

**MINUTES OF A VIRTUAL MEETING OF
COLBY & BANNINGHAM PARISH COUNCIL
HELD ON WEDNESDAY 20 JANUARY 2021 at 7p.m.**

PRESENT: Mr J van Poortvliet, Chairman
Mr R Anderson-Dungar, Vice-Chairman
Mrs P Ashby
Mr S Elliott
Mrs M Anderson-Dungar, Clerk

The Chairman welcomed Councillors, D Cllr Toye and two members of the public

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr Clarke.

02 DECLARATIONS OF INTEREST AND DISPENSATIONS

Mr Anderson-Dungar declared an interest in the allotments item.

03 PUBLIC PARTICIPATION

The meeting adjourned to take questions/comments from members of the public.

The Agent for Heppinn Barn presented the proposals and answered members questions on the changes. Members were re-reassured that the public right of way would be fully reinstated to its correct width as soon as possible. The current position of the Herras fencing was in accordance with Health and Safety requirements.

04 RE-CONVENE THE MEETING

The meeting re-convened.

05 MINUTES

Minutes of both meetings detailed below had been circulated and were **proposed, confirmed, and agreed** for signature at a later date.

- Parish Council Meeting held on 16 December 2020
- Planning Meeting held on 11 January 2021

06 INFORMATION ON MATTERS ARISING

Nothing to report on this item

07 REPORTS FROM POLICE, DISTRICT & COUNTY COUNCILLORS

Police – the latest Newsletter and Community Update had been circulated and were **noted**.

District Council - Cllr Toye updated on Covid arrangements at the District Council. Flooding was a problem in some parts of the District.

County Council - Cllr Timewell sent the following report:

In reality I have nothing to report other than that since the week before Christmas we have been under pressure with increasing water levels in the county. This situation is worsening day by day and our teams are on constant call out to deal with issues. Should you have issues in the parish contact Justin Le-May immediately copying me in. Re C-19, we are doing all we can to help manage the situation in the county. We have transferred staff to Norfolk & Norwich hospital to help with clerical duties and sadly we have had to open the temporary mortuary at Scottow Enterprise Park. Again, should you have any flooding and C-19 related problems occurring in your parish please contact me.

08 MATTERS REFERRED FROM PREVIOUS MEETING

1. CHRISTMAS LIGHT COMPETITION 2021

In Mr Clarke's absence, this was deferred to the next meeting.

2. IDEAS FOR ANNUAL PARISH MEETING

The Clerk reminded Council that this meeting has to be held between 1 March and 1 June, usually we hold it on the same evening as the March Council meeting. It was **agreed** that the Village Hall should be the main topic, and that we should move the meeting as late as possible in the hope it could be held "in person" rather than via Zoom. Legislation for virtual meetings expires on 7 May 2021.

3. NEWSLETTER/COMMUNICATIONS WITH RESIDENTS

We would normally issue a newsletter to publicise the Annual Parish Meeting and to update residents generally. It was **agreed** to review at the next meeting.

09 REPORTS/UPDATES ON AREAS OF COUNCIL RESPONSIBILITY

1. PLAYING FIELD

Mr Elliott updated the meeting as follows:

- Steel in and hoggin laid ready for concrete tomorrow
- Replacement trees had arrived and would be planted next week
- The chairman offered to look at work needed to the hedge opposite Shangri-La.
- The group's meeting with the contractor had been postponed and would be re-arranged as soon as possible.

2. VILLAGE HALL

The following matters were discussed:

- Working Group Meetings – Minutes from meetings held on 9 December 2020 and 6 January 2021 had been circulated and were **adopted**. Work was progressing in the focus groups, and things were positive. Mr Anderson-Dungar had provided many useful documents and had updated all the services drawings.
- Terms of Reference – The revised Terms of Reference had been circulated and were **adopted**.
- New Noticeboard for Village Hall – It was **agreed** to defer a decision pending recommendations from the Marketing group.

3. VILLAGE GREEN

Research was under way into the possibility of electricity provision. Mr Anderson-Dungar had amended plans of the area to show the location of the pole and the cabinet at The Banningham Crown so that a more accurate estimate of cost could be obtained.

4. ALLOTMENTS

Mr Anderson-Dungar reported that he was sourcing suitable bases for the proposed water butts. Winter clearance work was ongoing.

5. TELEPHONE BOX

Mr Anderson-Dungar reported that information was being prepared. Colby Church representatives would be contacted regarding information from a historical talk that was left in the Church as an exhibition. Historical details related to the information on the village signs would also be included.

10 **SCHEME OF DELEGATION**

The Clerk had nothing to report.

11 **CORRESPONDENCE/REPORTS**

To receive the following items of Correspondence/Reports and agree action/response:

1. NORFOLK ASSOCIATION OF LOCAL COUNCILS

The latest newsletter had been circulated via email and was **noted**. The Clerk had booked to attend the Cybercrime seminar on 4 February.

2. NORFOLK PARISH TRAINING AND SUPPORT

The latest newsletter had been circulated via email and was **noted**.

3. NORFOLK COUNTY COUNCIL

The latest Western Link Update was **noted**.

4. GRIT BINS – BRIDGE ROAD

The request for two grit bins for Bridge Road was discussed. The Clerk to contact Highways for the latest guidance on grit bins/request gritting for Bridge Road and to assess the insurance implications.

