Sutton Parish Council (North Norfolk District)

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			28,709.39
	ADD Receipts 01/04/2026 - 30/04/2026			14,148.02
				42,857.41
	SUBTRACT Payments 01/04/2026 - 30/04/2026			2,898.16
A	**Cash in Hand 30/04/2026** (per Cash Book)			**39,959.25**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Current T1	30/04/2026	10,577.56	
	Instant Access	30/04/2026	29,681.69	
				40,259.25
	Less unpresented payments			300.00
				39,959.25
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**39,959.25**
	A = B Checks out OK			

Sutton Parish Council (North Norfolk District)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1		01/04/2026		Current T1		Pond Bin	North Norfolk District Coun		68.00		68.00
3		05/04/2026	11 11 25 (item 7c)	Current T1		Legal	Parkinson Partnership		750.00	150.00	900.00
2		05/04/2026	14 04 26 (item 8h)	Current T1		Subscriptions	Norfolk Parish Training & S		185.00	37.00	222.00
4		05/04/2026		Current T1		Equipment	Sutton Building Supplies		4.44	0.89	5.33
5		07/04/2026	14 04 26 (item 8d)	Current T1		Salary/Expenses	Land Registry		14.00		14.00
8		08/04/2026	14 04 26 (item 8g)	Current T1		Insurance	Zurich Insurance		300.00		300.00
9		17/04/2026	14 04 26 (item 8i)	Current T1		Hire charge	Sutton Village Hall		240.00		240.00
6		18/04/2026		Current T1		Salary/Expenses	PAYE		1,048.66		1,048.66
7		18/04/2026		Current T1		HMRC/NI	HMRC/NI		85.17		85.17
18		18/04/2026		Current T1		Salary/Expenses	Smarty Mobile		8.00		8.00
10		30/04/2026		Current T1		Charges	Unity Trust Bank		7.00		7.00
								Total	**2,710.27**	**187.89**	**2,898.16**

Sutton Parish Council (North Norfolk District)

04 May 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1		01/04/2026		Current T1		Mooring Fees 2026/2027	Lynne Dobbins		168.00		168.00
2		07/04/2026		Current T1		Mooring Fees 2026/2027	Keith Hansell		710.69		710.69
3		07/04/2026		Current T1		Mooring Fees 2026/2027	Steven Lyon		678.38		678.38
4		08/04/2026		Current T1		Mooring Fees 2026/2027	A & M Marshall		613.78		613.78
5		14/04/2026		Current T1		Mooring Fees 2026/2027	A & S Hawes		746.42		746.42
6		15/04/2026		Current T1		Mooring Fees 2026/2027	James Cole		1,030.78		1,030.78
7		15/04/2026		Current T1		Mooring Fees 2026/2027	Valerie Whitton		168.00		168.00
8		15/04/2026		Current T1		Mooring Fees 2026/2027	David Jones		781.97		781.97
9		30/04/2026		Current T1		Precept	North Norfolk District Coun		9,250.00		9,250.00
								Total	**14,148.02**		**14,148.02**

Sutton Parish Council (North Norfolk District)

04 May 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
11		13/05/2026		Current T1		Bins	North Norfolk District Coun		254.20	50.84	305.04
19		13/05/2026		Current T1		Subscriptions	Norfolk Association of Loca		237.23		237.23
								Total	**491.43**	**50.84**	**542.27**

Sutton 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 behaviours 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 localarea; 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 general 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 developedspecifically 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 and comments.

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:

1.1 I treat other councillors and members of the public with respect.

1.2 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 a robust 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 councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 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 bea regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, inemails or phone calls, happen in the workplace or at work social events and may not alwaysbe 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 leasttwo 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:

3.1 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 would undermine 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:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, 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 of obtaining professional legal advice provided that the third party 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 by law.

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 should work 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/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to 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 or authorising their use by 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 of the 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 andare not to be used for business or personal gain. They should be used in accordance withthe 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 or not 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. Gifts and hospitality

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.

In order 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 mustensure 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, usingthe 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 areaware 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 violence or 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 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 matterand 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 allowedto speak at the meeting. Otherwise you must not take part in any discussion or voteon 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, close associate; or
   c. a body included in those you need to disclose 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 ***affects*** your 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 a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

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. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 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 (b) 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 or civil 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 as if 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 thetotal 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 have a personal interest in any business of your authority where it relates to or is likely to affect: a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body (i) exercising functions of a public nature (ii) any body 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)

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 IndependentPersons.

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 dismiss as 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 guidanceon 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 shouldinclude 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 bythe 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 stillfit for purpose.

SUTTON PARISH COUNCIL
STANDING ORDERS

Introduction to Standing Orders
A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy.
Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders
Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Where it is necessary for you to enter the agreed procedure for the council or there are alternative options for you to select from, the text is in red.

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (https://www.saaa.co.uk/legislation-guidance/). One exception is that the law requires Standing Orders to contain details about contracts (see Contacts and Procurement).

2. Agendas (and summons)

b) **All items to be decided at a meeting must be detailed on the agenda.**

c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**

d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**

e) **The agenda/summons must be signed by the clerk and dated.**

f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least 10 days before a meeting.

g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.

h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.

i) The agenda should be sent to the District and County Councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.

j) The agenda will detail the following in this order:
   i. Receipt or approval of apologies for absence
   ii. Receipt of declarations of interest and consideration of requests for dispensations
   iii. Confirmation of the accuracy of the minutes of last meeting
   iv. Public participation
   v. Other items for discussion such as planning matters; financial reports; progress of projects etc.

k) **The agenda for the annual council meeting in May must include, as a first item, the election of chair.** Further items may include:
   i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities

ii. Review of the terms of reference for committees (if applicable)
iii. Appointment of councillors to committees and working parties
iv. Review of policies
v. Review of membership of external bodies
vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate

l) The following items can be considered at a meeting even if they are not on the agenda:
   i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
   ii. to defer consideration of an item until a future meeting
   iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
   iv. to temporarily suspend the meeting
   v. to suspend a particular standing order (unless contrary to legislation)
   vi. to adjourn the meeting
   vii. to close the meeting

m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by 3 councillors.

3. Apologies

a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk or the chair.
b) **If a councillor fails throughout six consecutive calendar months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

a) **The council must elect a chair who must be a member of the council.**
b) **The appointment of chair must be an annual appointment.**
c) At the moment when the new chair accepts office the previous chair automatically retires.
d) Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.
e) The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.
f) The casting vote does not have to be used in the same way as the original vote.
g) The chair or in their absence the vice-chair (if any) must preside.

h) **If both are absent the council must appoint some other councillor to preside.**
i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

a) **Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
f) A dispensation will be decided by the council or the committee.
g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.
h) **A dispensation may be granted for the following reasons:**
   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.**

7. Committees, Sub-committees and Working Parties

a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**
b) **The council decides terms of reference for the committee.** e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.

c) **A committee will have an agenda, be open to the public, and have minutes.**
d) The quorum of a committee should be no less than three.
e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.** Non-councillors must abide by the council's Code of Conduct.
f) A committee may delegate any of its functions to a sub-committee.
g) Standing Orders of the council shall apply to all committees and sub-committees.
h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement (must be included in Standing Orders)

a) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
b) 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 officers to encourage or support their tender outside the prescribed process;
   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
   v. 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;
   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts**

Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council,** sending their written resignation to the Clerk.
b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The 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 of the chair.
d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

a) **The council must ensure that a written record of its processing activities is maintained.**
b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than 3 minutes.

b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.

b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).

c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.

d) The council may delegate to a committee (see Committees, Sub-committees and Working Parties).

