Brancaster Parish Council

27th May 2026

Dear Sir/ Madam
You are hereby summoned to attend the Full Council Meeting to be held in the Brancaster Village Hall on Tuesday 2nd June 2026, at 6.30pm for the purpose of transacting the business listed on the agenda below.

Brancaster Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session.
The law does not permit members of the public and press to take part in the debates.

Yours faithfully

Doreen Joy – Locum Clerk
Tel: 0781 2357740
Email: Clerk@brancaster-pc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations
Localism Act 2011 Sec 31 & 33
If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings
3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 5th May 2026.

04 Chairmans Report

05 Public Participation Time
Public Bodies(Admission to Meetings)Act 1960
The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.
To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

06 MATTERS FROM PREVIOUS MEETINGS
To report on progress on items from previous meetings. No decisions may be taken.

07 Committees

7.1 To consider and agree the Employment Committee Terms of Reference.
7.2 To appoint the members of the Employment Committee.
7.3 To appoint the Chair and Vice Chair of the Employment Committee.
7.4 To consider and agree the Budget Working Group Terms of Reference.
7.5 To agree the Chair and Vice Chair of the Budget Working Group.
7.6 Update on working groups and to consider and agree any actions. (Clerk)

08 Finance

8.1 To consider and agree May's reconciliations accounts.
8.2 To consider and agree June's payments.
8.3 To consider and agree the asset register for 2025-2026.
8.4 Update on CIL funding and to consider and agree any actions. (AD)
8.5 To consider and agree if to pay for the BCSC's insurance.

09 Planning Building and Environment.

9.1 Update on Restorative Justice and to consider and agree any actions.
9.2 To consider and agree the arrangements for the grass cutting for the Churches.
9.3 To consider and agree if to have a memorial bench in the village and the procedure for it.
9.4 To consider and agree Council's response to:
26/00775/F
Single storey extension to dwelling and 3 new dormer windows to already partly converted loft space at
Town Farm Main Road Brancaster King's Lynn Norfolk PE31 8AP
9.5 Update on Councils decorative noticeboards and to consider and agree any actions.
9.6 To consider and agree to purchase grass see for the matted areas at Brancaster Village Hall and Brancaster Staithe Village Green. (AD)

10 Policies, Documents and Communications.

10.1 To review and agree Councils Standing Orders.
10.2 To review and agree Councils Financial Regulations.
10.3 To review and agree Councils Code of Conduct.
10.4 To review and agree Councils Scheme of Delegation.
10.5 To review and agree Councils Complaints Policy.
10.6 To review and agree Councils Freedom of Information Policy.
10.7 To review and agree Councils Grants Policy and procedures.
10.8 To review and agree Councils Data Protection Policy.
10.9 To consider and agree changing over Councils email provider to Zimba (AD)
10.10 To consider and agree the Employment Committee meeting dates.
10.11 To consider and agree Councils representations on external bodies:
Saxon Shore
Brancaster Commons Committee
Barrow Commons Committee
Brancaster Staithe Village Green (The Hard) with NT & Hard Repairs Project with NT & BSSC
Brancaster Car Park Representatives
Sea Defence Committee
Brancaster Staithe Hard Group.
10.12 Update on Council's emails and to consider and agree any actions (AD)
10.13 To consider and agree a contact address for the Council.

12 **To Report any other business.**
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:
Planning applications :
26/00406/F
26/00727/F

13. Exclusion of the Press and Public To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

13.1 Update on the Sports Ground lease and arrangements and to consider and agree any actions.

13.2 To review councils contracts and to consider and agree any actions.

13.3 Update on Employment issues and to consider and agree any actions.

13 **Date of Next Meeting**

13.1 To confirm that the date of the next Meeting of the Council 7th July 2026.

BRANCASTER PARISH COUNCIL AGM

BRANCASTER PARISH COUNCIL MEETING MINUTES
Clerk for the meeting: Alex Angles
Email: clerk@Brancaster-pc.gov.uk

Location: Brancaster Staithe & Burnham Deepdale Village hall
Time: 18:30
Date: 5th May 2026
Present: Cllr Tom de Winton (TdW)| **Chair**, Cllr Annalisa Dovey (AD) **Vice Chair** | Cllr Susie Ullswater (SU), Cllr Briony Bax (BB), Cllr William Gardiner (WG) Cllr Stephen Bocking (SB) Cllr Val Carpenter (VC), Cllr Celia Borthwick (CB), Cllr Simon Osborn (SO), Alex Angles (AA) Minutes.

Members of public: approx. 10

1. **Welcome by the Chair**
TdW welcomed public. Meeting opened at 18:30

1.1. Cllr TdW presented Annual Report. See additional document.

Member of the public, Chris Cottom (CC) and AA notified TdW that they will record the meeting. TdW confirmed with Cllrs and Public, no objections received.

2. Present and apologies: Council resolved to accept apology from Cllr Tim O'Sullivan (TS)

3. Election of Chair: Standing Order 4. Council discussed possible change of Chair. TdW proposed as Chair

Proposed WG / seconded SO / 5 in favour / 1 against / 3 abstained

TdW signed

4. Election of Vice Chair; Standing Order 4. Council discussed election of vice chair and proposed Annalisa Dovey

Proposed CB / seconded BB / 6 in favour / 1 against / 2 abstain

TdW signed

5. Declarations of Interest and requests for dispensations: Council received declaration from AD who prepared finance reports so will abstain from voting.

6. Public session: Council received comments from the public re planning application ref: 26/00643/F.

Council received no notice of planning applications on the agenda, however one applicant was present with architect from Atelier Associates. Council were presented with hard copy of design for renovation of a shed (approx 16 sq meters) to make a writing studio with log burner. Council asked many questions and agreed to submit final comments to DJ by Friday 8th May.

7. Governance

7.1. Minutes of Previous Meetings: Council resolved to approve minutes from PC meeting 7th April 2026 with amendment raised by WG: 9.3 clarification of the purchase of RTC.

Proposed AD / seconded SU / unanimous

TdW signed

7.2. Standing order 4.J. Business to be conducted at the Annual General Council Meeting.

8.2.1. SO 4.J.Xviii. Council reviewed expenditure incurred under s.137 of the Local Government Act 1972. AD clarified overspend and limits of allowed spending.

8.2.2. SO 4.J.xix. Council Determined the time and place of ordinary meetings of Council up to and including the next annual meeting of Council.

• Council resolved to move to 11 meetings per year. No meeting to be held in August unless deemed necessary due to excess business. A meeting in August may be proposed at the July meeting.

Proposed WG / seconded CB / unanimous

TdW signed

• Council discussed holding every meeting on 1st of month or making exceptions for September & December where the 1st Tuesday falls on 1st of the month, making preparations of finance reports, extremely difficult. Council resolved to hold meetings on 8th for months September & December 2026

Proposed WG / seconded VC / 7 in favour / 1 against / 1 abstained

TdW signed

• Council resolved to alternate AGM halls (May 2027 – BVH or BS & BD VH)

Proposed AD / seconded WG / unanimous

TdW signed

7.3. Council motioned to suspend the following parts of Standing order 4J, to be considered at the next available PC meeting (June 2026)

- SO 4.j.iii Review And Agree Delegations arrangements to Staff & other local authorities
  - o Delegation policy: to review and agree
  - o Delegated powers: to review and Agree
- SO 4.j. iv. Review of the terms of reference for working groups;
- SO 4.j.v. Appointment of members to existing working groups;
  - o Finance Group
  - o Personnel Group
  - o Asset Group
  - o Events Group
  - o Communications Group
- SO 4.j.vi. Appointment of any new working groups;
- SO 4.j.vii. Review and adoption of appropriate standing orders and financial regulations
  - o Standing Orders: to review & adopt
  - o Financial Regulations: To review and Adopt

- o Code of Conduct: To review and Agree
- SO 4.j.viii. Review of arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses.
  - o Mowing Contracts
  - o MOU on Village Green Management with National Trust
  - o Dog waste Bin Emptying – weekly except Easter – Autumn Half term where it is twice weekly
  - o RWNGC: Rents
  - o Brancaster Sports Club arrangements for management of playground and playing field
  - o Allotment Society for the Management of the Allotments,
  - o NCC: provision of data for Flood signs
  - o ECS Computer Support
- SO 4.j.ix. Review of representation on or work with external bodies and arrangements for reporting back;
  - o Saxon Shore
  - o Brancaster Commons Committee
  - o Barrow Commons Committee
  - o Brancaster Staithe Village Green (The Hard) with NT & Hard Repairs Project with NT & BSSC
  - o Brancaster Car Park Representatives
  - o Sea Defence Committee
- SO 4.j.xi. Review of inventory of land and other assets including buildings and office equipment;
- SO 4.j.xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- SO 4.j.xiii. Review of the Council's and/or staff subscriptions to other bodies;
  - o NALC
  - o SLCC
  - o ICO
- SO 4.j.xiv. Review of the Council's complaints procedure;• SO 4.j. xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 10, 19 and 20);
- SO 4.j.xvi. Review of the Council's policy for dealing with the press/media;
- SO 4.j.xvii. Review of the Council's employment policies and procedures;
- Review of Council risk assessments

Proposed VC / seconded CB / unanimous

TdW signed

8. Reports Council received reports and updates for information only and considered motions for resolution where indicated

8.1. County Councillor Report: Council received news that Andrew Jamieson would not be standing for County Council and agreed that a thank you letter for his service be sent.

Proposed SU / seconded SB / unanimous

Action: Send letter

8.2. Borough Councillor Report: Council received (Verbal) update from TdW regarding a change to the Ward: The ward formerly know as Brancaster Saxon Shore will become

Brancaster and Docking to include Brancaster, Brancaster Staithe, Titchwell, Ringsted, Holme Next the sea, Thornham, Cholsley, and Old Hunstanton. Electorate 3384.

8.3. Clerk report: Council received (Verbal) report from AD. DJ has been hired as locum Clerk. Handover of responsibilities is in progress. DJ has requested to meet all Cllrs before the next meeting.

8.4. Restorative Justice: Council received (Verbal) update from CB. Less work was completed due to insufficient insurance. Council understand that insurance for workers is in place but 3rd party liability to protect the public may be missing.

Action: DJ to confirm appropriate insurance is in place

8.5. NT & BPC Village Green meeting report Council received (Verbal) report from TdW, AD and CB. NT have agreed that they are responsible for maintaining the hard. Concerns were raised regarding the location of vendors (Crab Shed & Ice Cream van) in relation to queueing and safety. TdW is keen for NT to take their responsibilities for hard upkeep more seriously. Harbour Donations and rent from vendors lacks clarity in terms of lessor. The key for the donation box is missing. TdW has issued a statement of intent that Council will take more direct interest in the management of Village Green.