12 **FINANCE**

1. SCHEDULE OF BILLS FOR PAYMENT

The schedule previously circulated was unanimously **adopted**.

2. BANK RECONCILIATIONS FOR DECEMBER 2020

These had been circulated and were **adopted**; the Chairman would sign the bank statements at a later date.

3. RECEIPTS AND PAYMENTS 1 APRIL TO 31 DECEMBER 2020

The document previously circulated was **noted for information**.

4. NET POSITION TO END DECEMBER 2020

The document previously circulated provided the up-to-date position against budgets for all cost centres and was **adopted**.

13 **PLANNING MATTERS**

1. APPLICATIONS DETERMINED

Nothing to report at time of publication of this Agenda

2. APPLICATIONS FOR CONSIDERATION

PF/20/2433 Heppinn Barn, N Walsham Rd, Banningham, NR11 DU

Variation of conditions 1 (approved plans) and 3 (landscaping) of planning permission PF/20/0660 to allow for addition of PV panels to south elevation roof, porch to north elevation of unit 1; completion of landscaping scheme by March 2022. Details submitted for conditions 2 and 3 Discussion took account of the additional information provided by the Agent during the earlier adjournment. SUPPORT.

The Agent for the application left the meeting at this point.

3. OTHER ISSUES

PF/20/1771 Land Adj. Watts Cottage, Mill Road

Cllr Tovey advised that this application would probably be considered by the Development Committee next month.

14 ADJOURNMENT

The meeting adjourned to take further questions/comments from the public.

The resident present advised that he would be happy to spread grit on Bridge Road should it be decided to install grit bins. He was not hopeful that Highways would include Bridge Road on the gritting routes.

With reference to the village hall, he had met the Chairman of the Village Hall Committee and prepared a condition report, a copy had been sent to the Clerk.

15 RE-CONVENE THE MEETING

The meeting re-convened.

16 RESPONSE TO PLANNING APPLICATIONS/ISSUES

See Minute13/2 above.

17 ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing for information.

Next agenda:

- Clerk's Appraisal

18 DATE OF NEXT MEETING

This was confirmed as Wednesday 17 February 2021 at 7pm via Zoom.

19 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8.05p.m.

Signed (Chairman)

Date

**NOTES OF MEETING
VILLAGE HALL WORKING GROUP VIA ZOOM
WEDNESDAY 3 FEBRUARY 2021 at 7pm**

PRESENT :

Stuart Clarke (Chairman), Penny Ashby, Hazel & Tony Blackburn, Mark Camidge, John Catton, Seamus Elliott, Jeanie Feneron, Diane & Kevin Fields, David Holgate, Tony Pritchard, Jill Ridout, Graeme Tolley, Jeff van Poortvliet, Mo Anderson-Dungar (Clerk)

01 WELCOME & APOLOGIES

Stuart welcomed everyone, no apologies.

02 ZOOM PROTOCOLS FOR MEETINGS

These were **agreed** as follows:

- Mute when not speaking
- Clearly raise hand to ask to speak
- Vote via “thumbs up” to agree

03 NOTES FROM LAST MEETING

Notes from the meeting held on 6 January 2021, as previously circulated, were **unanimously agreed**

04 REVISED TERMS OF REFERENCE

Revised Terms of Reference as agreed at the Parish Council meeting on 20 January 2021 had been circulated and were **confirmed**.

05 REPORTS FROM SUB-GROUPS:

1. Marketing

John Catton invited questions on the meeting summaries (21 January and 1 February) previously circulated. Work continued on the “toolkit” and it was envisaged that a plan would be ready around Easter to present to the main group and the Parish Council.

A detailed discussion followed around the proposed timescale – work had begun on obtaining advice and quotes, and there was strong opinion that repairs should begin sooner rather than later.

2. Facilities

Kevin Fields updated further on the summary circulated. Working from the condition report, specialist quotes had been sought for windows and doors, heating possibilities were being investigated, also insulation and the current electrical installation. There were various options for styles of replacement windows and the suggestion for patio doors to the rear of the hall, and possibly also the Sandy Lane Club. A variety of heating methods could be used, depending upon the division of space; it was also suggested that we explore environmentally sustainable options for optimum long-term benefit.

A long discussion ensued about the process, the wisdom of obtaining quotes at the present time without a clearly defined project brief and the opinion that work should begin in earnest so that the hall could be ready when it was allowed to re-open.

3. Finance

Diane Fields summarised the discussion at the previous evening's first meeting of the group. A mix of potential funding sources and their criteria had been looked at, some were open only to charities, but there were several available to parish/town councils and community groups. The most likely so far seemed to be:

- NNDC Sustainable Communities Fund (formerly The Big Society Fund) which was open to all groups, max £15000. The NNDC officer had advised that the deadline for the June panel was 10 May.
- The Big Lottery Fund – two tiers – applications under £10,000 and those over £10,000, each with different application processes, which were outlined. A major application could take 12 – 18 months.
- Salix –a government owned body that provides interest free loans for energy efficient projects. The idea is that the loan is repaid from the savings made.

The Parish Council was asked to consider the status of the hall at an early stage.