13. Disorderly Conduct

a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see Clerk)

b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.

a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.

b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.

c) **A council must appoint a Responsible Financial Officer**

d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.

e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**

b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.** If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

16. Legal Deeds

a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also Agendas)

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) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**

c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**

d) **In addition, a council must meet on at least three other occasions during the year** and may hold further meetings as required.

e) This council meets on the first Wednesday of every 2 months, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.

f) Meeting dates for the following year should be set on or before the last meeting of the year.

g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**

h) **If the chair 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 such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**

i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**

j) **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.

k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**

l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.

m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.

n) A meeting shall not exceed a period of 2.5 hours

18. Minutes

a) Minutes shall include:

   i. the date, time and place of the meeting

   ii. the names of councillors and officers who are present

iii. interests declared
iv. dispensations granted
v. when a councillor arrives late, leaves early, or is absent for period of time
vi. the public participation session
i. the decisions made

b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
c) If issued to councillor prior to the meeting, minutes shall be taken as read.
d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors

a) Members of the public have the right to attend all meetings of the council
b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
i. engagement, terms of service, conduct and dismissal of employees
ii. terms of tenders and proposals and counter proposals in negation for contracts
iii. preparation of cases in legal proceedings
iv. the early stages of any dispute

c) Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the chair.
d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
g) 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.

Date Approved May 2026

Date to be reviewed May 2027

SUTTON PARISH COUNCIL
FINANCIAL REGULATIONS

Abbreviations:
RFO Responsible Financial Officer
AGAR Annual Governance and Accounting Return
G&A Governance and Accountability – Practitioners Guide produced by JPEG and known as 'Proper Practices'
GPC General Power of Competence
TOR Terms of Reference

Notes: Items and actions described by the word "must" are laid down in law – therefore they must be retained.

1. General

These regulations govern how the Council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved **May 2026** and will be updated annually unless the law or the council's financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

2.1. The RFO must be responsible for maintaining the cash book and completing the year-end receipts and payments accounts from the totals in the cash book as soon as possible after the year-end.

2.2. These accounts should be presented showing a comparative previous year for both receipts and payments. The totals in the accounts are then transferred to the relevant sections of the AGAR Accounting Statement. A year-end bank reconciliation must be undertaken, and the Chairman should sign this and the year-end bank statement(s).

2.3. The RFO may choose to undertake Income and Expenditure Accounting (as opposed to Receipts and Payments), and must follow the guidance in G&A.

2.4. The Council must have a suitable item on every agenda (for example "Financial Matters) for financial reporting which will include details of all receipts and payments, bank account reconciliations to cash book, balances of all accounts held and budget monitoring. This will provide supporting evidence of an effective system of internal control for its accounting records and financial activities in accordance with proper practices. The purpose and detail of internal control must be recorded in a statement or policy document approved and annually reviewed by Council.

2.5. The Council should appoint one of its members to the role of Internal Control Officer, and the officer will conduct a check of various items at least quarterly. The member is appointed annually at the May meeting. A check list will be drawn up by the RFO. The list should include, among other things, verifying the receipts and payments schedules, the quarterly bank reconciliations which should be signed by the authorised members, the submission of VAT claims. A report of this check should be made to the Council (under "Financial Matters") and included in the minutes.

2.6. The Council must appoint an Internal Auditor by October of each year and must receive a quotation for this work. A letter of appointment must be sent to the Internal Auditor. In this letter, the Internal Auditor must be advised of their role which is to evaluate the effectiveness of the council's risk management, internal control and governance processes in accordance with proper practices specified in G&A. The Internal Auditor must be competent and completely independent of the financial operations of the council. They must report to the Council in writing and this report must include explanations for any "NO" boxes on Page 3 of AGAR and the advice given to the Council to remedy this situation. This report must be considered by the Council, prior to signing off AGAR (Governance Statement). Any recommendations made by the Internal Auditor, should be implemented or reasons why they are not, recorded in the minutes. The RFO must make available such documents and records as the Internal Auditor requests for the purpose of the audit.

2.7. The Council must have an agenda item for the approval of AGAR Part 3 (Governance Statement followed by Annual Accounting Statement). The Annual Governance Statement will then be signed by the clerk and chairman, the Accounting Statements will be signed by the chairman (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

2.8. The RFO must advertise Electors Rights', as required by law to include both the notice and supporting statement.

2.9. The completed AGAR and accompanying papers must be sent to the External Auditor by 1 July. Any comments raised by the External Auditor must be answered by the RFO as soon as possible. The completion of the External Audit must be published by 30 September.

2.10. There is no requirement to publish specified financial information (other than the Annual Governance Statement, Accounting Statements and Electors' Rights notice and supporting statement), but is best practice to follow the Transparency Regulations applicable for councils under £25,000. All information could be requested either during the Electors' Rights period or under Freedom of Information Regulations.

2.11. Regular back-up copies should be made of all the records on any council computer and stored either online or a separate location. The RFO must ensure that any computer used for the council's financial business has adequate security.

3. The Budget

3.1. The budget must be constructed referring to the last completed year, both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for at least the next year. Reserve funds should be identified.

3.2. The budget must be approved by full Council in time to submit the precept request to the Norfolk District Council by 31st January. Approval of the budget and the precept must be minuted. Where there are Committees with TOR which enable those Committees to budget for their activities, draft Committee budgets should be presented ahead of preparation of the final budget. See also footnote 1.

3.3. The RFO must report to Council at least quarterly on actual spending against budget highlighting and explaining any significant variances. Significant is 15% over/under budget. The budget monitoring should be minuted (under "Financial Matters") and the reasons for variations detailed either in the minutes or on a supporting schedule.

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of the council services or to public safety on council property. Such spending should be reported to the Chairman and then to Council as soon as possible and if necessary, the budget should be amended accordingly.

5. Banking

5.1. Monies received must be banked on a regular basis by the RFO.

5.2. The Council must agree any changes in the bank mandate or the bank. Banking arrangements should be reviewed annually by the Council.

5.3. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule under “Financial Matters”.

5.4. Cash income received must be banked separately and intact. Handling cash should involve at least two people.

5.5. The RFO may move money between bank accounts without prior approval by the Council.

5.6. Monies not immediately required should be retained in a higher interest paying account wherever possible.

5.7. No more than £85,000 should be held in any one bank or Building Society.

6. Making Payments and Petty Cash

6.1. Invoices for payment must be checked by the RFO and verification obtained regarding the supply of goods or works. They must be entered onto a payment schedule for approval by Council. Once approved by Council, the Chairman must sign this schedule. Quotations should be attached to invoices as part of the audit trail. Where possible, invoices should be attached to the relevant payment in the cash book and invoices referenced.

6.2. The payment schedule must be included in the minutes (Financial Matters) or attached as an appendix to the minutes with a reference to this in the minute.

6.3. Where internet banking arrangements have been agreed two of at least three named councillors will be authorised to approve transactions, following authorisation by the Council. Account details for suppliers may only be changed upon written notification by the supplier.

6.4. All authorised signatories may have access to view the council's bank accounts online, but there must be no disclosure of any PIN or password to any person other than those authorised.

6.5. No signatory should be involved in approving any payment to themselves.

6.6. The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit card. Provided within budget, this may be done and the RFO refunded immediately. A copy of the receipt for that payment must be retained.

6.7. The Council keeps no petty cash.

7. Salaries and staff expenses

7.1. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by Council. Payment of salaries and deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.

