities.

2. For lone workers consider the following additional points:
  1. Do they need a travelling first-aid kit
  2. Are they aware of where they can obtain medical assistance?

**Advice and Guidance for 'Lone Workers'**

1. Employees should carry out their own 'Personal Assessment' before undertaking any activity which involves working alone.
2. Before starting work employees should be advised that, if they have a feeling that something is wrong, that they should rely on their senses/professional judgement. They must not commence the task, but report to the Parish Council to seek clarification or advice.



## **YAXHAM PARISH COUNCIL**

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

**Reviewed and adopted at its meeting on 25.06.2020**

**To be reviewed in June 2021**

**YAXHAM PARISH COUNCIL**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**  
 (required by the Freedom of Information Act 2000)

**1. Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

- 1.3 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- 1.4 The scheme commits an authority:

- 1.4.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- 1.4.2 To specify the information which is held by the authority and falls within the classifications below.
- 1.4.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 1.4.4 To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- 1.4.5 To review and update on a regular basis the information the authority makes available under this scheme.
- 1.4.6 To produce a schedule of any fees charged for access to information which is proactively available.
- 1.4.7 To make this publication scheme available to the public.

**2. Classes of Information**

- 2.1 Who are we and what do we do. Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
- 2.6 Lists and Registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.



- 2.8 The classes of information will not generally include:
- 2.8.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly to be protected from disclosure.
  - 2.8.2 Information in draft form.
  - 2.8.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.
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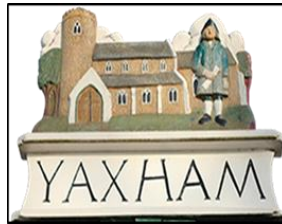
### Information available from Old Catton Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Who's who on the Council and its Committees	Website / Hard Copy
Contact details for Parish Clerk and Council Members	Website / Hard Copy
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Website / Hard Copy
Finalised budget	Website / Hard Copy
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Responses to consultation papers	Hard Copy upon request
Responses to planning applications	Hard Copy upon request
Bye-laws	Hard Copy upon request
<b>Class 5 – Our policies and procedures</b>	
<b>Policies and procedures for the conduct of council business</b>	
Procedural standing orders	Website / Hard Copy
Delegated authority in respect of officers	Website / Hard Copy
Code of Conduct	Website / Hard Copy
Equal Opportunities policy	Website / Hard Copy
<b>Policies and procedures for the provision of services and about the employment of staff</b>	
Internal policies relating to the delivery of services/job descriptions	Hard Copy upon request
Disability Discrimination policy	Website / Hard Copy
Health and Safety policies	Website / Hard Copy
Recruitment policy	Website / Hard Copy
Policies and procedures for handling requests for information	Website / Hard Copy
Complaints policy (including those covering requests for information and operating the publication scheme)	Website / Hard Copy

<b>Other Policies</b>	
Community Engagement Strategy	Website / Hard Copy
Records management policies (records retention, destruction and archive)	Website / Hard Copy
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Co-option Policy	Website / Hard Copy
Grant Award Policy	Website / Hard Copy
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Staff Training Policy	Website / Hard Copy
Financial and Risk Assessment	Website / Hard Copy
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Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy upon request
Register of members' interests	Hard Copy / Website link to Breckland Council
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<b>Class 7 – The services we offer</b>	
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<b>Additional Information</b>	
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Type of Charge	Description	Basic of Charge
Disbursement cost	Photocopying at 5p per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



## **YAXHAM PARISH COUNCIL**

### **Request for Access to Information**

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

**Due for Review June 2021**

**YAXHAM PARISH COUNCIL**  
**REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 200**

To: The Parish Clerk  
 Yaxham Parish Council  
 Mount Pleasant Farm  
 Carbrooke Lane  
 Shipdham, IP25 7RP

Telephone: 01362 821037  
 Email: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)  
 Website: [www.yaxham.com/parish-council](http://www.yaxham.com/parish-council)

In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to the following information which I believe to be held by Yaxham Parish Council. I understand that I may be required to pay a fee for the information and that, where a fee applies, the information will not be released by the Council until the fee has been paid.

I have checked the Council's Publication Scheme and can find no reference to the information I request access to.

I understand that I will not normally be given access to personal information unless I have obtained the written consent of that person.

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my application to be transferred to another public body. Where this is the case, I consent to my application being transferred.