It was clear from all these discussions that there needed to be interaction between the groups to define the way forward. Everyone understood that there was urgent work needed, but we need to take a long-term view before commissioning work or applying for funding in an extremely competitive climate. In the meantime, research and evidence gathering was invaluable.

It was therefore **agreed** to consider the Chairman's suggestion of a "roadmap" at this point.

06 **ROADMAP**

The marketing plan will be a comprehensive document that will bring the groups together and give us a timescale and information to prepare a project brief. It will be a collection of documents that will demonstrate a logical approach to the process and provide evidence for submission of funding applications. Meantime, quotes, and advice can be sought, but any quotes should be general and open-ended to assist with budgeting and making the best use of the funds available. We need to be patient to get the best outcome, as frustrating as this may be.

Meantime, the hall could be let as it is once government restrictions are lifted, although if social distancing measures remain in place, the number allowed on the premises will be limited.

The Clerk reminded the meeting of the need for community consultation. It was the intention to have the Village Hall as the main topic for the Annual Parish Meeting that must be held between 1 March and 1 June. Hopefully an "in

person” meeting, but this will depend on the situation at the time. Therefore, it is important for us to demonstrate a cohesive approach and present a definitive and costed project brief so that we can emerge from the meeting with a clear mandate – if it is not what people want, they will not support it.

Main group meetings should be called when there is a need, rather than monthly. It was important for now that the focus groups continue their research communicate with each other and circulate their meeting notes pending the presentation of the Marketing Group’s plan around Easter. This was **agreed**.

06 NEW NAME FOR THE VILLAGE HALL

The suggested competition was a good idea, but it was **agreed** to put this to the Parish Council for discussion and a possible launch at the Annual Parish Meeting to keep the momentum going.

07 ITEMS FOR REFERRAL TO PARISH COUNCIL MEETING 17 FEBRUARY 2021

- Process for obtaining advice/quotes/estimates in accordance with Parish Council Standing Orders and Financial Regulations.
- Charitable status
- Competition for a new name for the Village Hall

08 ITEMS FOR INFORMATION/NEXT AGENDA

Road map – taken earlier.

Jeff van Poortvliet thanked everyone for their hard work so far; Kevin Fields thanked the Clerk for the extra work.

09 DATE OF NEXT MEETING

To be arranged as needed, next meeting probably just after Easter when the marketing plan has been prepared.

The meeting closed at 8.35p.m.

ADDITIONAL INFORMATION ON THE TRUSTEE SESSION

The attached handout is very comprehensive and gives most of the general information we need at this time.

In the case of our village hall, the building was conveyed to the Parish Council as Custodian Trustees. If the Council wanted to change the status to reflect a change of management style, the recommendation was that we take legal advice. This can be obtained via Norfolk Parish Training & Support's legal partner, Wellers Hedley, and I can find out approximate costs at the appropriate time.

With regards to VAT, and the advice on reclaiming, in the case of the Parish Council, it is not the "asset's" funds that have been used to finance the running costs – in effect the Parish Council has legitimately helped the "asset" by "gifting" the running costs. Parish Councils have the power under s.145 of the Local Government Act 1972 to provide entertainment facilities.

If there are sufficient people willing to form a Management Committee, then the Parish Council could continue as Custodian Trustees – in which case the advice is to continue to precept for running costs, but to award the money as a grant to the Management Committee, probably payable quarterly and agreed annually on production of a budget to the Council in the autumn.

Aside from the course, other advice regarding the Parish Council being Sole Trustees is that it creates an additional layer of reporting management – meetings, separate accounts and audit, plus the requirement to provide an Annual Report to the Charity Commission. So it is considered far better to run as a managed property. But - this would incur business rates, and the need to charge VAT on hire fees, but all money would come into the parish council accounts.

This is just a very brief general outline following the questions I asked at the session.

Mo Anderson-Dungar
12 February 2021

Parish and Town Councils as Sole Trustees

(references to parish council also include town councils)

Local Council Administration (CAB) states that a parish council may accept, hold and administer or act as a holding trustee for the general benefit of the locality so long as it is not a Church charity, and can accept trusteeship of village greens, recreational, agricultural and other allotments

Custodian trustee, or holding trustee, where the PC is the registered owner of the land or building, but does not manage the asset, eg owns playing field but it is managed and run by a separate group of trustees

Managing trustees, who manage the day-to-day running of something, common with village halls – often the PC is entitled to appoint a number of trustees to the Managing Charity, who may or may not be councillors

Sole (Managing) Trustee – the PC is the only trustee and manages the day-to-day running of the asset, it is the Trustee, with the councillors acting as an entity to make decisions – only this sort of trustee is reported on the PC's Annual Return (AGAR)

The entries on the Annual Governance and Accountability Return (Annual Return or AGAR) merely ask (1) if the PC is a sole trustee, and (2) if the PC has met all its responsibilities as Trustee.

The PC's auditor is required to confirm that the PC met its responsibilities as Trustee.