7.2. Salary rates shall be agreed by the Council.

7.3. Salaries must be paid on the date specified in Contracts (refer 5.3)

7.4. Expenses to be refunded to officers must be supported by a detailed cost sheet and invoices.

7.5. Termination payments must be authorised by the Council.

7.6. All personal payments may be summarised.

7.7. Each payment to employees of net salary and the statutory deductions shall be recorded in a payroll account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

7.8. Payroll reports must be reviewed to ensure that the correct payments have been made.

8. Loans, Reserves and Investments

8.1. Any loans must be approved by full Council and held in the name of the Council.

8.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, leasing of assets or loans to be repaid within the financial year must be authorised by full Council, following a written report on the value for money of the proposed transaction.

8.3. All investment of money must be in the name of the Council. All investment certificates and other documents shall be in the Council's name and retained in safe custody by the RFO.

8.4. End of year balances must identify the working balance and reserves held, and their purpose. Reserves, wherever possible, should be held in a higher interest paying account (refer 5.6).

9. Receipts

9.1. The RFO must issue invoices promptly and the Council must have collection arrangements, issuing a statement after 30 days for unpaid invoices. Copies of invoices must be retained and referenced to the cash book entries.

9.2. Irrecoverable amounts can only be written off by Council, following a report from the RFO.

9.3. The Council will review all fees and charges for work done, services provided, or goods sold annually as part of the budget-setting process, following a report from the RFO.

9.4. The origin of each receipt must be recorded on the paying-in slip and, where multiple payments are received such as allotments, on a schedule.

9.5. No personal cheques can be encashed from Council funds.

9.6. Where significant sums of cash are received by the Council, at least two people must count the money, and the banking of this cash is risk assessed (refer 5.4 above). There should be a reconciliation of cash counted against a control record for example number of car park tickets issued or stall takings.

10. VAT

Claims and returns should be completed promptly by the RFO at least quarterly (where the claim exceeds £100), otherwise annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may be reclaimed provided there is a VAT Registration number on the receipts. The RFO must ensure that all invoices received are made out to the Council, enabling VAT to be reclaimed.

11. Orders

11.1. Before placing an order

11.1.1. one written quotation is required for items costing up to £2,500.

11.1.2. for items costing £2,500 - £5,000, two quotations should be obtained before committing to expenditure.

11.1.3. items costing £5,000 - £10,000 three written quotations should be obtained.

11.1.4. for items costing £10,000 to £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.

11.2. Under the Public Bodies Admissions to Meeting Act 1960, the Council or delegated committee may close the meeting to press and public for consideration of quotations or tenders. If they chose not to do this and the quote or tender is not accepted no person shall be permitted to submit a later tender, estimate or quote who was present at the original decision-making process.

12. Contracts and Procurement

12.1. For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders (refer Footnote 3).

12.2. Where contracts detail payment by instalments, the RFO shall maintain a record of all these payments. The decision to make these instalment payments must be based on advice from professionals such as an architect or consultant for the works. This information should be detailed in the tender document.

12.3. Any cost variations must be reported to the Council where they are likely to exceed the contract sum by 5% or more.

13. S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure.

S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved. The total of any s137 payments must be advertised at year-end in the notes to the accounts.

14. Stores

Stores and Equipment should be kept safely and securely. All goods received must be checked at the time of delivery. Stores should always be kept at the minimum level required. Periodic stock checks should be made and as a minimum at the year-end.

15. Assets and Insurances

15.1. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.

15.2. The Asset Register is 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. It must be maintained by the RFO and should be reviewed during the year (for example at times when assets are purchased) and at year-end. A planned inspection of all assets should take place annually. The RFO must make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.3. No asset, except with an estimated value of under £100, shall be disposed of, without the authority of the council. The best possible price must always be obtained.

15.4. Assets should be maintained through earmarked reserve funds which must be detailed at year-end.

15.5. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In each case a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase. A full business case should be presented to the Council.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. This must be recorded in a Risk Management Schedule. The risks must be assessed, and action taken to minimise the risk. The Schedule should have appropriate headings for risks (e.g. governance, financial, operational). Each risk must be risk assessed. One method that can be used is the Risk Matrix in G&A. Ways to reduce that risk are then identified such as insurance, inspections and risk assessments. The RFO must be responsible for this document, and the Council must review this annually.

17. Charities

Where the council is sole managing trustee of a charitable body the Clerk or RFO must ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made, following Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations.

The Council shall review these Financial Regulations annually. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations. Excepting where the law applies, the Council may suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks are considered.

Approved May 2026

To be reviewed May 2027

Footnote 1: Any councillor 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

Footnote 2: Local Government Act 1972 s135

Sutton Parish Council

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. Sutton Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Finance Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Controls

Cash Book / Bank Reconciliations	The cash book is kept electronically and maintained up to date from original documents. The cash book is reconciled to the bank statement monthly. The cash book, payments and receipts and bank reconciliation are reviewed and approved by a nominated member of the Parish Council at least quarterly. The Councillor is nominated annually at the May meeting of the Council, for a maximum of a year and must not be a bank signatory.

Financial Regulations	The Parish Council has adopted financial regulations; the regulations are reviewed for continued relevance and amended where necessary.
Order/Tender Controls	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters/emails are sent to suppliers for services which are not regular in nature.
Payment Controls	Payments are listed on to the cashbook by using payment numbers allocated by the accounting system and referenced in the accounts files. Invoices should entered onto a payment schedule for approval by Council. The payment schedule must be included in the minutes (Financial Matters) or attached as an appendix to the minutes with a reference to this in the minute. Invoices are available to all Councillors but in particular to the Councillors signing the cheques or authorising electronic payments. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign on the Council's bank mandate. Councillors, when signing the cheques or authorising electronic payments will ensure that there is an invoice or other documentation that corresponds with the payment and that the payment is listed on the payment schedule and has been agreed by the council. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque. The RFO is authorised to transfer funds from one account to another, and to make third party payments within the approved budget. The RFO maintains control of the cheque book at all times, cheques will only be issued and signed

	for payments approved in Council meetings and the RFO is not a signatory to the bank accounts. When invoices are paid, they are identified by the cheque number or payment date and referenced in the cashbook.
VAT repayment claims	The RFO ensures that all invoices are addressed to the Parish Council. The RFO ensures that proper VAT invoices are received where VAT is payable. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council. The RFO ensures that other receipts are received when due. The RFO ensures that income is banked promptly.
Financial Reporting	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.
Budgetary Controls	The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.

Agreed May 2026

Next Review: May 2027

Sutton Parish Council

General Reserves Policy

Adopted: May 2026
To be reviewed: May 2029

1. Introduction

Sutton Parish Councill is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) advises:

"As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of Reserves

These may be categorized as either General or Specific (Ear Marked).

2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG advises:

"The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)."

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent."

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed projects) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

2.2 Earmarked Reserves 'EMR's

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Parish Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the Budget to Actual Report and at monthly meetings if required. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council.

The current level of General Reserves to be held by the Council is set equal to 12 months of predicted expenditure and a sum predicted without reference but in obeyance of professional guidance on the current state and future needs of Sutton Parish Council Assets.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation, or continuation of Earmarked Reserves will begiven by the Parish Council.