8.5.1. Motion to design & seek quote for Brancaster Staithe Village Green signage to revert in June for council approval.

Proposed WG / seconded BB / 8 in favour / 1 abstain

TdW signed

Action: BB to draft signs using Canva.

8.5.2. Council discussed progress of grass seeding, lack of rain, temporary installation of sleepers and the sailing club (BSSC) lease in regards to responsibilities for upkeep.

9. Finance

9.1. End of Month Finance Report: End of April 2026

9.1.1. Council noted account balances from AD: £12,274 in currant account and £194,700 in savings. Total £ 206,974. AD confirmed that accounts reconcile.

9.1.2. CB requested correction of a £100 payment from RWNGC. Currently listed as donation.

Action: *AD to ask DJ to make amendment*.

9.1.2. Council approved reconciliation of accounts Eo April 2026

Carried by consensus.

9.1.3. Council confirmed receipt of End of April 2026 Payments report

- No payments have been made under delegated authority

Carried by consensus.

- Council approved payments made

Carried by consensus.

• Council motioned to approved upcoming expenditure: £17,455 total

Proposed BB / seconded SO / 8 in favour / 1 abstained

TdW signed

9.2. Revised Budget: The revised budget following accurate year end figures was not available.

9.3. Direct Debits, Standing Orders:

9.3.1. Council received DD / SO list for 25_26

9.3.2. Council agreed DD / SO list for 26_27 with 3 additional DD payments.

Proposed BB / seconded WG / 8 in favour / 1 abstained

TdW signed

9.4. Grant Requests: Council received and discussed:

9.4.1. Brancaster Staithe & Burnham Deepdale Village hall Water heaters - grant request of £727.90 - having found funding of £2300 (papers previously circulated)

Proposed VC / seconded BB / unanimous

TdW signed

10. Planning

10.1. 10.2. Delegated Planning Decisions: None made

Planning Applications: Council received planning application ref: 26/00643/F.

11. Assets Council received updates on asset maintenance works and approved the following suggestions and actions:

11.1. Defibrillator: Council approved the purchase of defib pads: £150

Proposed VC / seconded AD / unanimous

TdW signed

11.2. Brancaster Staithe Village Green Hard works: Council discussed pump washing of silt at zero cost. AD provided verbal update.

Proposed WG / seconded AD / unanimous

TdW signed

11.3. Brancaster Playing field Overflow end gate: Council received further info and motioned to seek quotes and proceed with adding drop fencing (provisional budget £200 or revert to council)

Proposed CB / seconded AD / 7 in favour / 2 abstain

TdW signed

11.4. Brancaster Playing field Overflow: Council discussed tidying up hedge line, remove waste bin surround and agreed to discuss with Herringwood (contractor) if this has already been included in a previous quote.

Council agreed to discuss this again in August

11.5. Brancaster Playing field Signage:

11.5.1. Council discussed Overflow car park signage printing and installation (max budget £100)

11.5.2. Council discussed Welcome map, ownership signage and agreed:

Asset Group & BB to create draft signage to present at next meeting

11.6. Village Sign: Council were updated by WG and agreed budget of £200

WG to action.

Proposed WG / seconded SU / unanimous

TdW signed

12. HR

12.1. Locum Clerk: Council confirmed that a Locum Clerk (DJ) has been recruited

12.2. Permanent Clerk recruitment:

12.2.1. Council discussed and approved SCP for Clerk recruitment: SCP 16-18 with £5 per hour “Brancaster-weighting” uplift.

Proposed TdW / seconded WG / unanimous

TdW signed

12.2.3. Council discussed and approved advertising of Clerk Role – SLCC / NALC / Website and other advertising services with £25 budget

Proposed AD / seconded BB / unanimous

TdW signed

13. Correspondence: None received

14. Additional item Barrow Common Committee: verbal report from SB citing concerns for the preservation of the common land.

SB to email DJ for the item to discussed at the next meeting

15. Proposal to extend meeting by 10 mins

Proposed AD carried by consensus

16. Public Session: Council received the following public comments:
Member of the public (MoP) concerned for the upkeep of defibrillator and was reassured that all checks were diligently executed.
MoP requested and received clarification on the proposal to use a water pump to clear mud from the Staithe slipways and enforcement of village green signage.
TdW requested an update on a 1st responder kit that had been assigned to a volunteer who may now be unable to volunteer.

16. Meeting dates: Council confirmed next meeting date: Tuesday 2nd June 2026: 6.30pm

16. Private session: Chair closed the meeting to the public at 2040.

Brancaster Parish Council

Employment Committee
Terms of Reference

1. Committee

The Employment Committee is constituted as a Standing Committee of the Council.

2. Members

Four Councillors appointed annually at the Annual Meeting of the Town Council as voting members.
The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Council, then they shall declare such interest as soonas it becomes apparent, disclosing the nature and extent of the interest as required.
If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Full Council their Annual Meeting.

The powers of the Chair are to run the meeting and have the casting vote in the case of an equal vote.

The powers of the Vice-Chair is to step in for the Chair if they are unable to attend a meeting.

6. Meetings

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

7. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

8. Terms Of Reference

To review the Terms of Reference of the Employment Committee, when necessary, the committee to make recommendations to Full Council.

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9. Responsibilities

The Employment Committee has the delegated authority for the Council:

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To conduct 6 monthly reviews and an annual appraisal for each employee and to report recommendations to Council.
- To ensure the Council complies with all legislative requirements relating to the employment.
- To deal with any disciplinary or grievance matters in accordance with the Council's adopted procedures.
- To annually review all employment policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy.
- To oversee the appointment and recruitment process of Council employees and make recommendations to Full Council.
- To develop and support all employees.

Budget Working Group
Terms of Reference

1. Working Group
The Group is a working group of Council.

2. Members
The Working Group is made up of Councillors. The quorum of the Working Group shall be 3 Members.
Any member wishing to join the working group must be agreed and voted on by Full Council .
No more than 5 members shall be appointed to the working group.

3. Chairman and Vice-Chairman
The Chairman and Vice-Chairman are to be appointed by the working group at their first Meeting.

4. Meetings
The working group will call meetings as and when needed.

5. Terms of Reference
To review the Terms of Reference of the Working Group at the Annual Meeting of the Council and when necessary, the working group to make appropriate recommendations to Full Council .

6. Responsibilities
The Working Group has the overall responsibility for the management of the task given to it by Full Council or the Committee that appointed it.
The Working Group must ensure they run in accordance with legislative requirements,regulations, and guidelines.
These will include:
• To make recommendations to Full Council of the budget.
• To make recommendations to Full Council of the Precept.
• To make recommendations to Full Council of Earmarked Reserves

7. Minutes
Informal minutes will be taken at the meeting and distributed to Working Group members and Full Council.

8. Reporting to Council
The Chair of the Working Committee must report to Full Council .

Difference Between a Committee and a Working Group

Purpose

Parish councils use both committees and working groups to manage their workload. Although they may appear similar, they have very different legal status, powers, and transparency requirements. Understanding these differences ensures the council operates lawfully and efficiently.

1. Committees

A committee is a formal decision-making body of the council.

Key Features

- Created by a resolution of the council.
- Has legal status under the Local Government Act.
- May be given delegated authority to make decisions on behalf of the council.
- Must meet in public, with agendas published at least 3 clear days in advance.
- Must keep and publish formal minutes.
- Membership is usually councillors only (non-councillors allowed on some committees, but not Finance).
- Must meet quorum requirements.

When to Use

- Ongoing areas of business (Planning, Staffing, Finance).
- When decisions are needed between full council meetings.
- When transparency and accountability are essential.

2. Working Groups

A working group is an informal advisory body.

Key Features

- Has no legal status and cannot make decisions.
- Cannot commit or spend council funds.
- Can include councillors, residents, experts, and community representatives.
- Not required to meet in public or publish agendas.
- Should report findings and recommendations back to full council or a committee.
- Best suited to short-term projects or research tasks.

When to Use

- Detailed exploration of an issue.
- Community-led or specialist projects.
- Time-limited tasks such as events, consultations, or project scoping.

3. Key Differences at a Glance

- Committees are formal bodies; working groups are informal advisory groups.
- Committees can make decisions; working groups cannot.
- Committees may have spending powers; working groups have none.
- Committees meet in public; working groups are not required to.
- Committees publish minutes; working groups may keep informal notes.
- Committees are usually councillors only; working groups can include anyone appointed.

4. Summary

Committees are formal, transparent, decision-making bodies. Working groups are informal, flexible, advisory groups. Working groups support the council; committees act on behalf of the council. Choosing the right structure ensures lawful governance and effective use of councillor and community expertise.