My preferred form of access to the information is: (tick whichever is appropriate)

1. View/inspect original information
2. Receive copies by post
3. Receive electronic copies \*
4. Receive a digest or summary of the information by post or email \*
5. Other (please specify)

NB. \* Restricted to documents which are in electronic format.

My request applies to documents from \_\_\_\_\_ to \_\_\_\_\_

**Personal Details of Applicant***Please use BLOCK letters*

Surname:

First Name:

Address:

Tel (Home):

Tel (Business):

Mobile No:

Emails:

Signed:

Dated:

**Office Use Only**

Date FOI request received:

Date request transferred to another public body (where applicable):

Date Applicant informed of the transfer (where applicable):

Date Duty to Confirm/Deny exercised (exempt information only):

Date Fees Notice issued (where applicable):

Date by which fee to be paid (where applicable):

Date Applicant given reasons for decision not release the information and advised of the right to ask for an internal review of the decisions:

# Policy on the award of Grants

Adopted by Yaxham Parish Council (the Parish Council) at its Meeting on 25<sup>th</sup> June 2020.

1. The Parish Council will expect Applications for Medium and Larger projects to demonstrate how much additional funding from other sources that the Applicant has applied for, received or could apply for in the event that an Application to the Parish Council is successful, or explain why this is not practical. **Overall the Parish Council will expect all applicants to seek to secure external funding to contribute to a proportion of the project, and for Medium and Large applicants where possible to achieve at least £1 for every £1 granted.**
2. The Parish Council reserves the right to make all or part of the award of a grant contingent on the Applicant successfully securing additional funding from other sources, and/or securing planning permission or any other permissions that may be required for the project to proceed.
3. Applications for funds for projects should be made in writing to the Clerk using the forms attached. Any grants awarded will be limited to the uses as set out in the Application. The Parish Council will periodically request confirmation of the use of the grant made in line with the Application. If a project fails to proceed or there are funds remaining at a project's completion, then all unused funds are to be returned to the Parish Council. If an Applicant needs to vary the terms of the grant award, then they should write to the Clerk setting out the proposal for the Parish Council to consider.
4. An application form should be completed with any information the applicant feels necessary. The Parish Council will consider the application at its next. Completed application and supporting information shall be provided by the applicant by email or post so that it arrives 10 days before the next scheduled meeting of the Council to ensure that it is included on that meeting's agenda.
5. The Parish Council may:
  - a. grant all or part of the sum requested, reject the application or request further information to enable it make an informed decision;
  - b. make any grant in the form of single or staged payments, all or part may be in the form of a loan, or in such form as it sees fit;
  - c. attach reporting or other conditions to any grant that it sees necessary to the grant, and the signature of the recipient accepting such terms will be required before the grant is made available
6. The decision of the Parish Council is final and the reasons for accepting, varying or refusing the application will be made available to the applicant and to parishioners in the Minutes of the Parish Council meeting.
7. Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

**Application Forms can be found at:** <http://yaxham.com/parish-council/parish-council-finance/>

- Smaller Project Application Form
- Medium & Larger Project Application Form

**Send completed Application Forms to: Email:** [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

### **What types of projects are eligible?**

The following list is not exhaustive, and consideration is given to any projects that meet the Parish Council's aims and objectives.

- One-off community events such as community fun day expenses, litter-picking, sports events etc
- Contributing to the purchasing of major capital items such as to support or encourage community sports facilities
- Purchasing items to run a project such as specialised medical equipment, sports and exercise equipment for local club, arts and craft materials for a workshop or for a youth project.
- Improvements to community buildings and facilities such as painting or refurbishing buildings, or upgrading and improving existing community facilities
- Improvements to external spaces such as park clean ups, community gardens, disabled access projects, food growing projects, woodland walk.
- Purchasing materials to undertake a place based improvement project such as buying paint, litter pickers, gravel, grass seed, plants, and benches.

### **Who can apply?**

Applications will be accepted from a wide range of organisations within the Parish of Yaxham including:

- Voluntary/community organisations
- Registered charities
- Yaxham CofE (VA) Primary School
- Sports clubs
- Community groups
- Other not-for-profit organisations might also be eligible
- Businesses and 'for profit' organisations are not eligible.

### **How much can we apply for?**

Grants are split into three categories

1. Up to £1,000 – Smaller Projects
2. £1,001 £10,000 – Medium Projects
3. £10,001 or greater – Large Projects