General Risk Assessment

Aim	Risk	Method used to minimise risk	Person(s) responsible
1. To ensure compliance with the Acts of Parliament, Council's Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes.	Ensure that all Councillors have access to copies of relative Acts and receive their own copies of the Code of Conduct and Standing Orders. All new councillors required to attend new councillor training and refresher courses as needed.	Chairman/ Clerk
	2. Absence of Standing Orders	Ensure that Standing Orders are produced, understood by councillors, and reviewed every four years or as circumstances demand.	Chairman/ Clerk
	3. Actions by the PC outside its powers laid down by Parliament.	As at 1 above, but ensure that powers are highlighted or extracted into effective summary.	Chairman/ Clerk
	4. Lack of adherence to regulations and procedures.	Reference to appropriate regulations as required.	Chairman/ Clerk/All councillors
	5. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	Ensure that all councillors are aware of regulations re estimates and full tender procedures (see Financial Regulations).	RFO/Clerk
	6. Payments made without prior approval and adequate control.	Ensure all payments are approved in Council meetings and recorded in minutes. Keep cash payments to a minimum, and avoid if possible.	RFO/Clerk/ Internal Auditor
	7. Lack of control of signatories to cheques and bank account.	Keep authorised signatories to a minimum consistent with practicalities.	As above plus Chairman
	8. VAT not properly accounted for, resulting in over-claims and large demands from Customs & Excise	Ensure appropriate publications held and that Clerk has good knowledge of regulations.	As above
2. To identify and regularly review the Council's priorities.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.	All councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable.	Clerk/ Chairman
	2. No risk analysis carried out.	As at 1 above.	

3. To influence other council authorities and Government organisations to consider the views of the parishioners.	1. Lack of effective lines of communication with other organisations.	Note all communication lines which are essential or beneficial and make information available to all councillors. Establish contacts by name and where possible face-to-face.	All councillors/ applicable working group/Clerk
	2. Lack of effective lines of communication with parishioners.	Take every opportunity to publicise role of Parish Council. Create Parish newsletter if none exists. Effective use of notice boards and flyers. Use key issues to raise profile of PC and to test parishioners' views. Add social event to occasional meeting. Create Annual PC report and put to parishioners for comment.	All councillors /Clerk
	3. Lack of preparation on subjects requiring influence.	Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.	Councillors/ Clerk
	4. Lack of confidence by Parish Councillors.	As at 1 above. Experienced councillors to assist newcomers to establish essential contacts. Delegate responsibility for specific contacts to individual councillors.	Councillors/ Clerk
4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of knowledge of possible culpability of councillors.	Refer to Standing Orders and familiarisation with those where greatest risk occurs.	Councillors
	2. Lack of education of councillors regarding culpability.	As at 1 above. Attend any training courses available, including induction/new councillor training.	Councillors/ Clerk
	3. Inadequate insurance cover taken out – property, personal liability, employer's liability and public liability.	Review risk assessment by including on agenda of PC meetings on an annual basis.	Clerk/RFO/ Councillors
5. To keep appropriate books of account accurately and up-to-date throughout the financial year.	1. Lack of knowledge of accounting requirements	Ensure all councillors are familiar with current financial regulations and include them in Standing Orders/Financial Regulations. Regularly review Standing Orders and Financial Regulations.	Clerk/RFO
	2. Lack of commitment to accounting requirements.	As at 1 above. RFO to produce financial reports quarterly. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	Clerk/RFO
	3. Bank charges unnecessarily incurred.	RFO to carry out regular inspection of books of account. Internal audit checks to be undertaken periodically during the current financial year.	Clerk/RFO/ Internal Audit Control Officer

	4. Inaccuracies in recording amounts, totals in books of account and bank reconciliations.	RFO to ensure books of account are formatted in such a way that internal controls are included and activated. Quarterly internal checks to be carried out and an internal audit annually.	Clerk/RFO/ Internal Audit Control Officer/ Internal Auditor
	5. Inaccuracies and interest losses caused by account transfers.	Keep number of accounts to a minimum; ensure that any large credit balances are deposited in an interest-bearing account.	Clerk/RFO
	6. The most beneficial interest terms not being employed.	Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts.	Clerk/RFO with Councillors
	7. Inadequate control of cash receipts and payments. Loss of cash through theft or dishonesty.	Avoid cash payments and receipts if possible. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance. Ensure Fidelity Guarantee appropriate amount.	Clerk/RFO
	8. Books of account not kept up to date/ invoices not posted promptly.	Regular checks by RFO, Internal Audit Control Officer and Internal Auditor. Financial reports quarterly.	Clerk/RFO
	9. Internal controls not in place or not operated.	As at 8 above.	Clerk/RFO
	10. Payments missed or delayed due to inadequate filing of invoices.	As at 8 above.	Clerk/RFO
	11. Clerk taken ill or leaves without replacement.	Appoint a councillor as RFO to be familiar with all aspects of financial matters or appoint another Clerk on temporary basis until situation resolved. Ensure PC has sufficient funds in reserve to pay for a locum clerk if the Clerk is absent for a significant period.	Clerk/RFO

6. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.	1. Lack of knowledge of wishes of residents. 2. Use of funds not giving value for money. 3. Use of funds not in accordance with the wishes of the residents. 4. Charges for use of facilities inadequate (e.g. allotments and cemetery).	As at 3.2. Ensure residents are consulted on all major financial issues. Effective budget planning processes and creation of annual plan after consultation process. Take into account the views of parishioners. Effective financial management by RFO. Regular reviews undertaken.	Councillors/ Clerk/RFO Councillors/ Clerk/RFO Councillors/ Clerk/RFO Clerk/RFO
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	1. Lack of knowledge of budgetary process, and Council regulations. 2. Lack of commitment to budgetary process. 3. Inadequate consideration of requirements for annual precept. 4. Calculation not in accordance with Council regulations. 5. Inadequate internal controls with regard to monitoring expenditure. 6. Reserves inappropriate.	Include regulations in Standing Orders issued to all councillors. Delegate responsibility for managing budgetary process. As at 1 above. Involve all councillors in budgetary process. Place item on agenda early in Autumn to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process. Start consideration of calculation at least two months prior to submission date. Create annual and 2-3 year plans to assist in process. Checks to be carried out regularly. Checks to be carried out regularly. Financial and budget progress reports given quarterly. As at 5 above.	Clerk/RFO/ Finance Working Group Clerk/RFO Clerk/RFO/ Finance Working Group Clerk/RFO/ Internal Auditor Clerk/RFO/ Internal Auditor Clerk/RFO/ Internal Auditor
8. To explore all possible sources of income, and to ensure that expected income is fully received.	1. Lack of knowledge of possible sources of income e.g. grants. 2. Lack of commitment to pursue possible sources of income.	Seek advice, as appropriate, on grants available. As at 1 above.	Clerk Clerk/ Councillors

	3. Receipts not banked or not banked promptly. 4. Debts not pursued promptly. 5. VAT claims not made promptly or made incorrectly.	Regular checks carried out. Internal audit checks. As at 3 above. Ensure RFO keeps up-to-date with regulations. Regular checks carried out.	Clerk/RFO/ Internal Audit Control Officer/ Internal Auditor As above
9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees. 2. Tax and NI arrangements not in accordance with regulations. 3. Amounts paid to contractors not in accordance with contract and inadequately monitored.	Ensure employee regulations are available and understood by Clerk. Internal audit checks. As at 1 above. Internal audit checks. Councillor to monitor contract work carried out, as appropriate.	Clerk/RFO/ Councillors/ Internal Audit Control Officer/ Internal Auditor As above
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	1. Lack of knowledge of Council regulations and procedures. 2. Late or non-submission of annual accounts. 3. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements. 4. Inadequate audit trail from records to final accounts.	Refer to Financial Regulations and Standing Orders. Attend training seminars where available. Refer to Audit Plan. Monitor progress against timetable and report to PC meetings. Internal audit checks. As at 3 above.	Clerk/RFO/ Councillors Clerk/RFO Clerk/RFO/ Internal Audit Control Officer/ Internal Auditor As above
11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.	1. Lack of knowledge of assets of Parish Council. 2. Assets lost or misappropriated. 3. Inadequate or inaccurate valuation of the Council's assets.	Ascertain and record all assets for which Parish Council is responsible. Maintain Asset Register. Establish who is responsible for security and maintenance of each asset. A map of the location of fixed assets should be held and regularly updated along with a list of the names of those holding mobile assets. Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.	Clerk/RFO Clerk/RFO Clerk/RFO/ Internal Auditor