				2021/2022	2022/2023	2023/2024	2024/2025	SUM TO INSURE2025/2026	RE STATED VALUE	CONDITION WORK REQ			
AL001	BR	~~Village green~~	~~Notice Board 1~~	£475	£0	£0	£1,500	£1,500	£1,500		y	replaced 2023	
AL002	BR	Village Green	Bench 2 - Brett memorial	£1	£1	£1	£650	£1,000	£1		y	amended 2022 - as gift	Cleaned and re oiled 2019
AL003	BR	Village Green	Village Sign	£1	£1	£1	£6,000	£7,000	£7,000		y	pucrchase date uncertain	refurb 2009/re oiled 2018
AL004	BR	Village Green	Concrete bollards and wooden posts	£350	£350	£350	£750	£800	£350				
AL005	BR	Village Green	Millstone (2016)	£1	£1	£1	£750	£1,500	£1			Gifted	
AL006	BR	Village Green	Millstone Frame	£485	£485	£485	£750	£800	£1				
AL007	BR	Village Green	Village Green (Land)	£1	£1	£1	£0	£0	£1		y		**Not registered -exact shape tbc**
AL008	BR	Village Green	Shoeing ring (2016)	£1	£1	£1	£750	£800	£1			Gifted	
AL009	BR	Opposite Village Green Main Rd	Bench 1 - wooden	£340	£340	£340	£650	£700	£475		y		re oiled 2019
AL010	BR	Top of Broad Lane	Bench 3 - recycled	£475	£475	£475	£650	£700	£475		y		
AL011	BR	Broad Lane	Bench 6	£475	£475	£475	£650	£700	£475		y	concrete uprights	
AL012	BR	Beach Road	Iron Railings	£4,200	£4,200	£4,200	£7,500	£10,000	£10,000				
AL013	BR	Beach Road	2 metal gates, railings and posts	£2,400	£2,400	£2,400	£7,500	£5,000	£5,000				
AL014	BR	Seven Edges Lane	Five Bar gate and posts	£380	£380	£380	£1,250	£1,350	£1,350				
AL015	BR	Seven Edges Lane	Pair parallel bars and wooden fence	£74	£74	£74	£750	£800	£800				
AL016	BR	Beach Road Bank	Bench 5 - Dowson Memorial	£1	£1	£1	£650	£700	£1		y		**A gift £1?**
AL017	BR	London Street	5 bar gate and posts	£630	£630	£630	£1,250	£1,350	£1,350				
AL018	BR	London Street	Kissing gates	£269	£269	£269	£1,250	£1,350	£1,350				
AL019	BR	Marsh Drove	5 bar gate and posts and rails	£590	£590	£590	£1,250	£1,350	£1,350				
AL020	BR	Marsh Drove	Kissing gates	£269	£269	£269	£1,250	£1,350	£1,350				
AL021	BR	Coastal Path - Marsh Drove	5 bar gate, posts and wire fence	£530	£530	£530	£1,250	£1,350	£1,350			2017 list includes a stile	
AL022	BR	London Street/Marsh Drove footpath	2 pairs parallel bars	£110	£110	£110	£400	£500	£500				
AL023	BR	A149 opposite London St	Bus Shelter 1	£2,500	£2,500	£2,500	£15,000	£16,000	£16,000		y		
AL024	BR	A149 opposite London St	Bench 4 - wooden	£340	£340	£340	£650	£700	£700		y		
AL025	BR	A149 opposite London St	BT Kiosk	£1	£1	£1	£1,000	£5,000	£5,000		y	K6 DESIGN	
AL026	BR	A149 footpath Village Hall to Cross Lane	2 pairs parallel bars	£110	£110	£110	£400	£500	£500				
AL027	BR	~~Playing Field~~	~~Notice Board~~	£475	£0	£0	£1,500	£1,500	£1,500		y	replaced 2023	
AL028	BR	Playing Field	Seat (Recycled materials) (2009)	£340	£340	£340	£650	£700	£700				
AL029	BR	Playing Field	2 Wooden Gates	£250	£250	£250	£750	£800	£800				
AL030	BR	Playing Field	Picket Fence	£5,608	£5,608	£5,608	£6,000	£6,500	£6,500		y	replacement arranged 2022	
AL031	BR	Playing Field	Container	£2,100	£2,100	£2,100	£6,000	£0	£0			SOLD AND REMOVED £150 1.02.2025 PS	
~~AL032~~	~~BR~~	~~Playing Field~~	~~Defibrillator~~	~~£2,145~~	~~£2,145~~	~~£0~~	~~£2,500~~	~~£2,500~~	~~£0~~			~~affixed BVH ins.E Wall - DEF563518SS, CHT 13-809~~	~~**new pads and battery 17/5/22**~~
AL033	BR	Playing Field	Playing field (land)	£1	£1	£1	£0	£0	£1		y		
AL034	BR	Playing Field	Entrance to BVH - east strip	£1	£1	£1	£0	£0	£1		y	LR confirms - cut out BVH on construction	
AL035	BR	Playing Field	Metal gate and bollards	£1	£1	£1	£1,250	£1,500	£1,500			2015 SW of playing field	
AL036	BR	Playing Field	Memorial Tree	£1	£1	£1	£150	£0	£0			at SW corner	
AL037	BR	Play Equipment	Table Tennis Table	£1	£1	£1	£3,500	£3,500	£3,500		y	Paid for by BSSC - BPC asset 2021	
AL038	BR	Play Equipment	Sports court	£1	£21,781	£21,781	£70,000	£90,000	£90,000			resurfaced 2024 - cost £21,780	
AL039	BR	Play Equipment	Tennis net	£1	£1	£1	£700	£800	£1			All equipment formally adopted 2021 @ £1ea	
AL040	BR	Play Equipment	5 a side football goals	£1	£1	£1	£900	£1,000	£1			All equipment formally adopted 2021 @ £1ea	
AL041	BR	Play Equipment	Vega swing	£965	£965	£965	£3,750	£4,000	£3,750			new frame 2022	
AL042	BR	Play Equipment	Super nova	£1	£1	£1	£7,500	£7,500	£1			All equipment formally adopted 2021 @ £1ea	
AL043	BR	Play Equipment	Wacky spinner	£1	£1	£1	£2,250	£2,500	£1			All equipment formally adopted 2021 @ £1ea	
AL044	BR	Play Equipment	Security fencing	£1	£1	£1	£1,300	£1,400	£1				**is this a duplicate?**
AL045	BR	Play Equipment	Litcham extension	£1	£1	£1	£6,000	£10,000	£1			All equipment formally adopted 2021 @ £1ea	
AL046	BR	Play Equipment	3 way see-saw	£1	£1	£1	£3,750	£3,500	£1			All equipment formally adopted 2021 @ £1ea	
AL047	BR	Play Equipment	Springies	£1	£1	£1	£1,500	£2,500	£1			All equipment formally adopted 2021 @ £1ea	
AL048	BR	Play Equipment	2 tables	£1	£1	£1	£1,250	£1,400	£1			All equipment formally adopted 2021 @ £1ea	
AL049	BR	Play Equipment	Play hut	£1	£1	£1	£1,600	£1,750	£1			All equipment formally adopted 2021 @ £1ea	
AL050	BR	Play Equipment	Spica	£1	£1	£1	£2,500	£3,000	£1			All equipment formally adopted 2021 @ £1ea	
AL051	BR	Play Equipment	Petanque Court	£3,125	£3,125	£3,125	£4,500	£4,000	£3,125			new 2022	
AL052	BR	High Street	Cast Iron Pump	£73	£73	£73	£7,500	£5,000	£5,000		y		
AL053	BR	High Street	Pump enclosure (2003)	£3,000	£3,000	£3,000	£6,500	£6,000	£3,000		y	Roof refurb 2017; timber and brick with pantiles	
AL054	BR	High Street	Bus Shelter 2 (2019)	£4,980	£4,980	£4,980	£15,000	£16,000	£4,980		y	Under PPS - NCC paid half	
AL055	BR	High Street	Bus Shelter 3 (2019)	£4,980	£4,980	£4,980	£15,000	£16,000	£4,980		y	Under PPS - NCC paid half	
AL056	BR	Green Common Lane	Cast iron protector for Jubilee Tree (2003/4)	£74	£74	£74	£1,200	£1,200	£74		y		
AL057	BR	Green Common Lane	Jubilee tree	£1	£1	£1	£150	£0	£0		y		
AL058	BR	Green Common Lane	Bench 7 - recycled	£340	£340	£340	£650	£700	£340		y	2009	
AL059	BR	Green Common Lane	5 bar gate and posts	£450	£450	£450	£1,200	£1,300	£450				
AL060	BR	Gates - Titchwell Rd	Village Gates - purchased 2021	£1,455	£1,455	£1,455	£7,500	£5,000	£1,455		y	Under PPS - NCC paid half	
AL061	BR	Gates - Mill Hill	Village Gates - purchased 2021	£1,233	£1,233	£1,233	£6,000	£5,000	£1,233		y	Under PPS - NCC paid half	
AL062	BR	Gates - Main Rd	Village Gates - purchased 2021	£1,169	£1,169	£1,169	£6,000	£5,000	£1,169		y	Under PPS - NCC paid half	
AL063	BR	Allotments	Deer Fence	£6,401	£6,401	£6,401	£7,500	£5,000	£6,401			new 2022	
AL064	BSD	The Green and Harbour	5 bar gate, kissing gate, posts and wire fence	£649	£649	£649	£6,000	£6,500	£649				
AL065	BSD	The Green and Harbour	Village Sign	£1	£1	£1	£6,000	£7,000	£6,000		y		
AL066	BSD	The Green and Harbour	Bench 10 - G Snelling Memorial	£1	£1	£1	£650	£700	£1		y		**if gift £1**
AL067	BSD	A149 Opposite Jolly Sailors	Bus Shelter 4 (2019)	£4,980	£4,980	£4,980	£15,000	£16,000	£4,980		y	Under PPS - NCC paid half	
AL068	BSD	Village Hall (Driveway)	Telephone Kiosk 2	£1	£1	£1	£1,000	£1,100	£1		y	2015 - £1	
AL069	BSD	~~Village Hall (Driveway)~~	~~Notice Board 2~~	£475	£0	£0	£1,500	£1,500	£1,500		y	replaced 2023	
AL070	BSD	Dale End	Bench 11	£340	£340	£340	£650	£700	£340		y		