A Charity's Governing Document sets out:

- The purposes, aims or objects of the charity
- The powers of the charity
- What the public benefit is – must be wide enough section of public, so you must know who benefits and what the benefits are
- How often the Trustee meets
- May list extra powers
- May list things the Charity may not do

Can only spend money on things listed as purposes

- Ensure do not start or take over new activities that are not included in the stated purposes
- If you apply for a grant that can only be spent on certain activities, these activities must be within the Charity's purposes

Must manage any risk of harm to beneficiaries and public

Normal requirements and regulations apply such as insurance, play area inspections, safety inspections as landlords etc

Annual Report:

- What is the public benefit, for whom and where
- Write about what the charity has done
- Where money comes from
- How the money has been spent

Accounts:

- If under £250,000, then Receipts and Payments accounts are fine – like smaller Parish Council cash in, cash out accounts

(You may prefer to do accruals accounts, called Income & Expenditure in Parish Council accounts, where you adjust the actual cash in and cash out to include amounts owed and owing at the year-end (debtors and creditors) – can give more accurate accounts, may be preferred by grant-giving bodies)

- Presuming Receipts and Payments Accounts
 - no legal format, but there is an example on the Charity Commission website
 - Annual Return, Receipts and Payments, Assets and Liabilities list (like fixed asset note on PC's annual return), and an independent examination (less formal than an audit) if the receipts or payments are over £25,000
 - Fixed assets are not depreciated (just like PC's)
 - Gifts of land to the charity are not shown in the R&P but are listed in the asset list
 - Assets can be valued in most suitably way, like PC's – insurance, valuation or cost
 - Be consistent so that each year's accounts relate to the previous year's accounts

The Trustee (ie PC), and not just the clerk/treasurer, is responsible for the accounts, which should be approved at a Trustee's meeting.

The Annual Return to the Charity Commissioners

- Need log in to submit Return
- The Charity's entry is a public document and must be kept up-to-date
- Contact details for the Charity
- Must be submitted within 10 months of the Charity's year-end
- If receipts and payments are less than £10,000, then you just fill in the total receipts and total payments
- If greater than £10,000, but less than £25,000, there are some questions to complete including: how funds are raised, how grants are given, any grants rec'd from a local authority, how many volunteers (could include councillors as they are not trustees), review of financial controls, DBS checks in place
- If greater than £25,000, questions as above, plus you need to submit an Independent Examination of the Accounts

Budget

Simple document should be adequate, but remember to ensure all planned activities are permitted by the Governing Document

VAT

Local authorities and similar bodies (VAT Notice 749):

VAT refunds on goods and services you buy using money from trust funds:

You can get a VAT refund but only when you act as sole trustee of a trust, for example, a village hall.
For your claim to be valid:

- you must be acting as sole managing trustee without payment
- the activities of the trust must be so closely related to your own functions as an authority, that you cannot easily distinguish between them
- the claim must relate to the non-business activities of the trust

But if:

- we're satisfied that recovery of VAT will create anomalies, then we may restrict it
- you're a custodian trustee whose role is simply to hold the property of the trust, then you cannot recover the VAT you have incurred, unless you're also sole managing trustee

Advantages

Charitable rate relief – mandatory (80%) and non-mandatory (so rating authorities give the relief on the remaining 20%)

No income tax

The Charity continues with the PC as trustee so no need to update for changes in trustees

Problems

Conflicts of interest – trustees, when acting as a trustee, must act in the best interests of the charity, not parish council

The meetings of the Charity must be separate from those of the PC, with separate agendas. May involve extra meeting nights, or you could do the meeting straight after the PC meeting, but make it clear that you are changing to the Charity meeting and you are entitled to exclude the public.

Produced by Pauline James, Associate Trainer with Norfolk ALC.

GREATER NORWICH LOCAL PLAN

Text of email received regarding Regulation 19 consultation period

Sent on behalf of Mike Burrell, Greater Norwich Planning Policy Team Manager

Dear Consultee

This email is to update you on the progress of the Greater Norwich Local Plan (GNLP) which adjoins your council area.

It has been agreed by Cabinets at the three districts, and supported by the County Council, that the GNLP will go forward for a six-week Regulation 19 publication period, which will start at 09.00 on Monday 1 February 2021 and close at 17.00 on Monday 15 March 2021. **No representations will be accepted outside of this period.** You can find the proposed submission documents on our website at www.gnlp.org.uk

The publication period allows for any concerns to be formally raised as a 'representation' regarding the soundness or legal compliance of the GNLP. **Representations must be received by GNLP by 17.00 on Monday 15 March 2021.**

There are two ways to make comments on this plan: by submitting them online or in writing. Ideally, please submit comments online at www.gnlp.org.uk. However, written responses can also be made on a response form, which can be downloaded from www.gnlp.org.uk, or requested by phoning 01603 306603 or emailing gnlp@norfolk.gov.uk.

Written representation forms should be emailed to: gnlp@norfolk.gov.uk

Or via post to:

Greater Norwich Local Plan Team
County Hall
Martineau Lane
Norwich NR1 2DH

All representations must be received by 17.00 on Monday 15 March 2021.

The GNLP comprises two key elements: The Greater Norwich Local Plan (GNLP) Strategy which is the planning strategy for growth in Greater Norwich from 2018 to 2038 together with supporting thematic policies; and a GNLP Sites document which contains the policies for sites we propose to allocate for development to help deliver the GNLP. There are also supporting and evidence base documents available for inspection, including: the Sustainability Appraisal, the Habitats Regulations Assessment, the Equalities Impact Assessment.

As you may be aware, a separate allocation plan is being developed by South Norfolk Council for the village cluster sites in South Norfolk which will come forward in due course.