	4. Asset Register not established or inadequately maintained. 5. Damage to third party property or individuals as a result of Council providing services or amenities to the public.	Asset Register regularly checked for accuracy. Public liability insurance held (minimum of £5 million) and reviewed annually. Regular checks on assets carried out.	Clerk/RFO Clerk/RFO/ Councillors
12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.	1. Lack of knowledge of applicable legislation. 2. Failure to comply with applicable legislation.	Clerk to know where to go for advice and training. Review liabilities and responsibilities periodically at PC meetings. A councillor has been appointed as safeguarding officer. Ensure contractors have a safeguarding policy prior to working in areas where they might be children playing. As at 1 above.	Clerk/ Councillors Clerk/ Councillors
13. To carry out adequate safety checks on all buildings, properties, land and equipment for which the council is responsible.	1. Lack of information on land, buildings and equipment. 2. Lack of knowledge of safety requirements. 3. Lack of commitment to carrying out safety checks.	Include in Asset Register all assets for which PC is responsible. Ensure that electrical items are PAT tested. Ensure that all current legislation is complied with. As at 2 above. Delegate responsibility for checking properties/equipment/land to individual councillors or working groups. Checks on all areas looked after by the Parish Council will be at least annually.	Clerk/ Councillors Clerk/ Councillors Clerk/ Councillors
14. To ensure IT security for Clerk/RFO.	1. Inadequate safeguards to prevent viruses and other intrusions damaging Council documents. 2. Loss of data. 3. Inappropriate copying/use of data.	Ensure regular virus protection on Clerk's laptop or computer. Ensure Council documents are backed-up to cloud storage and password protected. Comply with rules of Data Protection (see 16).	Clerk Clerk Clerk/RFO/ Councillors

15. To ensure the safety of public at meetings and events organised by the PC.	1. If someone is taken ill. 2. If someone trips or slips. 3. If someone is electrocuted. 4. Fire breaks out. 5. General.	First aider is in attendance at significant events organised by the PC. Use a mobile phone at PC meetings/public meetings in event of emergency to call emergency services. As 1 above plus visual check of furniture and equipment. As 1 above plus ensure all wires etc are secured safely. Ensure the PC has public liability insurance. For indoor events, ensure fire exits are clearly marked and free from obstruction. Ensure that risk assessments are carried out prior to the event, advise insurer of the event, and organise additional insurance cover, if appropriate.	Clerk/Event organisers Clerk/Event organisers Clerk/Event organisers Clerk/Event organisers Clerk/Event organisers
16. To ensure the PC is adhering to data protection law.	1. PC fails to adhere to data protection rules – complaints received due to a data protection breach/complaint to the Information Commissioner's Office.	Data Protection Officer (DPO) appointed. Clerk and councillors trained in data protection. Data Protection Working Group set up (with terms of reference) to monitor work of DPO, ensuring the council's role as Data Protection Controller is carried out correctly. Data protection policy adopted and information audit regularly reviewed.	Council Clerk & councillors Council Clerk & Council
17. To ensure that any contractors used by the PC are aware of own liability.	1. Contractor has an accident whilst working for the PC and does not have insurance.	Contractor to be given a clear brief of work to be carried and required to have own public liability insurance (and seen prior to work carried out).	Clerk

Sutton Parish Council
Abandoned Boats & Trailers Policy

The Council reserves the right to dispose of any craft, for which the mooring fee has not been paid or any boat or trailer which appears to be abandoned on land managed by Sutton Parish Council.
For example: boats and/or trailers that are: abandoned; in a state of disrepair; or parked in the wrong place. It also includes boats and/or trailers that remain uncollected by the owner on expiry of the permit (e.g. if the owner does not renew their membership).

The following process will be followed:

1. Parish Council will make all reasonable efforts to contact the owner of the vessel.

2. A completed and dated 'Abandoned Boat/Trailer Notice' will be attached to the craft. When in place, the notice will be photographed in situ and filed as evidence that the appropriate notification was made.

3. If after 28 days, the abandoned boat/trailer owner has not made contact, a notice will be placed on the Council notice board and website, to advise that the craft has been identified formally as being abandoned and will be removed after a certain date (4 weeks after the date of the notice being posted).

4. If after the above procedure, no contact has been made by the owner to the Parish Council, a final notice will be placed on the boat / trailer, with the intended date of its removal.

5. The Council will then either sell, scrap or otherwise remove the abandoned boat or trailer, as they see fit and appropriate.

6. Any proceeds from the sale of the craft will be recorded by the Council. Should the owner subsequently make contact, then the proceeds of the sale will be refunded, less any dues owed, i.e. Mooring fees that are in arrears and/or any reasonable expenses incurred by the Council in administering the sale, removal, storage etc of the abandoned craft:

   <u>Council time @ £20 per hour, £5 per letter, plus postage, mileage and associated fees.</u>

Date Approved May 2026

Date to be reviewed May 2027

Sutton Parish Council
Data Protection Policy

1. Introduction

This Policy sets out how the Parish Council ("the Council") collects, uses, stores, shares, and protects information and data. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

To conduct its business, services and duties, the Council processes a wide range of data. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will be as transparent as possible about its operations and will work closely with the public, local community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will make it freely available. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

The Council is a data controller and is responsible for ensuring that personal data is processed lawfully, fairly, and transparently.

The Clerk is responsible for overseeing data protection and advising the Council on compliance.

2. Purpose of the Policy

The purpose of this policy is to:

- Protect the rights and privacy of individuals whose data is held by the Council.
- Ensure compliance with data protection law.
- Establish clear responsibilities for councillors, employees, volunteers, and contractors.
- Provide transparency on how personal data is handled.

3. Scope

This policy applies to:

- All councillors and employees of the Council.
- Any volunteers, contractors, or third parties working on behalf of the Council.

- All personal data that the Council processes in any format, including electronic, paper, audio, and visual records.

4. Terminology

Data subject – means the person whose personal data is being processed.

Personal data – means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. Examples include: a name, a photo, an address, date of birth, an email address and bank details.

Sensitive personal data – includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller – means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the way any personal data is to be processed.

Data processor – in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

5. Processing Personal Data

The Council collects and uses personal data for purposes including:

- Managing Council meetings, public consultations, and statutory notices
- Responding to enquiries from residents
- Administering finances, grants, contracts, and assets
- Maintaining employment and personnel records
- Operating CCTV, websites, and mailing lists
- Assisting regulatory and law enforcement agencies.
- Undertaking surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council can keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided

6. Data Protection Principles

The Council will ensure that personal data is:

1. **Processed lawfully, fairly, and transparently**
   All data processed will be done in accordance with a lawful basis, see section 6. Data subjects will be informed about why their data is being processed, who it will be shared with and how long it will be retained by use of a Privacy Statement or Privacy Notice.
2. **Collected for specific, explicit, and legitimate purposes**
   Personal Data will only be used for the purpose/s it was collected for.
3. **Adequate, relevant, and limited to what is necessary**
   The collection and processing of Personal Data will be limited to that which is necessary.
4. **Accurate and kept up to date**
   The Council recognises the requirements to keep Personal Data up to date.
5. **Kept only for as long as necessary**
   In line with the Council's Retention Policy
6. **Processed securely**
   In line with this policy and the Council's IT Policy

7. Lawful Bases for Processing

The Council will process personal data only where at least one lawful basis applies, including:

- The individual has **consent**ed to the processing.
- Processing is necessary for the performance of a **contract** or agreement with the individual.
- Processing is required under a **legal obligation**.
- Processing is necessary to protect the **vital interests** of the individual.
- Processing is necessary to carry out **public functions**.
- Processing is necessary to pursue the **legitimate interests** of the data controller or third parties.