AL071	**BSD**	Dale End	Bus Shelter 5 (2019)	£4,980	£4,980	£4,980	£15,000	£16,000	£4,980		y	Under PPS - NCC paid half	
AL072	**BSD**	Dalegate Lane	Bus Shelter 6 (2017)	£4,250	£4,250	£4,250	£15,000	£16,000	£4,250		y	Under PPS - NCC paid half	
AL073	**BSD**	~~Dalegate Lane~~	~~Notice Board~~	£475	£0	£0	£1,500	£0	£0		y		
AL074	**BSD**	Dalegate Lane	Bench 8	£340	£340	£340	£650	£700	£340		y	2017	
AL075	**BSD**	Nr Deepdale Church	Bench 9 - recycled	£340	£340	£340	£650	£700	£340		y	2009	
AL076	**BSD**	Malthouse Yard	Memorial seat	£1	£1	£1	£650	£700	£1			recyclable - 2009	no idea where this is
AL077	**BSD**	Gates - A149	Village Gates - purchased 2021	£1,690	£1,690	£1,690	£10,000	£11,000	£1,690		y	Under PPS - NCC paid half	
AL078	**BSD**	Gates - Whiteway Rd	Village Gates - purchased 2021	£807	£807	£807	£4,500	£5,000	£807			Under PPS - NCC paid half	
AL079	**BSD**	Barrow Common	Bench - Woodshead Memorial - teak	£1	£1	£1	£1,100	£700	£1				
AL080	**BSD**	Barrow Common	Bench - Friends of BC	£1	£1	£1	£650	£700	£1				
AL081	**BSD**	Barrow Common	Bench - sponsored - recycled	£1	£1	£1	£650	£700	£1				
AL082	**BSD**	Barrow Common	Bench - sponsored - recycled	£1	£1	£1	£650	£700	£1				
AL083	**BSD**	Barrow Common	Bench - sponsored - recycled	£1	£1	£1	£650	£700	£1				
AL084	**COMB**	movable	2 x SAM Machines - 2015	£3,585	£3,585	£3,585	£8,000	£8,500	£7,170		n/a	Under PPS - NCC paid half	
AL085	**COMB**	office	Hard Drive - 2021	£50	£50	£50	£50	£50	£50		n/a	with Clerk	
AL086	**COMB**	see separate list	50 x street lamps and fittings	£14,310	£14,310	£14,310	£25,000	£30,000	£14,310			see separate street light list - updated 2024 £2,900 PER	note only 50 on westcotec list
AL087	**COMB**	see separate list	8 x steel columns	£5,600	£5,600	£5,600	£7,000	£7,500	£5,600				
AL088	**COMB**	see separate list	7 x dog bins	£490	£490	£490	£2,100	£1,260	£490		y	DOG BINS COST £180 EACH	
AL089		Marsh Common	one bench	£1	£1	£1	£1,100	£700	£1			noted at 2023 revision - details sought	
AL090	**COMB**	"Office"	HP Laptop - B402-9C6VN (ECS tag)		£758	£758	£760	£800	£758			Purchased June 2023	
			Fire engine connector hose		£495	£495	£500	£500	£495			Purchased June 2023	
		Brancaster Playing Field NW corner	Tree - Coronation		£299	£299	£350	£0	£0			installed May 2023 (£597 for two)	
		Brancaster Staithe Village Green	Tree - Coronation		£299	£299	£350	£0	£0			installed May 2023 (£597 for two)	
		Brancaster Playing Field NW corner	Tree guard - Coronation		£70	£70	£100	£110	£0			installed May 2023 (£141 for two)	
		Brancaster Staithe Village Green	Tree guard - Coronation		£70	£70	£100	£110	£0			installed May 2023 (£141 for two)	
		Brancaster Playing Field NW corner	Circular Seat - Coronation		£1,578	£1,578	£2,000	£2,000	£1,578			installed Oct 2023 (£3,156 for two)	
		Brancaster Staithe Village Green	Circular Seat - Coronation		£1,578	£1,578	£2,000	£2,000	£1,578			installed Oct 2023 (£3,156 for two)	
		Adj Brancaster Village Hall	Noticeboard - with BPC header		£1,293	£1,293	£1,350	£1,500	£1,293		y	double - purchased 2023 (£1168.30 + install)	
		Adj Brancaster Staithe Village Hall	Noticeboard - with BPC header		£1,293	£1,293	£1,350	£1,500	£1,293		y	double - purchased 2023 (£1168.30 + install)	
		Brancaster - Village Green	Noticeboard - with BPC header		£817	£817	£850	£950	£817		y	single - purchased 2023 (£691.75 + install)	
		Brancaster Staithe - adj Dalegate	Noticeboard - with BPC header		£817	£817	£850	£950	£817		y	single - purchased 2023 (£691.75 + install)	
		Broad Lane - Dormy House	Dog Bin 8		£0	£0	£0	£200	£200		y	purchased Feb 2024 (£252 + install)	
		Brancaster Village Hall	Defibrillator			£975	£1,500	£2,000	£2,000			installed 24/5/24 COST OF DEFIB AND CASE	
		Brancaster Village Hall	Bike Rack										
		Brancaster Staithe Village Hall	Bike Rack										
		ELECTRONIC FLOOD SIGNS						£30,000	£30,000				
		TOTAL ASSETS		**£97,561**	**£126,808**	**£125,638**	**£396,210**	**£457,080**	**£261,685**				
		UPDATED 14.03.2025	LARGE REDUCTION IN STATED VALUE CREATED BY RE ASSESEMENT OF EACH ASSETS ORIGINAL PURCHASE PRICE										
		RED REMOVED FROM REGISTER											
		historical assets/gifts listed as £1, or where original price unknown - do not change											

Brancaster Staithe Harbour Slipways Project

commodore@bssc.net
Alexander.higgs@nationaltrust.org.uk

1. Project Overview

Area:
Brancaster Staithe Harbour slipways -
Top Slip:
Gallows Launch and Landing Site
North Slip
currently approx 24m of usable slip - encroaching mud and damage having taken away nearly 22m.

Users:
This is an incredibly busy harbour with multiple users and launch land sites.
It is fed by local population, a busty sailing cub and a huge influx of visitors too. Across the season, numbers on any particular day can reach up to 200 vessels trying to launch in the 2 hour window.

This is split across kayakers, Sailing dinghies, motor boats and on top of this we have commercial vessels also and, significantly, are numbers of visitors on foot walking around the harbour, spectating and adding to congestion.

Audits are not taken daily so exact figures are not available, but here are some snapshots:

On a typical non-event day:
10 kayakers and 16 paddleboards - from the local business clients Plus 10–20 visiting paddle boarders and kayakers.
10–20 sailing boats
10–20 powerboats
1–5 wild swimmers

During high season / events, this dramatically increases. Eg.

1. During sailing week: 130 additional sailing vessels plus 20 additional support vessels
2. During European sharpie championships: 50 extra sailing vessels plus 10 support vessels plus spectator vessels
3. During training weeks: an additional 20 sailing plus 5 support vessels
4. During sunset spring tides: an additional 10–15 paddleboards and 5–10 kayaks

On one normal day, the NT ran a survey and counted 180 vessels launching within a 60 minute window, including paddleboards, kayaks, sailing and motor vessels, of which it was estimated roughly 50 paddleboarders, 30 kayakers, 60 sailing vessels and 40 motor boats.

There were no additional events this day.

None of these snapshots include visitors there to spectate and visit, who stay on the hard / launch sites but are not entering or leaving the water.

The challenge:

- The harbour slipways have seen a rapid increase in use by paddlers alongside existing sailors and motorboat activity. Slipways are heavily eroded and encroached by mud, creating trip hazards, ankle injuries, and areas of deep sticky mud where users can get stuck.
- Limited tidal windows and wind direction constraints force multiple user groups onto the same slipways at the same time, creating congestion, collision risk, and dangerous bottlenecks, particularly when trailers and motorboats are manoeuvring during fast outgoing tides.
- Without intervention, these conditions will continue to worsen, significantly increasing the risk of accidents and injuries for all harbour users.
- As this is an open / free harbour, there is no charge for accessing the water or using the hard. Maintenance largely relies on voluntary donations, fundraising and gifts. Work is often undertaken by volunteer teams refilling gabions and carrying out manual spot repairs, but this is not sufficient to keep pace with demand. Donation pots exist but are not widely used and do not provide reliable funding.

Proposed Solution:

We will:
• Remove encroaching mud
• Repair hard slipway surfaces
• Install a floating paddle-sports pontoon (removable out of season) and a floating sliding mooring line (removable out of season)
• Ensure environmental protection during all works to minimise disturbance to wildlife and habitats

Key Impacts:

• Doubles launch and recovery capacity at key pressure points
• Restores access for paddleboards and kayaks across a wider tidal range
• Reduces congestion and conflict between motorboats, trailers, and paddlers
• Improves safety on slipways
• Increases safe launch and landing points for all users including paddle, wind, motor, swim, and spectators
• Protects the environment by stabilising slipways and limiting erosion

Applicants:

Parish Council, Brancaster Staithe Sailing Club, National Trust

Amounts (EX VAT):

Total Project Cost (EX VAT): **£32,250.26**

VAT: **£6,450.05**

Total Project Cost (INC VAT): **£38,700.32**

Matched funding: **£12,000 (37%)**
Funding request: **£20,250.26 (63%)**

2. Current Challenges and Safety Concerns

The entire area has experienced a major increase in paddlesport participation, alongside rising numbers of wild swimmers, sailors and motorboat users.

Managing safe launch and landing has become increasingly difficult because:

• Tidal constraints limit the available launch window to approximately 90 minutes
• Low neap tides regularly remove one slipway entirely
• Wind direction restrictions force shared use of slipways between paddlers and sailors
• Motorboat and trailer activity overlaps with paddlesport launch areas creating congestion
• Heavy use has caused erosion, holes, pits and uneven surfaces creating injury risk
• Encroaching marsh mud has reduced usable slipway width and accessibility

Once afloat, users enjoy large, open and well-segregated waters in an AONB. The issue is specifically at launch and landing points, which are the primary bottleneck and safety concern.

3. Proposed Works

a) Top Slip (Near Crab Hut)

- Remove accumulated mud
- Consolidate existing surface
- Extend usable slip length

b) Gallows Launch and Landing Site

- Clean, repair, extend main slipway
- Remove mud encroachment
- Install floating paddle-sports pontoon (removable)
- Install floating sliding mooring line (removable)

c) North Slip (Dinghy and Paddle Sports)

- Repair surface damage
- Remove mud encroachment on both sides
- Extend slipway

4. Funding and Match Contribution

Total Project Cost (EX VAT): **£32,250.26**
VAT: **£6,450.05**
Total (INC VAT): **£38,700.32**

We’re committed to providing **£12,000 (37%) match funding**, with a **funding request of £20,250.26 (63%)**, drawn from donations, fundraising and contributions from the three managing organisations.

This includes contingency provision to cover price increases and unforeseen works, ensuring delivery within a sensitive coastal and operational environment.

There is flexibility to reduce scope by site if required, though full delivery remains the preferred and most cost-effective approach.

5. Environmental Considerations

The harbour sits within an Area of Outstanding Natural Beauty (AONB), and environmental protection is central to the project.

All works will:
• Minimise disturbance to wildlife
• Use environmentally appropriate materials
• Limit sediment disturbance
• Protect marsh and intertidal habitats
• Comply with all consents and permissions

Natural England has confirmed that maintenance and repair works are not an issue.

clerk@brancaster-pc.gov.uk

From: Clear Councils Enquiries <councils@thecleargroup.com>
Sent: 01 May 2026 11:56
To: clerk@brancaster-pc.gov.uk
Subject: RE: Community Pay Back

Good morning,

Further to our call earlier today we can confirm the following:

1) In order for the liability cover to apply under this policy the activity needs to be organised **solely** by the council, as this has no council involvement and is organised by a third party this is classed as being the third party's responsibility.
2) Public liability will be in place if one of the group trips/falls on land owned by the council as this is the council's responsibility.
3) This policy will not cover the activities of the probation group and cannot be shoehorned onto the council's policy.
4) We are also unaware of a any 'add-on' or standalone policy that would cover this.
5) Any incidents caused by the poor supervision of the community services users will need to be claimed against the probation service through the litigation and inquests team (as stated in the below information). Not through the council's insurance.

We hope this clarifies matters, if you need any further information then please do not hesitate to contact us.