Mike Burrell

Greater Norwich Planning Policy Team Manager

Tel: 01603 222761

NOTES: Councillors may have seen the reactions on social media and in the press regarding the allocation of 550 houses for Aylsham, the second site of 250 homes on land near the Motel on Norwich Road having been included, and agreed upon by the 3 councils – Broadland, South Norfolk, and Norwich City – and endorsed by Norfolk County Council, without any consultation or notice to the town. The increase from 300 to 550 represents an increase of 83% without consultation – a failure to consult on a significant change. Infrastructure matters have not been addressed, and there is no willingness to co-operate with the town/town council on phasing and are keen to get this pushed through before the changes in the Planning White Paper become law. The mention of a separate discussion at a later date for South Norfolk villages is also a concern as the plan is meant for the development of the three districts. If not, it lacks validity.

Mo/12 February 2021

RESPONSE FROM HIGHWAYS RE GRIT BINS

New grit bins - District Councils have the power to place/fill grit bins on the highway subject to the consent of the Highway Authority under section 185 of the Highways Act 1980. No provisions exist allowing the Parish or Town Council to place grit bins on the highway without prior agreement from the authority. In the past, they have purchased/donated them to the Highway Authority, subject to the Highway Engineer/Area Manager agreeing a location and to accept the future refilling. NCC are not bound to replace bins if they are damaged or stolen, and they do not require a street furniture licence under this procedure.

Due to funding pressures, It was agreed some years ago to maintain the number of bins at present levels allowing for the relocation of bins, which become redundant because of network changes. The criteria for the provision of a bin should be on a heavily used part of the network where accidents may occur or where there are significant delays on part of the ungritted network. It's too late in the season for any alterations, however, a grit bin assessment can be carried out by myself in the spring/summer time. As mentioned above, I cannot promise that the request will meet all the criteria and be rubber stamped for approval, but will endeavour to review accordingly over the coming months.

Gritting Routes - Or less there is an exceptional case for an additional gritting route, at the moment we are not adding new routes to our schedule on request, due to funding pressures. Over the years, this has been quite the reverse, and roads have actually been taken out. As you will be aware, for reference I have attached a plan showing the Priority 1 and 2 routes (Highlighted light green/orange routes AYL062 & AYL063) for Colby. These generally cover the trunk, other "A" roads, main roads which distribute traffic and access roads connecting to strategic routes, towns and villages etc. Additional to these higher priority routes is a Priority 3 network (Highlighted dark green, route 353) including some of the more important cross country routes, certain bus routes, town and village streets and distributor roads on large estates. These routes would only receive treatment during prolonged periods of frost, and even then, only when resources are available after treatment of the higher priority routes.

Regards

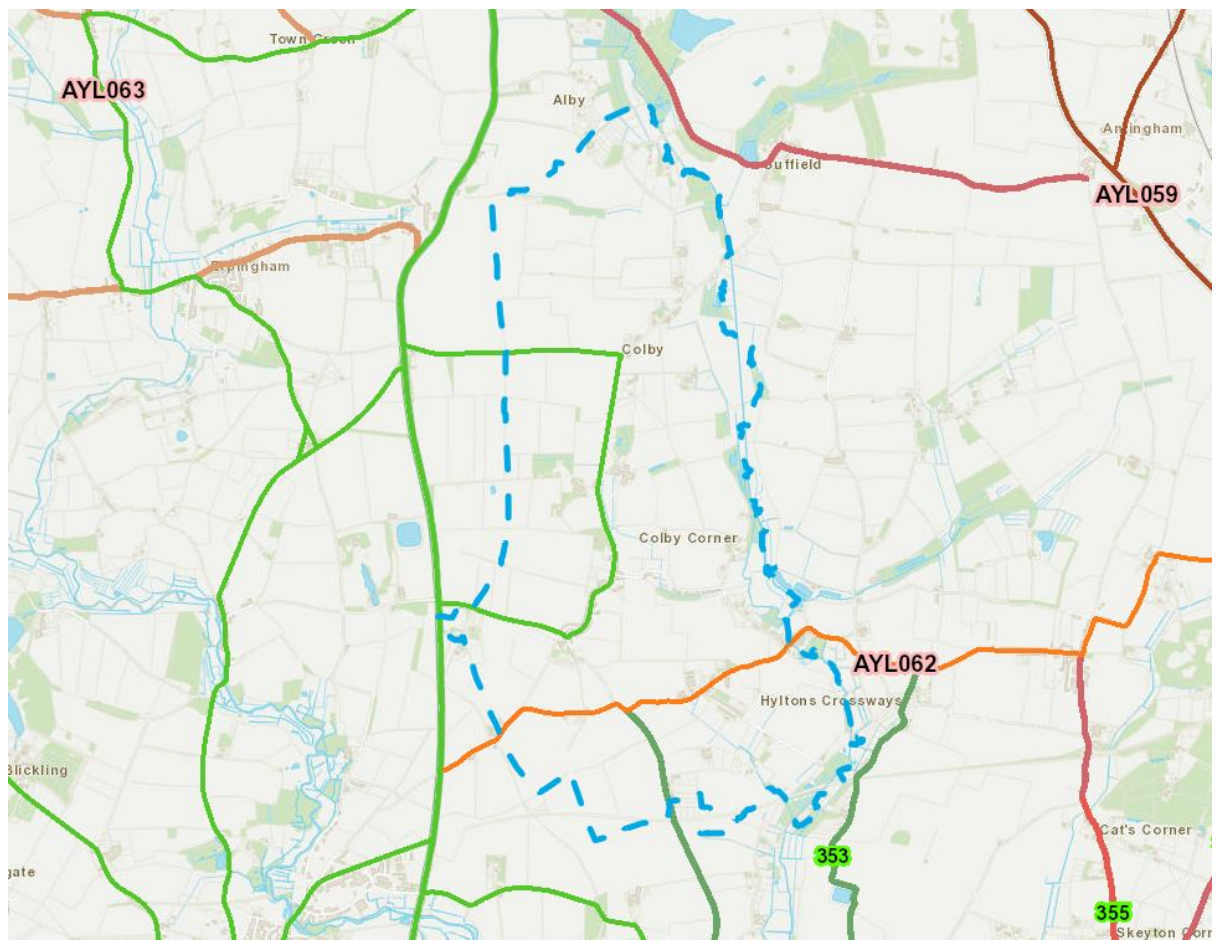
Justin.