Attention is paid to the processing of any sensitive personal information, and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual.
- Required by law to process the data for employment purposes.
- A requirement to protect the vital interests of the individual or another person.

8. Rights of Individuals

Individuals have the following rights regarding their personal data:

- **Right to be informed**
- **Right of access** (Subject Access Request)
- **Right to rectification**
- **Right to erasure** (where applicable)
- **Right to restrict processing**
- **Right to data portability**
- **Right to object**
- **Rights in relation to automated decision-making**

The Clerk will be responsible for responding to all requests, any requests received by staff or councillors should be forwarded to the Clerk. Requests will be responded to within **one month** unless an extension is permitted by law.

Individuals have the right to make a complaint in line with the Council's Complaints Policy or directly to the Information Commissioners Office (ICO) casework@ico.org.uk 0303 123 1113.

9. Data Sharing

The Council may share personal data with:

- Government bodies (e.g., HMRC, ICO)
- Service providers or contractors acting on behalf of the Council
- Law enforcement agencies (where legally required)

Data will never be sold to third parties.
Data sharing agreements will be in place where appropriate.

10. Data Retention

Personal data will be kept only for as long as necessary. A separate Retention List sets out specific retention periods.

11. Data Security

The Council will implement appropriate technical and organisational measures to protect data, including:

- Secure email and password protection
- Locked filing cabinets for paper records
- Restricted access to systems and data
- Regular backups
- Encryption where appropriate
- Secure disposal of data

Councillors and staff must ensure personal devices used for Council work are password-protected.

12. Data Breaches

A data breach includes loss, theft, unauthorised access, disclosure, or destruction of personal data. All breaches must be reported to the Clerk or Data Protection Officer immediately. Where a breach poses a risk to individuals, the Council will notify the ICO within 72 hours and inform affected individuals as required.

A record will be kept of all data breaches to include details of the breach, action that was taken at the time and action agreed to mitigate against future breaches.

13. Training and Awareness

Councillors, employees, and volunteers will receive appropriate training on:

- Data protection responsibilities
- Secure data handling
- Recognising and reporting data breaches

14. Review of Policy

This policy will be reviewed every 3 years or sooner if legislation or operational processes change.

Adopted: May 2026
For review: May 2029

SUTTON PARISH COUNCIL

Freedom of Information Publication Scheme

Approved and adopted by Sutton Parish Council

Date of next review: May 2027

Information available from Sutton Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

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	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website Displayed on noticeboards Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall	
Staffing structure	Clerk is sole employee	

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	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
~~Borrowing Approval letter~~	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan/s [if any]	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Currently not used - N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		See costs on Page 7 for

Current and previous council year as a minimum		hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website, parish notice board or as a hard copy from the Clerk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	From the Council's website as part of agenda pack	
Responses to planning applications Responses to consultation papers	See Minutes From the Council's website Noticeboards, email or hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 7 for hard copies of documents in Class 5
Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy [delete if you don't have these] Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Council's website or as a hard copy from the Clerk	

Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council’s website or as a hard copy from the Clerk	
Class 6 – Lists and Registers **Currently maintained lists and registers only**		See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council’s website or as a hard copy from the Clerk	
Register of members’/councillors’ interests	Available from North Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	From the Council’s website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Allotments & Moorings	Tenancy documents available from the Clerk as a hard copy	
Other examples:		
~~Community centres and village halls~~	No relevant information	
~~Parks, playing fields and recreational facilities~~	No relevant information	
Seating, litter bins, c~~locks, memorials and lighting~~	No relevant information	
Shelter	No relevant information	
~~Markets~~	No relevant information	
~~Public conveniences~~	No relevant information	
~~Agency agreements~~	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		

[This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		

Contact details of the Clerk
Cherrie Woods
clerk@sutton-norfolkparish.gov.uk
07450 964574

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	**Description**	**Basis of charge**
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price

SUTTON PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

Introduction

The Parish Council recognises that efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope
Responsibilities
Retention Schedule
Disposal of records

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council while carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and she/he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates during its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems.

Disposal procedures:
All documents that are no longer required for administrative reasons should be shredded, destroyed and disposed of and /or deleted.

Retention of Documents Schedule

This retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum	Reason
Minute Books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt & Payment Accounts	Indefinite	Archive
Receipt Books	6 years	VAT
Bank Statements, paying in books, cheque book stubs	Last completed year plus current year	Audit
Quotations & Tenders	6 years	Limitation Act 1980 (as amended)
Paid Invoices & paid cheques	6 years	VAT & Limitation Act
VAT Records	6 years	VAT
Timesheets	Last completed year plus current year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid – as long as it is possible for a claim to be made under it.	Management
Certificates of Employers Liability Insurance	Indefinitely	Employers Liability Insurance Regs1998
Investments	Indefinitely	Audit, Management
Title Deeds, leases, agreements, contracts	Indefinitely	Audit, Management
Members Allowance Register	6 years	Tax Limitation Act 1980 (as amended)
Planning Applications	Until considered by committee of full council	Management
Declarations of Acceptance of Office	Term of office + 1 year	Management
Members' Register of Interests	Term of office + 1 year	Management
Complaints	1 year	Management
General information not required for historical purposes	1 year	Management
Routine correspondence & emails	1 year	Management
Project/topic based information	Length of project + 1 year	Management

Planning Applications
All planning applications and relevant decision notices are available at North Norfolk District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule.

Date Approved May 2026

Date to be reviewed May 2029

Sutton Parish Council
Privacy Statement

Background
This privacy statement lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Source of your Personal Data
We collect data from the following sources:
- You directly
- Your family members
- Other authorities (where you have raised a query and it has been passed on)

Data Protection Principles
We will comply with data protection law. This says that personal data we hold about you must be:
- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

Legal Basis for Processing your Personal Data
The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):
- Processing is with consent of the data subject
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Sharing your data
The Council may share your personal data with the following third parties:
- The District or County Council – so that we can resolve your query or problem (we will seek your permission first)

- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

Children
We will not process any data relating to a child (12 and under) without the express parental/ guardian consent of the child concerned.