Kind regards

Clear Councils Enquiries
Web clearcouncils.co.uk **Direct** 0330 013 0036
Address Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ

From: clerk@brancaster-pc.gov.uk <clerk@brancaster-pc.gov.uk>
Sent: 30 April 2026 17:58
To: Clear Councils Enquiries <councils@thecleargroup.com>
Subject: RE: Community Pay Back

To whom it may concern ,

Please see the information from the probation service regarding what they cover.

Would you please look over this and call me back to discuss, This is the 3rd time I have asked for a representative to call. I have tried to call numerous times but the call tells me to email.

Good Morning . please find the bellow information on Crown Indemnity

clerk@brancaster-pc.gov.uk

From:	Verily Borthwick <verily@deepdalefarm.co.uk>
Sent:	27 April 2026 17:22
To:	Brancaster Parish Council (clerk@brancaster-pc.gov.uk)
Subject:	Churchyard at Burnham Deepdale
Attachments:	2025 Final Accounts.pdf

Dear Clerk to the Parish Council,

For the last several years Brancaster Parish Council has helped financially with the upkeep of grass cutting in the churchyard at Burnham Deepdale. We are very grateful for this support because costs have not reduced and still present as a major expense for the very limited income of our church. I am writing to you now to ask Brancaster Parish Council to give us support again in the forthcoming financial year.

Burnham Deepdale Parochial Church Council looks after and pays a person to cut the grass in the churchyard at Deepdale. In addition to this we pay other people for hedge cutting and mole control. We organise volunteer work parties to do other work such as weeding paths, caring for overgrown graves, clearing drainage channels and so on.

Our church gains its income from Sunday by Sunday donations in the plate or by planned giving by those who worship there, and by fundraising, mainly organised by a small group of people who support the church. From time to time we are fortunate to be left a legacy. The first call on our income is the Parish Share which is paid to the Diocese for the stipends (salaries) of the clergy, for their pensions, housing and training as well as for many other Diocesan expenses. Although for three years now we have had no incumbent rector or vicar we are still obliged to pay this to the diocese. In addition to the parish share we have the responsibility for the upkeep of a listed building. The churchyards and the burial ground are amenity areas for everyone in the parish whether they ever attend church or not. Anyone who lives here or has done so in the past has a right to be buried in Deepdale churchyard. The churchyard provides a quiet space for anyone who cares to visit, locals or visitors alike, and many people do come to sit and enjoy the peace in them or to look for and tend the graves of departed family members.

We have been very grateful to the Parish Council for the generous support they have given us for quite some time and for this reason we hope very much that the Parish Council will look favourably at supporting our church with this request again.

For your information, I attach the year end accounts for St. Mary's, Burnham Deepdale. I would like to point out that while many churches have a 'Friends of ….' organisation to support them, Burnham Deepdale does not, and funds for repairs to and the maintenance of our Grade 2* listed building are kept in our Restricted fund.

Thank you for your anticipated support,

Verily Borthwick
Churchwarden at Burnham Deepdale

Burnham Deepdale PCC Accounts

Income & Expenditure	**Period ended 31st December 2025 £**	**Period ended 31st December 2024 £**
Unrestricted Funds		
Income		
Collections	2,515	2,370
Special Collections	1,497	1,182
Regular Donations	7,170	10,850
Unrestricted Donations	4,250	2,833
Wallsafe Donations	880	558
Gift Aid	4,217	4,119
Fundraising	0	0
Cards & Leaflets	260	272
Contactless Giving	2,306	2,141
Funeral & Wedding Fees	2,049	1,059
NDBF fees	1,481	382
Interest received	1,420	1,317
Other Income	0	0
Total	**28,045**	**27,083**
Operating Expenditure		
Parish Share	(16,592)	(16,081)
Diocese Fees	(1,481)	(382)
Insurance	(2,160)	(2,116)
Repairs & maintenance	(11,748)	(738)
Subscriptions	(70)	(214)
Special Collections Donations	(1,871)	(1,509)
Utility costs	(452)	(1,034)
Organist	(1,120)	(1,610)
Sundry expenses	(360)	(179)
Churchyard Maintenance	(1,705)	(2,460)
Cards and Leaflets for sale	(89)	(206)
Music Licence	(247)	(240)
	(37,894)	**(26,770)**
Unrestricted Funds surplus / (deficit)	**(9,849)**	**314**
Restricted Funds		
Income		
Restricted donations	419	0
Regular restricted Donations	3,690	0
Fund Raising	480	378
Sale of Books	461	495
Sale of Plants	1,038	1,418
	6,088	2,292
Expenditure		
Capital	**0**	**(599)**
VAT Refund	**0**	107
	0	**(492)**
Restricted Funds surplus / (deficit)	**6,088**	**1,800**
Surplus / (deficit)	(3,761)	2,114

Balance Sheet	31st December 2025 Actual £	31st December 2024 Actual £
Cash at bank and in hand		
Petty Cash	0	15
Current Account	1,317	819
Savings Account - Shawbrook	40,019	40,019
Savings Account - Barclays	7,980	12,860
	49,316	53,712
Debtors	0	0
NDBF Fees	0	0
Unrestricted donations	0	0
	0	0
Creditors		
NDBF Fees	0	0
Other	0	(636)
	0	(636)
Net Assets	**49,316**	**53,076**
	0	0
Capital & Reserves		
Brought forward	53,076	50,962
Surplus / (deficit)	(3,761)	2,114
Carried forward	**49,315**	**53,076**
Funds	**£**	**£**
Unrestricted Funds	40,760	50,608
Restricted Fund	8,556	2,468
Total	**49,316**	**53,076**
	£	£

Brancaster Parish Council

Tele: 077812357740
Email: clerk@brancaster-pc.gov.uk

Dear Sir/Madam,

Thank you for your interest in purchasing a bench to be placed in Brancaster.

Please read the requirements below and if you still wish to go ahead fill in the attached form, sign and return to the address shown on this letter.

- You will be given a choice of bench, along with prices to choose from.
- Should a plaque be required this will be an additional cost to the bench.
- There is a charge for a contractor to fit the bench.
- An invoice for the total cost will be sent to you and upon receipt of payment, the order will be placed.
- You will be responsible for the upkeep and care of the bench, should the bench fall into disrepair it may be removed or repaired, and you may be charged for this.

BENCH APPLICATION FORM

Applicants' details:

Name:
Address:
Contact Number:
Email:

Bench details:

Name:	
Bench Required:	
Bench 1 Eco-Rest™ Seat Robust and economical with recycled slats and a sturdy steel frame. With 150mm x 50mm memorial plaque. (Colour of enviropol slats TBC) **£502.39**	
Bench 2 Lowther™ Seat A cost effective traditional outdoor seat, perfectly designed for parks, seafronts or any outdoor public spaces. With 150mm x 40mm memorial plaque. (Colour of enviropol slats TBC **£631.77**	
Bench 3 Stanford™ Seat Complements heritage designs around parks and open spaces. With 150mm x 40mm memorial plaque. (Colour of enviropol slats TBC) **£1232.41**	

Brass Plaque: £80.00	
YES/NO **If yes please specify the text**	
Requested Bench Location Locations are subject to Council approval.	

There will also be an additional cost of £25.00 admin fee to place to place the bench and an additional charge to take the old bench in situ away and place the new bench. This is approximately £150.00.
Prices are subject to change.

I/we agree to maintain the upkeep of the bench and be responsible for any maintenance costs (with warning).

I also understand that my details will be held on file whilst I own this bench and I have the option to opt out of my personal information being held at any time.

Signed: ________________________________ Date:______________________________

<u>Office use only:</u>

Application received	
Agreed by Council	
Location secured	
Invoice sent	
Payment received	
Bench on order	
Contractor booked	
Additional information	

Your ref:
Our ref: 26/00775/F
Name: Jody Haines
Service: Planning Control
E-mail: borough.planning@west-norfolk.gov.uk
Council Information Centre: 01553 616200

Borough Council of
King's Lynn &
West Norfolk

PARISH CONSULTATION

The Clerk
Brancaster Parish Council
C/o 28 Roslyn Road
Gorleston-on-Sea
Norfolk
NR31 7AF

Ref. No: 26/00775/F
Validated: 13 May 2026
Parish: Brancaster
Date: 15th May 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Single storey extension to dwelling and 3 new dormer windows to already partly converted loft space at Town Farm Main Road Brancaster King's Lynn Norfolk PE31 8AP**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 6 June 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Jody Haines who can be contacted on 01553 616403 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEOQDTIVKV900

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully,

Stuart Ashworth
Assistant Director
Environment and Planning

26/00775/F

KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL

Reference No: 26/00775/F **Case Officer:** Jody Haines

Proposal: Single storey extension to dwelling and 3 new dormer windows to already partly converted loft space
Location: Town Farm Main Road Brancaster King's Lynn Norfolk

Observations from: Brancaster Town/Parish Council.

Please tick

☐ **SUPPORT** the application because ... (please give relevant planning reasons in space below)

☐ **OBJECT** to the application because ... (please give relevant planning reasons in space below)

☐ **NO OBSERVATIONS** either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Brancaster Town/Parish Council ………………………. Dated: …………………….

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

25th May 2026

Proposal for two village signs – one at Brancaster Playing Field and one at Brancaster Staithe Village Green prepared by Cllr. Briony Bax

It is proposed that the signs be steel and have a 'lift up' window thus allowing a large colourful printed page to be displayed. This will allow for changes over time. It is proposed that a local artist prepare an artist's impression of each site with details of amenities and restrictions and that each sign would feature the websites of the community organisations around the site.
Therefore, the one at Brancaster Playing Field would have the following websites and info listed

- Brancaster Parish Council
- Brancaster Sports Club
- Brancaster Village Hall
- Emergency numbers

The one at Brancaster Staithe Village Green could have:

- Brancaster Parish Council
- The National Trust
- Brancaster Sailing Club
- Emergency numbers
- Tide warnings
- Reference to DEFA

Or it could be a simpler one as demonstrated below.

On each map defibrillators, toilets, restricted areas (such as the overflow parking at BPF or no dogs at BPF) marked clearly so the public can see where the amenities are.

The quote has also allowed for three 'no dogs' signs to be displayed on the gates at Brancaster Playing Field.

Proposed vendors

Sign of the Times 1200 x 900mm cabinets. Supplied with side fixing municipal frame with ball finials and header panel (similar in style to Poynton example) with text only.
Green cabinet, header and posts. The viewing area is 1070 x 745mm.

Total price for 2 No. £4766.00 + carriage to Brancaster £245.00 + VAT.