Justin Le-May, Highway Engineer North 2

Community and Environmental Services

Tel: Dept: 0344 800 8020

North Area Highways Depot, Burgh Road, Aylsham, NR11 6AR



Colby & Banningham Parish Council

DRAFT PAYMENTS LIST 101 TO 109

Voucher	Cheque	Code	Name	Description	Amount
101		22 - Filestream	Filestream Ltd	Filestream Web	110.40
			<i>Quarterly rental to 17/05/21</i>		
102		23 - Scribe	Starboard Systems Ltd.	Accounts package	345.60
			<i>Annual subscription for 2021/2022 financial year</i>		
103		8 - Waste Collection	Veolia	Waste collection	16.32
			<i>One collection in January - account now in suspension until 28/02/2021. there may be an invoice for February as the last January collection was late.</i>		
104		6 - Water/Sewerage	Anglian Water Business	Water/sewerage	45.68
			<i>Estimated bill November 2020 to Feb 2021</i>		
105		58 - Car Park	Suregreen Ltd	Car park	2,075.99
			<i>Payment already made to secure goods. SC to organise delivery</i>		
106		33 - Training	Norfolk Association of Parish and Town	Training	45.00
			<i>Clerk - Sole Trustee course 09/02/2021</i>		
107		27 - Video Conferencing	Zoom Video Communications Inc	Video Conferencing	14.39
			<i>Monthly Zoom Pro fee reimbursed to Clerk</i>		
108		58 - Car Park	S & M Supplies (Aylsham) Ltd	Car park	174.76
			<i>Monthly account - supplies for car park installation on playing field</i>		
109		2 - Salary	Maureen Anderson-Dungar	Clerk Salary	229.01
			<i>Clerk salary February 2021</i>		
TOTAL					3,057.15

Colby & Banningham Parish Council
RECONCILIATION - Unity Current Account T1 20388689

From Accounts	£7,923.91
Payments not cashed Add	£195.00
Receipts not entered Subtract	£0.00
<hr/>	
Statement should be	£8,118.91

Colby & Banningham Parish Council
RECONCILIATION - Unity Instant Access Account 20388692

From Accounts	£30,677.89
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Payments not cashed Add	£0.00
---------------------------------------------	-------

Receipts not entered Subtract	£0.00
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Statement should be	£30,677.89
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Colby & Banningham Parish Council**BANK ACCOUNTS**

Unity Instant Access Account 2038:	£30,677.89
Unity Current Account T1 20388689	£7,923.91
Total in Banks	38,601.80
Cash	0.00
GRAND TOTAL (Banks and Cash)	£38,601.80

Colby & Banningham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2021		
	Cash in Hand 01/04/2020		31,230.93
	ADD Receipts 01/04/2020 - 31/01/2021		19,057.63
	SUBTRACT Payments 01/04/2020 - 31/01/2021		50,288.56
	Cash in Hand 31/01/2021 (per Cash Book)		11,686.76
B			38,601.80
	Cash in hand per Bank Statements		
	Cash 31/01/2021	0.00	
	Unity Current Account T1 20388681 31/01/2021	8,118.91	
	Unity Instant Access Account 2038 31/01/2021	30,677.89	
			38,796.80
	Less unrepresented payments		195.00
			38,601.80
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		38,601.80
	A = B Checks out OK		

Colby & Banningham Parish Council

14 February 2021 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/01/2021)

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Agency Services	56.00		-56				-56
31	Bank Charges				72.00	54.00	18	18
32	Bank Interest	80.00	25.58	-54				-54
39	Councillors Expenses				50.00		50	50
53	Data Protection Fee				35.00	35.00		
30	Election Costs							
26	External Audit							
22	Filestream				375.00	276.00	99	99
41	Grant							
37	Grants				25.00		25	25
24	Insurance				1,550.00	1,569.39	-19	-19
25	Internal Audit				102.00	100.00	2	2
34	Legal Expenses				250.00		250	250
29	Office Equipment							
40	Precept	16,034.00	16,034.00					
38	Publications							
42	Recycling credit	10.00		-10				-10
23	Scribe				265.00		265	265
57	Signage					36.90	-37	-37
28	Stationery/Photocopying				350.00	45.50	305	305
36	Subscriptions				257.00	95.00	162	162
33	Training				160.00		160	160
51	VAT refund							
27	Video Conferencing					35.97	-36	-36
50	Wayleave Payment	55.00	54.33	-1				-1
43	Website				100.00	231.39	-131	-131
SUB TOTAL		16,235.00	16,113.91	-121	3,591.00	2,479.15	1,112	991