Sensitive Data
In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Your Rights
Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner's Office which enforces data protection laws: casework@ico.org.uk Tel: 0303 123 1113

Conclusion
In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

Contact Us
Sutton Parish Council
18 St Andrews Close
Worstead
NR28 9SG
07450 964574
clerk@sutton-norfolkparish.gov.uk

Sutton Parish Council

Moorings Policy

1. All persons using the Moorings offered by Sutton Parish Council for whatever purpose do so at their own risk.
2. Sutton Parish Council will not be held responsible for loss or damage through fire, theft, storm, explosion, consequences of war or civil unrest, force majeure or Act of God, however arising and however caused.
3. Any person to whom a Mooring Permit is issued is responsible for the safe mooring of such craft as may have been named in the Mooring Permit. It shall be moored in a manner such that the possibility of the craft breaking away from that mooring is minimal and there is no risk to the safety of other craft or other river users.
4. Any person to whom a Mooring Permit is issued has provide evidence to show a valid permit to the Broads Authority (details to be attached to signed permit) and must insure the craft to which the Permit refers. The named craft has to be covered at all times by a valid Insurance Policy that provides cover for third party risks to a minimum amount of £2,000,000. Owners are liable for damage against all and third-party risks caused by them, their craft, their crew or their passengers.
5. All craft must clearly display a current Broads Authority permit number and permit issued by Sutton Parish Council. These are to be positioned as to be clearly visible to a Council Officer or representative of the Council, without it being necessary for the Council Officer or Council Representative to board the craft.
6. The craft to which the Mooring Permit refers shall be located at the numbered position allocated by the Council or any subsequent location as directed by the Council. The Council reserves the right to amend the numbered positions or relocate craft as necessary.
7. All craft must be kept clean, well maintained, and afloat. All waste materials must be removed from the site by the permit holder and disposed of responsibly and off site.
8. No craft that is damaged, partially or totally wrecked, waterlogged or not maintained up to a standard acceptable to the Council shall be allowed to

remain on the Council mooring. The Council will serve notice on the Permit Holder at the last known address as recorded in the Council records, that any defect to the craft must be rectified within 28 days. Failure by the Permit Holder to comply with the Council instructions will result in the Council taking action to remove the craft. The Council reserves the right to sell the vessel to defray its costs and to invoice the Permit Holder for any additional costs incurred. Please see Abandoned Boat Policy.

9. Boats fitted with electrical, gas or fixed fuel installation must be in possession of a valid boat safety certificate.
10. The Mooring Permit and the craft to which it relates must at all times be in the name of the Permit holder. The Permit is non-assignable and offered on an annual basis.
11. Bow of boat must be restrained by a mud weight. If secured to the quay heading any damage to the quay heading is the boat owner's responsibility and must be resolved by the end date of this permit.
12. Permit Holders shall comply with any instructions from the Council officers or its representatives that are required so as to ensure the safety of the mooring, the craft and other owners' craft, Council property and members of the public.
13. Boat owners cannot use or agree the use of their boat and mooring for residential purposes. Overnight use will be allowed (notified in advance clerk@sutton-norfolkparish.gov.uk) for reasons of maintenance but no more than two nights in a fourteen-day period.
14. Permit Holders are required to inform the Council within 14 days of any change of craft, change of address or any change in circumstances that might affect the administration or use of the mooring.
15. The right to use a mooring or a storage space shall terminate on 31 March each year and Permit Holders will be invited to reapply prior to this date.
16. The Mooring fees are set by the Council and are invoiced annually. Berths will be re-offered via e-mail during March, and invoices will be submitted in April. A final reminder for payment will be sent within 14 days of the invoice where a late payment fee may be charged at the discretion of the council. **If not taken up by submission of paperwork and payment by the 28 days, this mooring will be cancelled and the berth will enter the abandoned boats policy.**

17. The Council reserves the right to terminate a Mooring Permit by giving 14 days notice in writing or via email (whichever is the preferred method of communication) to the last known address of the Permit Holder.
18. The Council reserves the right to dispose of any craft for which the mooring fee has not been paid. The Permit Holder will be advised that such action is being taken by letter sent by Registered Post to the last known address as recorded in the Council records and by email to the preferred email address on record. Please see Abandoned Boat Policy.
19. Please note that your name, address and the name of your craft may be passed to the Broads Authority. The Broads Authority may contact you in the event of your craft being insecure or adrift in the river.
20. A photograph or your boat/and or trailer must be sent or emailed to the Council when applying for or renewing a mooring.
21. Where a berth holder has infringed on the policy they have signed up to they will be notified as soon as possible. If the issue is not corrected within the year, the berthing will not be re-offered.
22. Moorings will be routinely inspected. Where a boat is not on a mooring for at least 2 months of the year during inspection then the mooring will be considered underused and not re-offered. Please contact the Clerk of the council in advance of exceptional circumstances for absence, such as long-distance sailing, or refurbishment.
23. Boats without a registered mooring without payment enter the abandoned boats policy.

Date Approved May 2026

Date to be reviewed May 2027

Sutton Parish Council
Co-option Policy

1. Background

1.1 The process for co-option is only partially prescribed in law but there is best practice advice and guidelines around certain aspects of the process. Items marked in bold are prescribed in law.

2. Scope and purpose

2.1 This policy aims to explain the procedure regarding co-option. The information contained in it is to be used by members of the council and members of the public. The aim of the policy is also to show that the council endeavours to treat all applicants fairly and alike, and to ensure that the process is also seen as fair, open and transparent. This policy details the processes to be followed regarding co-option.

3. When a vacancy arises

3.1 **A co-option vacancy arises when a member of the Council leaves, and the position is formally advertised for 14 days. At the end of this 14-day period if insufficient names have submitted a request to the District / Borough Council to call for an election (this is 10 names) then the Council can fill the vacancy by co-option**. (Refer Local Government Act 1972 s86 and 87(2)(b))

4. Applications

4.1 We aim to encourage applications from anyone in the parish who is eligible to stand. councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option. Co-option vacancies will be advertised on the council's website and on the noticeboards and in media releases. The advertisement for the co-option will include:

a) Method by which applications can be made, this will be in writing to the clerk
b) The closing date for applications
c) Contact point for potential candidates to obtain more information – the clerk
d) Advice that further information is available electronically via the website – a form to complete which includes a maximum of 100 words asking the candidate why they would like to be a councillor; name; address and other contact details.

4.2 When applications are received, the clerk will confirm eligibility. Any candidate found to be offering inducements will be disqualified.

5. Attendance following an application

5.1 All eligible candidates shall be invited by letter, to attend the next council meeting following the application deadline. They will be asked to confirm their attendance at the meeting.

5.2 In the event of candidates being unable to attend, this meeting will not be rearranged. All members receive copies of applications ahead of the meeting. Applications are to be treated as confidential. A candidate, on confirming that they will attend the meeting will be sent a copy of the agenda and agenda papers.

6. Commitment

6.1 The council is keen that potential candidates understand the commitment which is required from councillors. Anyone interested in standing will be encouraged to look at the website for more information on the role of being a councillor and will receive an information sheet on the work of the council. Candidates will also be informed that they are expected to attend an Induction training event which may be held externally or in the parish.

7. The process of Co-option at the Council meeting

7.1 There is an early agenda item at which each candidate will be asked to make a brief verbal presentation on why they would like to be a councillor and the skills they can offer the council (3 minutes maximum per candidate). All of this, including the voting for the candidate will be in public. Candidates may be asked questions by members.

7.2 In the event of a candidate being unable to attend, his / her application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

8. Voting

8.1 Only councillors present may vote, and each councillor has one vote per vacancy. The Chairman may use a casting vote if needed. A candidate must receive more than half of the votes cast to be elected (Local Government Act 1972, Sch. 12).

8.2 If there are more than two candidates and no one gets a majority on the first vote, the candidate with the fewest votes is removed, and the vote is taken again. This continues until one candidate achieves an absolute majority.

8.3 The council may choose to vote openly as per their standing orders by show of hands. There could also be a call for a recorded vote, and if a ballot paper process is used, the clerk shall oversee the voting process, with a signed ballot paper from each councillor present. The paper shall include the name of the candidate they are voting for and the signature of the councillor, otherwise the paper shall be declared invalid.

9. Any previous election

9.1 The council does not consider preferential claims of candidates who were unsuccessful at previous elections. All candidates shall be considered equally, including any candidates who have been unsuccessful in the past.