Francesca Farrell – to prepare 2 colour maps of Brancaster Playing Field and environs and Village Green at the Hard **£700**

Supersizeprint.com to print two 1070x745mm posters for the cabinets **£82 plus vat**

Installation of posts handled by Sign of the Times **£300 (to be confirmed)**

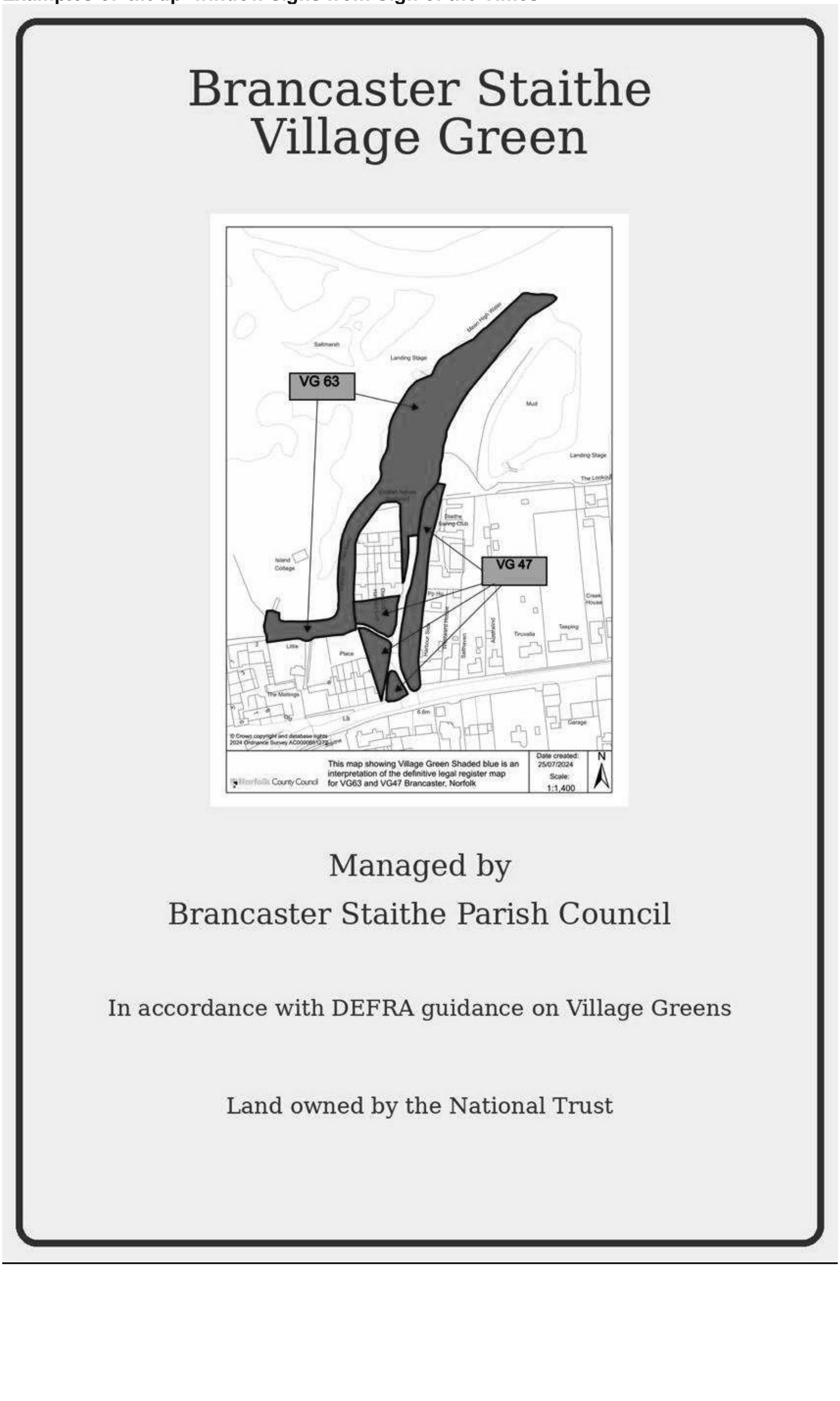
3 x 'no dogs allowed' aluminium signs from yoursecuritysign.co.uk **£75** for each gate at Brancaster Playing Field **£225 total**

Total proposed expenditure which would come out of our beautification budget.

£6018 + vat

Below are:

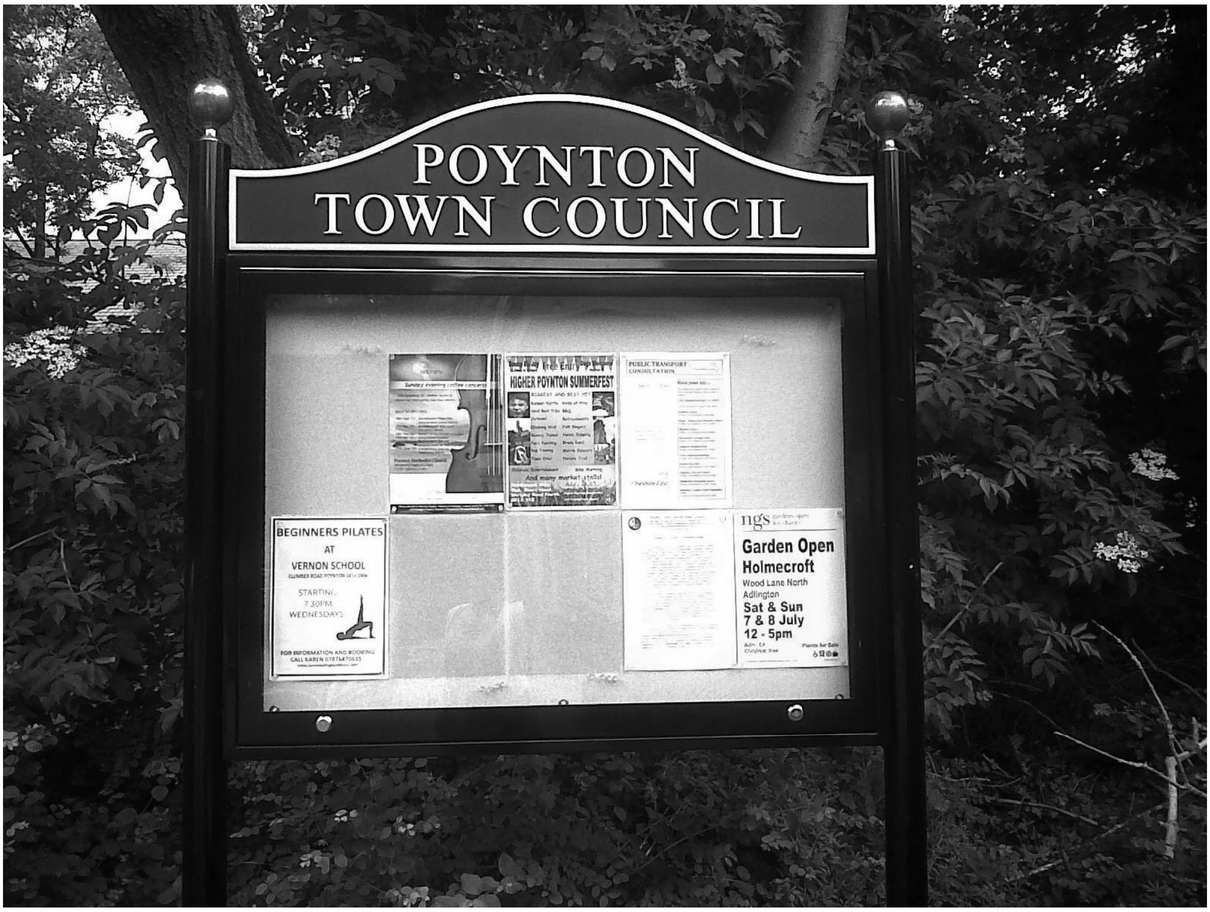
1. **Simple map possible for Brancaster Staithe Village Green**
2. **Examples of 'lift up' window signs from Sign of the Times**

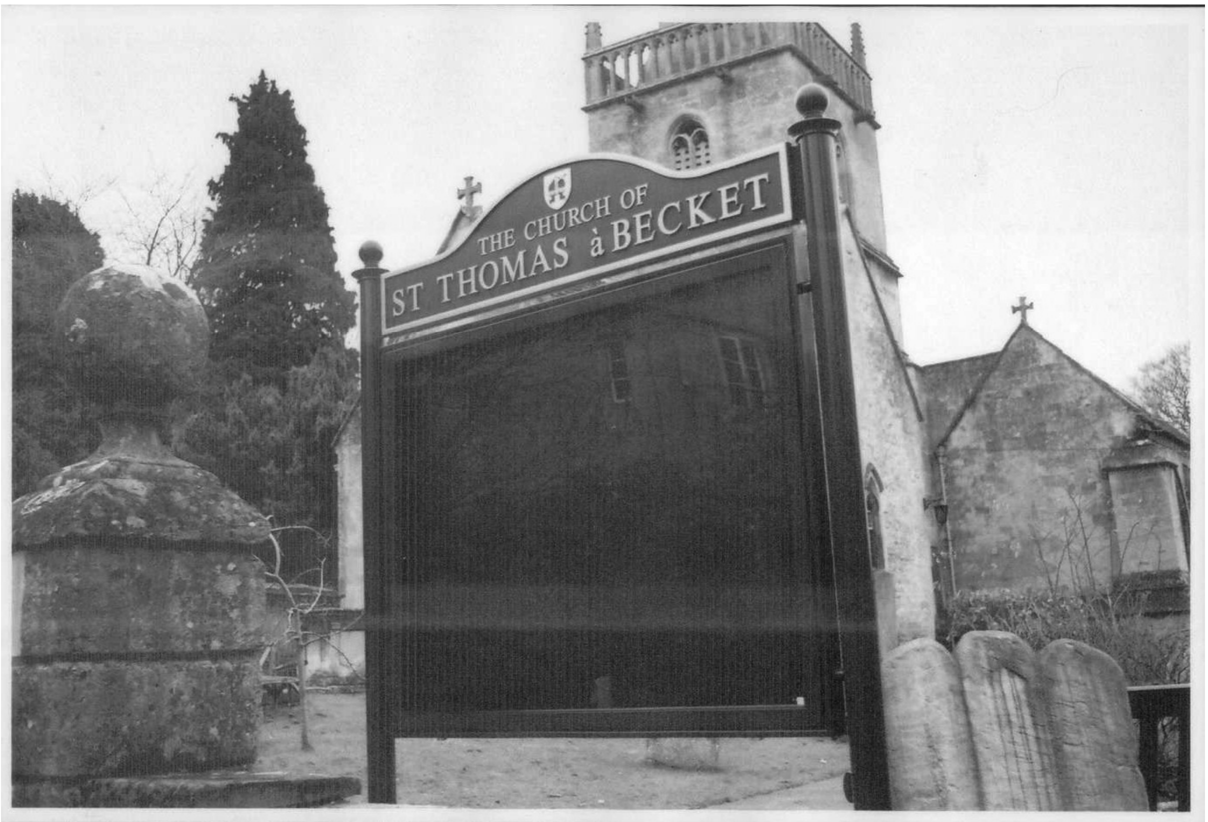



INFORMATION
CHALFONT ST GILES PARISH COUNCIL


CHALFONT ST.GILES PARISH COUNCIL

Trustpilot


POYNTON
TOWN COUNCIL
HIGHER POYNTON SUMMERFEST
PUBLIC TRANSPORT
CONSULTATION
BEGINNERS PILATES
AT
VERNON SCHOOL
STARTING
7.30PM
WEDNESDAYS
ngs
Garden Open
Holmecroft
Wood Lane North
Adlington
Sat & Sun
7 & 8 July
12 - 5pm


THE CHURCH OF
ST THOMAS à BECKET

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 20 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's**

exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 15 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort) or a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of**

the Council (if there is one).