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Allotment Deposits							
17	Allotment Rents	60.00		-60				-60
19	Arable Land	65.00	65.00					
SUB TOTAL		125.00	65.00	-60				-60

Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Banningham				195.00	195.00		
21	Colby				195.00	195.00		
SUB TOTAL					390.00	390.00		

Colby & Banningham Parish Council

14 February 2021 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/01/2021)

Clerk

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Expenses				50.00		50	50
1	PAYE				700.00	682.60	17	17
2	Salary				2,725.00	2,289.70	435	435
SUB TOTAL					3,475.00	2,972.30	503	503

Playing Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Car Park					1,331.71	-1,332	-1,332
44	Ditch clearance				300.00		300	300
16	Drainage							
52	Events							
14	Grounds Maintenance				1,250.00	800.00	450	450
54	Tree Project 2020		2,135.14	2,135		357.16	-357	1,778
15	Tree works							
SUB TOTAL			2,135.14	2,135	1,550.00	2,488.87	-939	1,196

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Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Poppy Wreaths				35.00	34.00	1	1
SUB TOTAL					35.00	34.00	1	1

Telephone Kiosk

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Display Equipment					76.98	-77	-77
48	Repairs/Decoration				500.00	92.68	407	407
SUB TOTAL					500.00	169.66	330	330

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Bowls Club Lease							
11	Grounds Maintenance				950.00	450.00	500	500
13	Tree works					395.00	-395	-395
SUB TOTAL					950.00	845.00	105	105

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/01/2021)

Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Cleaning				900.00	349.29	551	551
4	Electricity				900.00	564.29	336	336
47	Fire Equipment Service				100.00	90.00	10	10
7	FIT Payments	250.00		-250				-250
10	Grounds Maintenance				270.00	230.00	40	40
9	Heating Oil				900.00		900	900
5	Repairs				1,500.00		1,500	1,500
8	Waste Collection				500.00	217.60	282	282
6	Water/Sewerage				650.00	71.11	579	579
46	Window Cleaning				260.00	135.00	125	125
SUB TOTAL		250.00		-250	5,980.00	1,657.29	4,323	4,073

Village Signs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Banningham sign							
56	Colby sign							
SUB TOTAL								

Summary

NET TOTAL	16,610.00	18,314.05	1,704	16,471.00	11,036.27	5,435	7,139
V.A.T.		743.58			650.49		
GROSS TOTAL		19,057.63			11,686.76		

Colby & Banningham Parish Council

Procurement Policy

Introduction

Colby & Banningham Parish Council aims to be effective and efficient in order to improve the delivery and the cost effectiveness of public services. Successful procurement is one of the factors in achieving this aim. This policy describes how procurement will be undertaken. As a policy, it is available to support staff and councillors who may be involved in the process. It also informs the public and contractors.

The purpose of the Policy

This policy has been written to support the Financial Regulations of the council. It complies with best practice guidance on procurement so strengthening the financial governance of the council.

- It provides a model document for officers and councillors, thus providing confidence and saving time.
- It provides a document which will advise contractors on the procedures which must be followed by the council.
- It ensures value for money thereby improving the cost effectiveness of the council.
- It will assist in the delivery of improvements to the services the council offers and to the maintenance of its assets.
- It will assist in the risk management of the council in respect of maintaining the credibility of the council, ensuring value for money, and achieving good standards of service provided to the council.

Detailing the service or purchase

As a publicly accountable body it is important to ensure that when items are purchased, or work is required to be carried out by any contractors that the enquiry is on the basis of a "level playing field". It is therefore important that the description of the work or item is the same for all suppliers submitting a quotation. It is also important that the description is accurate and complete. Evaluating quotations then becomes a much simpler process. It is important to include all detail in the tender document, as contractors are likely to charge excessive surcharges for additional items.

The detailing of services can be done by one of the following ways:

- The Clerk is likely to compile the detail of the work in the lower end of the value path. The process can be supported by information obtained from other councils who may have "gone down the same route" or by researching the activities of the council.
- However, for some orders the Clerk may not have the technical or legal knowledge to write the detail, and after obtaining authority from the Council will obtain/buy in the necessary technical assistance to prepare a specification. The council will then review and agree the specification.

- A description of the work or item could be drawn up by one or more persons who know and understand the scope of the work and the specification. These persons may be councillors with relevant experience, or a working party of suitably qualified professionals. Their recommendation will then need to be agreed by council

The issuing of invitations for quotations or preparation of tender documents will be dealt with by the Parish Clerk.