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

  See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected**

as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council’s complaints procedure;

xvii. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council’s policy for dealing with the press/media;

xix. Review of the Council’s employment policies and procedures;

xx. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 4 members of the committee or the sub-committee, any 4 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the (   ) held on [date] in respect of (   ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the

Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below 60,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Employment committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they is not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Employment committee at its next meeting.

c The chair of the Employment committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Employment committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Employment committee or in their absence, the vice-chair of the Employment committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Employment Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's relates to the chair or vice-chair of the Employment committee , this shall be communicated to another member of the Council (The Chair), which shall be reported back and progressed by resolution of thethe sub-committee formed to resvole the greivance.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Brancaster Parish Council

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
   a) In 1.5 – is the Clerk the RFO?
   b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
   c) In section 4, does the council have committees and how many years are forecast?
   d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
   e) In 5.9, are online prices acceptable evidence?
   f) In 5.13, 5.15 and 5.17, does the council have committees?
   g) In 5.16, will a councillor ever be instructed to place an order?
   h) In 5.20, is there a minimum level for official orders?
   i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
   j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.

k) Section 10 gives two alternatives, with or without petty cash.

l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.

m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.

10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council's website.

FINANCIAL REGULATIONS

Contents

1. General

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

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

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

1.4. In these Financial Regulations:

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

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

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

1.6. **The council must not delegate any decision regarding:**

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

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

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

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

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

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

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

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

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

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

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

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

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

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

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

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

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

3.8. The council shall ensure that the internal auditor:

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

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

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

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

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

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

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and forecast, the council shall determine its council tax (England)/budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

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

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

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

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

5. Procurement

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

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

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

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the**

Legislation”), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

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

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

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

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

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

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

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

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

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- the council for all items over £5,000;

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

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

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference except in an emergency.

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

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

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

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

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

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

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

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council .

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process

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

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

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

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

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online

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

7.9. With the approval of the Council on each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

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

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

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

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

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

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

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

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

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

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

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

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

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

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

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

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

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

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

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

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

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

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

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

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

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

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

17.2. The Clerk shall give prompt notification to Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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

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

18. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Brancaster Parish Council

Councillor Code of Conduct

Joint statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable, and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual Councillor affects the reputation of all councillors. We want the role of Councillor tobe one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent residents, work to develop better services, and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media, and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC), and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "Councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who:

a) is a member of any committee or sub-committee of the authority, or.
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority.

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities, and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty.
- I act lawfully.
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community.
- I do not improperly seek to confer an advantage, or disadvantage, on any person.
- I avoid conflicts of interest.
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor.
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, andcomments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.
Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

- **I treat other councillors and members of the public with respect.**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in arobust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councilor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

- **I do not bully any person.**
- **I do not harass any person.**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power. through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a Councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that wouldundermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:
given to me in confidence by anyone.
acquired by me which I believe, or ought reasonably to beaware, is of a confidential nature, unless

- **i.** I have received the consent of a person authorised to give it;
- **ii.** I am required by law to do so;
- **iii.** the disclosure is made to a third party for the purpose ofobtaining professional legal advice provided that the thirdparty agrees not to disclose the information to any other person; or
- **iv.** the disclosure is:
  1. reasonable and in the public interest; and
  2. made in good faith and in compliance with the reasonable requirements of the local authority; and
  3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to bylaw.
Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You shouldwork on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the local authority must be treated ina confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a

Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You can hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their useby others:

- **a.** act in accordance with the local authority's requirements; and
- **b.** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or ofthe office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a

Councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others thinkthat a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. <u>Gifts and hospitality</u>

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

10.3 **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

To protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should alwaysbe not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friendsand family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

“**Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violenceor intimidation.

3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** **–**
   a. your own financial interest or well-being;
   b. a financial interest or well-being of a relative or close associate; or
   c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

   you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:
   a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
   b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

   You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

   If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during theprevious 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.

Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse orcivil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another)a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living asif they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest : a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismissas being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Scheme of Delegation

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council which this document provides.

This scheme of delegation is a temporary measure to facilitate effective decision-making related difficulties that prevent Council from fulfilling its duties and functions under the LGA 1972.
This allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, Financial Regulations and any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been delegated to the Proper Officer by Council.

In an emergency the Proper Officer is empowered to carry out any function of the Council, except those matters reserved to Full Council by law.
Where officers are contemplating any action under delegated powers, which is likely to have a significant impact, they must consult a minimum of two Members, including the Chair or Vice-Chair where possible, and must obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Clerk
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101
The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the circumstances detailed below:

To take action:
1. To act on any issue that cannot reasonably wait until the next Town Council meeting; as a temporary measure the Proper Officer is empowered to take decisions that would normally be taken by Full Council, or a committee or a working group, except where such decisions are reserved to Council by law.

Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

2. Where practicable the Clerk shall consult all Members. If circumstances do not permit this, the Clerk must consult the Chair or Vice Chair and take their view into account.

Financial thresholds:
3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction, in line with Financial Regulations, having consulted Members.

4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or essential work which is urgent, whether or not there is budgetary provision, subject to a limit of £500.00 per transaction, having informed Members.

5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having informed all Members.

Planning Matters:
6. Planning applications will be received by the Clerk and responses submitted following consultation with Members where timescales do not permit consideration by Council or Committee. All decisions must be reported to the next meeting.

Delegation Limitations, Record keeping & Reporting:
7. Records will be kept demonstrating a clear audit trail of all decision making.

8. All decisions will be reported at the next available Full Council Meeting.

9. Delegated actions shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation

Brancaster Parish Council

COMPLIMENTS AND COMPLAINTS POLICY

Council is committed to providing its services efficiently and to as high a standard as possible. However, we do encourage individuals to bring shortcomings to our notice so that we may:

- Have the opportunity to resolve any issues efficiently.
- Learn from our mistakes in order to prevent them occurring in future
- Review policies and procedures where necessary
- Encourage good practice

The Council views the use of the Complaints Policy as an efficient way of dealing with contact from the public about the Council's procedures and administration and as a means of preserving the good reputation of the Council through a transparent process.

How to contact us with your compliment or complaint
You can contact the Council by telephone, in writing, or over the internet. A form is included with this leaflet which you can fill in and send back to us. This leaflet explains the procedure which will be followed once your complaint has been received. A list of contact details is also included on this leaflet.

What we will do when we hear from you
We aim to deal with any comments about the Council as quickly as possible. We will investigate the complaint fully. We may be able to give you an answer straight away, or we may need more time to investigate what you have told us. We will contact you within 15 working days of receiving your complaint and either give you a full answer, or give you a progress report and explain why we need more time to investigate further. We will also tell you when you can expect a full answer. Your complaint will in the first instance be investigated by an officer of the Council. If you remain dissatisfied then your complaint will be dealt with by a Committee of the Council. If you have a complaint, we hope we will be able to find out what went wrong and take steps to make sure in does not happen again.
It will not be appropriate to deal with all complaints from members of the public under a complaint's procedure. Below are examples of complaints which will require special consideration and where we may engage other procedures or bodies. If this is the case then we will advise you of this.

Serial Facetious, Vexatious or Malicious Complaints
In the event of serial facetious, vexatious or malicious complaints from a member of the public, the Council should consider taking legal advice before writing any letters to the complainant.

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult their auditor / Audit Commission
Criminal activity	The Police – www.norfolk.police.uk | Tel: 101
Member conduct	Monitoring Officer (Kings Lynn Borough Council) – Monitoring.officer@west-norfolk.gov.uk.| Tel: 01553 616200
Employee conduct	To the Chair or Clerk Councils' Internal disciplinary procedure
Council Administration	Contact the Clerk to the Council
DP Breach	Information Commissioner's Office (ICO) – www.ico.org.uk | Tel: 0303 123 1113
Highways	Norfolk County Council – www.norfolk.gov.uk | Tel: 0344 800 8020

Any personal data provided will be processed in accordance with the UK GDPR and Data Protection Act 2018.
If you remain dissatisfied after the Council's internal procedure, you may refer your complaint to the Local Government and Social Care Ombudsman (LGSCO).

Brancaster Parish Council

FREEDOM OF INFORMATION POLICY

Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

1. The Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA) “provides an over-arching right of access to all information held by a local authority, over and above existing statutes relating to specific service areas where authorities hold a large range of information”. Individuals already have the right of access to information under the Data Protection Act 1998. The FOIA extends this right to allow public access to all types of recorded information held by public authorities. The FOIA allows access to information regardless of when that information was created or how long it has been held, and also sets out exemptions from that right and places a number of obligations on public authorities. The FOIA requires the Council to produce and maintain a Publication Scheme and to comply with requests for information (unless exempt from disclosure).

2. The Aim

The aim of this policy is to:

- provide a framework that ensures that the Council complies with the FOIA;
- promote transparency of decision making by the Council;
- improve and enhance the democratic process; and
- build public trust and confidence.

This policy is available to everyone and is on the Council’s website at:
www.brancaster-pc.gov.uk

3. Scope

Records can be defined as “information that is written on paper or stored on computer so that it can be used in the future”. Records covered by this policy include all records (irrespective of the medium on or in which the information is carried) which belong to or are in the custody of the Council or any of its officers and members. This policy applies to all Councils officers, members, contractors, partners, consultants and service providers who have access to the Council’s records. Failure of a contractor/partner/consultant/service provider to comply could lead to legal action and the cancellation of a contract.

4. Objectives

Council will ensure that:

- the Clerk to the Council is specifically responsibility for Freedom of Information (FOI) on behalf of the Council and that he/she is provided with appropriate training on how to handle FOI requests;
- anyone wanting to make enquiries about FOI requests, whether a councillor, member of staff or a member of the public, knows what to do;
- queries about handling FOI requests are promptly and courteously dealt with;
- methods of handling FOI requests are regularly assessed and evaluated, and
- the Council will continue to provide access to information to promote openness and transparency of decision making by the Council.

5. Publication Scheme

As required by the FOIA, Council has adopted and maintains a Publication Scheme as a guide to the information that it holds, and which is publicly available. Any individual or organisation who requests it will be informed whether the Council holds the information and, subject to exceptions, be supplied with it. The Publication Scheme (based on the Model Publication Scheme), is available on the Council's website at stalham-tc.gov.uk and is reviewed on a regular basis.

6. Responding to Requests

Council will inform the person requesting the information in writing if Council hold the information requested and if so, will provide the information no later than 20 working days after receipt of the request.

7. Information Exempt from the Act

The Freedom of Information Act does identify several categories of information which Council is not required to disclose under the Act. In this case, Council will write to the person requesting the information, stating the exemption which provides the basis for refusal within the Act and why it applies to the information requested. Council will communicate this within 20 working days.

8. Charges

There is no "flat rate" fee to receive information requested under the Freedom of Information Act and in many cases, Council will provide the information free of charge. However, if the information requested is not readily available in the media in which it is requested, Council may charge a fee based on the costs associated with providing the information e.g. photocopying and postage (known as 'disbursements').

9. Refusal of Requests

The Freedom of Information Act does permit Council to refuse a request if Council estimate that it will cost Council more than the appropriate cost limit (currently £450) to fulfil the request.

10. Freedom of Information Fees Notice

If a fee is required for disbursements or because the costs exceed the appropriate cost limit, Council will write advising of the fee required within 20 working days of receipt of the request. This is known as a “Fees Notice”. When a Fees Notice has been issued, the 20-working day limit for responding stops, and then will start again when Council receive payment. If Council do not receive the fee within three months Council are not obliged to comply with the request.

11. Complaints

If persons requesting information are dissatisfied with the way Council has responded to a request for information, please write to: The Clerk, Brancaster Parish Council, , Clerk@brancaster-pc.gov.uk.

The Information Commissioner’s Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Information available from Council under the model publication scheme adopted on _________________________

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy and / or website	£5
Who's who on the Council and its Committees	Hard copy or website	£5
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or website	£5
Location of main Council office and accessibility details	Hard copy	£5
Staffing structure	Hard copy	£5
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy and / or website	£5
Annual return form and report by auditor	Hard copy	£5
Finalised budget	Hard copy	£5
Precept	Hard copy	£5
Borrowing Approval letter	Hard copy	£5

Financial Standing Orders and Regulations	Hard copy or website	£5
Grants given and received	Hard copy	£5
List of current contracts awarded and value of contract	Hard copy	£5
Members' allowances and expenses	Hard copy	£5
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy or website	£5
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website	£5
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy and / or website	£5
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website	£5
Agendas of meetings (as above)	Hard copy or website	£5
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	£5

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	£5
Responses to consultation papers	Hard copy	£5
Responses to planning applications	Hard copy or website	£5
Bye-laws	Hard copy	£5
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	£5
Policies and procedures for the conduct of Council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or website	£5
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy – N/A Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website	£5

Information security policy	Hard copy	£5
Records management policies (records retention, destruction and archive)	Hard copy	£5
Data protection policies	Hard copy	£5
Schedule of charges (for the publication of information)	Hard copy	£5
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	£5
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	£5
Assets register	Hard copy and website	£5
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)	N/A	
Register of members' interests	Hard copy	£5
Register of gifts and hospitality	Hard copy	£5
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	

Parks, playing fields and recreational facilities	Hard copy and website	£5
Seating, litter bins, clocks, memorials and lighting	Hard copy	£5
Bus shelters	Hard copy	£5
Markets	N/A	£5
Public conveniences	Hard copy	£5
Agency agreements	Hard copy	£5
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee		Max £450
Other		

Contact Details:
The Clerk,
Brancaster Parish Council,
Clerk@brancaster-pc.gov.uk.

Brancaster Parish Council

GRANT AWARDING POLICY

1. Introduction

A grant is a payment made by the Council to support a specific project that benefits the town or its residents.

i. Providing a service

ii. Enhancing the quality of life

iii. Improving recreation and/or sports

iv. Improving the environment

v. Promoting Brancaster in a positive way

2. Grant Application Process

2.1 The Clerk to the Council will receive all applications in the first instance and will then collate allthe necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.2 Applicants must complete the application form (available from the Council or website) and provide all required supporting information.

2.3 In addition to the application form organisations will be required to provide the followingsupporting information:
i. A copy of their written constitution or details of their aims and purpose
ii. Full details of the project or activity (including proof of costs, estimates, quotes etc)
iii. Demonstrate that the grant will be of benefit to the local community with the town
iv. Demonstration of a clear need for the funding
v. Copy of the latest bank statement.
vi. Inform Council if you are VAT registered.

2.4 The Council will make the decision on which grants to award annually at Marchs or Aprils Full Council meeting. All applicants will be contacted following the Council's decision.

3. Conditions of Funding

3.1 The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operating as a business to make a profit or surplus.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be given to individuals.

3.4 Grants will not be made retrospectively.

3.5 Grants will not be made for running costs, i.e insurance, electricity bills etc unless you are a startup group.

3.6 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies; or the funds available are inadequate for a specified project.

3.7 An organisation should have a bank account in its own name with two authorised representatives required to sign .

3.8 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council by 31st December of the year the grant was given.

3.9 Only one application for a grant will be considered from each organisation in any one financial year.

3.10 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

3.11 Each application will be assessed on its own merits.

3.12 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

3.14 The Council may make the award of any grant or subsidy as it is considered appropriate in the event of any unforeseen urgent event.

3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

3.16 Councils' contribution will be subject to Council's award plaque being displayed on site or relevant digital platforms.

GRANT APPLICATION FORM

Deadline for applications 31st March 2027

To be completed and submitted with the supporting information required as per the GrantApplication Process (2.3) of the Grant Awarding Policy.
Failure to produce supporting documentation (2.3) may result in the grant application being void and will not be considered by Council.

Name of organisation:	
Name, address, and position of contact inorganisation:	
Telephone number and/or email address ofcontact: Bank Details	
Is the organisation a registered charity? If yes, charity number Yes/No	
Amount of grant requested?	£
For what purpose or project is the grant requested?	
What will the cost be? If applying for other grants/matched funds for the project, pleaseprovide details:	£
When will the money be spent?	
Who will benefit from the project?	
Are you VAT Registered	

I also understand that my details will be held on file, and I have the option to opt out of mypersonal information being held at any time.

If you require assistance in completing the application form or submitting the supportinginformation, please contact the Clerk to the Council:
The Clerk, Tel: 0781 2357740 Email: clerk@brancaster-pc.gov.uk

Name (in capitals):
………………………………………………………………………………………………….

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

GRANT CHECK LIST

Ensure you have included the following:

1. A copy of their written constitution or details of their aims and purpose
2. Full details of the project or activity.
3. Quotes, proof of costs or estimates.
4. Demonstrate that the grant will be of benefit to the local community with the town
5. Demonstration of a clear need for funding
6. Copy of the latest bank statement.
7. Inform Council if you are VAT registered.

Brancaster Parish Council

DATA PROTECTION POLICY

Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. UK General Data Protection Regulation (UK GDPR)

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business. This policy should be read alongside the Council's general privacy notices covering public data processing.

The council has appointed the Proper Officer as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them. The Council will determine whether it is required to appoint a Data Protection Officer under UK GDPR and will ensure appropriate oversight arrangements are in place.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.
UK General Data Protection Regulation (UK GDPR)

Processing

<u>Personal data</u>

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance if a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where is it necessary for reasons of public interest in the area of public health; and
- where is it necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (UK or countries with adequacy regulations) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether we will respond to it.

<u>Other rights</u>

You have several other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data.
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

Must record and document all data breaches in accordance with UK GDPR accountability requirements

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the UK or countries with adequacy regulations.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council.

1. Data audit

It is important that the council's policy reflects current practice. Any policy must be based on a data audit to ensure that the council understands what data is collected, where it is stored, who has access to the data and the measures taken to ensure it is secure. For more information on implementing a Data Protection Policy, please refer to the Information Commissioner website.

2. Relevance

The council must ensure that any commitment made in their policy is relevant and up-to-date.

3. Data Protection Officer

The policy assumes that the council has a Data Protection lead rather than appointed a Data Protection Officer (DPO). The role of DPO is set out in legislation and infers specific obligations. Parish councils in England and community councils in Wales and Scotland are exempt from having to appoint a DPO (https://ico.org.uk/for-organisations/in-your-sector/local-government/local-gov-gdpr-faqs/) but are still subject to data protection legislation and must ensure sufficient resources to meet the obligations under the GDPR.

4. Data storage within the EU

You need to take account of where your data is stored including servers, on the cloud, and where your suppliers might hold their data including on their server.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Brancaster Parish Council

MEETING DATES 2026

Any items for the agendas, correspondence or invoices for payment must be sent to the Clerk, in writing before midday on the cut-off date for inclusion in the meeting.

COMMITTEE	DATE OF MEETING	CUT OFF DATE
Brancaster Staithe & Burnham Deepdale Village Hall		
Annual Meeting	5th May 2026	28th April 2026
Brancaster Village Hall		
Full Council	2nd June 2026	26th May 2026
Brancaster Staithe & Burnham Deepdale Village Hall		
Full Council	7th July 2026	30th June 2026
Employment	21st July 2026	14th July
Brancaster Staithe & Burnham Deepdale Village Hall		
Full Council	8TH September	25th September 2026
Brancaster Village Hall		
Full Council	6th October 2026	29th September 2026
Brancaster Staithe & Burnham Deepdale Village Hall		
Full Council	3rd November 2026	27th October 2026
Employment	17th November 2026	10th November 2026
Brancaster Village Hall		
Full Council	8TH December 2026	24th November 2026

All Council meetings are held at 6.30pm in the Brancaster Village Hall &
Brancaster Staithe & Burnham Deepdale Village Hall
please check the agenda for details.
Members of the public are very welcome to attend.
Public Participation is for items on the agenda to be discussed. Should you with to bring something up at a meeting then please email the Clerk before the cut of date so it can be added to the appropriate agenda.

The Clerk Email: clerk@brancaster-pc.gov.uk Tele: 07812357740