Value Path

The following applies to all values:

- After establishing the requirement (whether new or existing) it is useful to carry out research to help establish approximate cost. Research may involve previous experience of a similar contract or obtaining an estimate (as opposed to a quotation).
- The council is also under no obligation to accept the lowest price. The general requirement to provide “best value” within budget and to ensure propriety, fairness, consistency, and good practice remains for all items.
- All suppliers must provide evidence of public liability insurance - £5 million (unless other advice is received from the Council’s insurer).
- All orders will be placed by the Clerk/RFO. No councillor has authority to act on behalf of the council. The Clerk will ensure that the council has the legal authority to spend money for the goods or services. If there is no legal power to spend money then the Clerk/RFO will advise the council accordingly. No supplier may contact a councillor or member of staff during the tendering process (refer to The Bribery Act 2010).
- When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- Any variation to a contract or addition to or omission from a contract must be approved by the council, the council being informed where the final cost is likely to exceed the financial provision.
- Some supplies, such as goods sold at fixed prices or professional services, will not be subject to the above these are detailed as follows:
 - for the supply of gas, electricity, water, sewerage and telephone services;
 - for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- for additional audit work of the external Auditor up to an estimated value of £250.00 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Purchases valued at up to £100 (net value) per item up to a maximum £200.00 per month for Parish Council & Office Administration

The Clerk is authorised to order as necessary from any supplier any item required for the administration of the Council or Parish Office subject to the provisions made in the Parish Council budget up to a maximum amount of £200 per month and £100 per item.

Purchases valued at less than £200 (net value) excluding items purchased for Parish Council & Office Administration as above

The Clerk will obtain a written quotation either by letter or sent electronically. The order will be placed in writing (either by letter or sent electronically) by the Clerk, this becomes part of the audit trail. The Clerk / RFO shall be in control of the orders placed. If the supply has been agreed by council and there is a budget for the item, then the Clerk may place the order.

Purchases valued £201 - £5000

The Clerk shall strive to obtain three written quotations either by letter or sent electronically; such quotes must be on a business letter heading, and it must clearly specify the services, supplies, or work to be provided. The order will be placed in writing (either by letter or sent electronically) by the Clerk, this becomes part of the audit trail. The Clerk RFO shall be in control of the orders placed. Prior to placing the order, the Clerk should obtain council approval.

Contractual considerations for values over £5000 - £10,000

The Clerk shall obtain three written quotations either by letter or sent electronically and on a business letter heading, and it must clearly specify the services, supplies, or work to be provided. The contract must specify the price to be paid net of discounts and including any VAT. The contract must specify the time or times within which the contract is to be performed.

Contractual considerations for values over £10,000 up to £25,000

Full tender procedures (as described below) must apply. The contract must specify the time or times within which the contract is to be performed.

Contractual considerations for values in the case of all contracts exceeding £25,000

Full tender procedures (as described below) must apply. The contract must specify the liquidated damages to be paid by the contractor if the contract is not completed at the specified date. Every contractor must obtain the written permission of the council before assigning or sub-letting the contract or any part of it.

Going out to tender

- 1) Advertising the contract
At least 10 days' public notice of the intention to enter into a contract will be given in one or more local papers and on the council's website.
The notice will state:
 - (a) The nature and purpose of the proposed contract
 - (b) The closing date and time for receipt of applications
 - (c) The address to which applications should be sent
 - (d) The date on which tenders are likely to be considered
- 2) Consideration of the terms and conditions of a contractor. Examples of these are warranties and payments terms. Evidence of warranties and guarantees should be provided in writing. Contractors should be made aware of payment terms. These are 30 days after the month end.
- 3) Satisfactory references must be provided by the contractor. They should also be sought by the Clerk from other councils or customers of the contractor.
- 4) Qualification. Evidence of qualification should be requested and also risk assessments.

The District Council may have a list of approved suppliers which can provide useful information for the Clerk.

Public Contracts

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

Risk Management

The council must have confidence that the contractors understand safe working practices by examining qualifications, work experience, risk assessments, and method statements and ensuring full documentation is in place. In addition, regular inspection should be made to ensure that work of the highest quality is produced by the contractor. There must always be an inspection/check of the works or goods before payment (or payment if in instalment) is made. An inspection may need to be undertaken by a professional such as an architect or an inspector (as is the case with play equipment).

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts¹

² Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

Scoring Panel

For items of a specialist nature the council may choose to appoint a scoring panel. This may be a working party or panel of experts who will score the various parts of a tender and make a recommendation to the council. With council approval, that working party may choose to have the detail of the product, goods or service presented by the supplier.

Opening quotations / tenders

Each contractor will be instructed to return quotations / tenders to the Clerk in a plain envelope provided by the council, which shall be marked with the name of the project on the top left of the envelope and the name and address of the Clerk. Quotations should not be returned to any member of the council.

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. Decisions concerning contracts can be taken as a “confidential item” at a council meeting. It may be that the council, or duly delegated committee, does not accept any tender, quote, or estimate and the work is not allocated; and the council requires further pricing. It therefore is important that the value of the tenders/prices submitted remains confidential.

The Clerk will instruct the successful contractor and advise the unsuccessful contractors.

Emergency Power

The Clerk/RFO has the authority to spend money in the event of an emergency on behalf of the council up to the value of £1000. This authority is given under s101 of the Local Government Act 1972. The Clerk will advise the Chairman or in his/her absence the Vice Chairman as soon as possible, and the matter will be reported to the next council meeting. One quotation in writing is essential.

Policy Review

This policy will be reviewed annually by the Council

Dated:

Notes:

This policy supports and follows the Standing Orders and Financial Regulations of the Council.

Next review date: February 2023