10. Starting as a councillor

10.1 The successful candidate(s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. **The fact that the new member has not received a summons does not make his / her attendance as a councillor illegal** (Local Government Act 1972 Sch 12, para 10(3)).

10.2 Where appropriate they will also be appointed to any council committee. If an absent candidate is successful, members must agree to him / her signing the declaration of acceptance of office before or at the very start of the next meeting.

10.3 New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

11. Filling a Co-option vacancy

11.1 The council must fill co-option vacancies as soon as practicably possible.

Adopted: May 2026

To be reviewed: May 2027

Sutton Parish Council

Complaints Policy

If you have a complaint (or a compliment) about the Council, we would like to hear from you. This notice tells you how to complain, and what happens to your complaint on receipt. It also tells you who deals with the complaint, how you can be represented, when a decision is made and how you will be notified of this.

Feedback from our residents, whom we aim to serve efficiently and effectively, is the only way we can continually improve our services.

We aim:

- to make it easy for anyone to make a complaint
- to solve problems as quickly as possible
- to prevent problems from happening again, and
- to encourage good practice

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 policy which you can fill in and send back to us. This policy 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 will 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 us hearing from you 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 the Clerk of the council. If you remain dissatisfied, then your complaint will be dealt with by the full council commitee. If you have a complaint, we hope we will be able to find out what went wrong and take steps to make sure in won't happen again.

It will not be appropriate to deal with all complaints from members of the public under a complaints 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.

Type of conduct	Refer to
Financial irregularity	External Auditor
Criminal activity	The Police
Member conduct	Monitoring Officer at Norfolk District Council
Employee conduct	Internal disciplinary procedure
Data Protection Breach	Information Commissioner's Officer

Persistent complaints
We will do our best to answer your complaint within the terms detailed in this policy. In the unfortunate circumstance where we answer a complaint fully, but further correspondence is received on that matter one acknowledgement only will be issued.

Confidentiality
We will take care to maintain confidentiality where circumstances demand (e.g. where matters concern financial or sensitive information or where third parties are concerned). Details will only be given to those councillors/members of staff directly concerned.

Procedure
The following procedure has been approved by Sutton Parish Council as a way of ensuring that complainants can feel satisfied that, at the very least, their complaint has been properly and fully considered.

Informal Complaint
The Council envisages that most complaints can be resolved easily and amicably through this route. Complaints must be direct to the Clerk, or Chairman if the complaint is about the Clerk. A complainant may advise a Councillor of the details of a complaint, but individual Councillors are not able to resolve complaints. The Parish Clerk (or Chairman) will report any complaint disposed of by direct action with the complainant to the next Parish Council meeting.

If an informal approach does not resolve the issue, or the complaint is deemed particularly serious, the formal complaints procedure outlined below should be followed.

Formal Complaint

If a complaint about the Council is notified orally to the Clerk or Chairman and the complaint is unresolved, the complainant shall be asked to put the complaint in writing to the Clerk on the form provided. The Clerk will acknowledge receipt of the complaint within 15 working days.

The Clerk will carry out an initial investigation into the complaint and will, within 15 days, provide the complainant with an update on progress, or a suggested resolution. If the complainant is satisfied with the resolution the complaint is closed. The Clerk will report to the Council at the next meeting.

If the complaint remains unresolved, or the complainant is not satisfied with the proposed resolution, the matter will be referred to the Complaints Panel of the Council.

Complaints Panel

When necessary, the Council will appoint a Complaints Panel to fully investigate the complaint. The Panel will be constituted of all members of the Council to ensure that three members are available, one of which will be the Chairman. The Panel has delegated authority from the Parish Council to review and decide on complaints. A letter will be sent to the complainant with the date of the Panel Meeting. It is expected that the panel will meet within 15 working days of being notified by the Clerk. If the Panel is unable to meet within this time, all parties will be notified of the date of the meeting and the reason for the delay.

The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.

Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the complainant the opportunity to read the material in good time of the meeting.

At the Meeting

The Council shall consider whether the circumstances of the meeting warrant exclusion of the public and the press.

The Chairman shall introduce everyone and explain the procedure.

The complainant (or representative) shall be invited to outline the grounds for complaint and, thereafter, questions may be asked by the Clerk or other nominated officer and members.

The Clerk will have an opportunity to explain the Council's position and questions may be asked by the complainant and members.

The Clerk and then the complainant shall be offered the opportunity to summarise their positions.

If the decision is unlikely to be finalised on that day the complainant shall be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting
The decision will be confirmed in writing within 10 working days together with details of any action to be taken.

The announcement of any decision will be made in public at the next Council meeting.

Adopted May 2026
To be reviewed May 2029

Formal Complaint Form – Sutton Parish/Town Council

Complaints will be treated in the strictest confidence. Please refer to the accompanying procedure before completing this form.

Your name (block capitals please):

Address:

Email address:

Telephone number (day): (evening): When is the best time for us to contact you? Please give details of your complaint here (if necessary, continue over the page):

Have you spoken with, emailed or written to anyone at the Council? Yes/No If yes please give their name:

What happened as a result of this contact?

What outcome are you looking for, i.e. what would be the best way for the Council to resolve your complaint?

Please return this form to the Parish/Town Clerk-(clerk@sutton-norfolkparish.gov.uk)

Sutton Parish Council

Equality and Diversity Policy

Introduction

Sutton Parish Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the council and all those who visit the council's various landholdings and properties and take part in activities and events organised by the council. The council will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the council will strive to work within its resources and the appropriate legislative framework.

Legislative Background

The council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010. The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act came into force on 1 October 2010. The council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the council will work to combat discrimination and to ensure that prospective and present employees and those who may want to use its services are not treated less favourably on the following grounds which are the identified Protected Characteristics as identified in the Equality Act.

The Protected Characteristics

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity.

Age: Individuals of any age or apparent age are protected from discrimination and favourable treatment of a person because of age is not lawful.

Disability: A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting, and reading). An impairment is long-term if –

- It has lasted for at least 12 months,
- It is likely to last for at least twelve months, or
- It is likely to last for the rest of the life of the person affected.

Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

People suffering from drink or drug abuse are outside the scope of the Regulations. Notably pursuant to section 13 (3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person more favourably than a non-disabled person, this does not constitute direct discrimination.

Gender Reassignment: gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

Race Equality: The Parish Council has a general duty to: Eliminate unlawful racial discrimination; Promote equality of opportunity; Promote good race relations between people of different racial groups.

Religion or Belief: This must be genuinely held

Sex

Marriage & Civil Partnership

Pregnancy & Maternity: It is unlawful to discriminate against a woman if, in the protected period as identified above, she is treated unfavourably because of pregnancy.

Public Sector Equality Duty

Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which as specified in Schedule 19 includes principal authorities, parish councils and parish meetings without a separate parish council and, in Wales, community councils) in the exercise of their functions, a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149.

Equal Opportunity

Sutton Parish Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them.

Equal opportunities, fairness in the workplace and providing good quality services to the local community are all inter-linked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the council's responsibility to promote good community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

This comprehensive statement is to demonstrate the council's wholehearted commitment to action in tackling inequality. Such action is the responsibility of members and all employees of the council.

How we will reach our commitment

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature.
- Encourage partnership and participation in the development and application of council policy and practices.

Policy into practise

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the council and the standards of behaviour that is expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees/members so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use council services the opportunity to influence the way their needs are met.

- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- In line with government guidance, encourage voluntary organisations to provide evidence of their commitment to equality in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the council.
- Ensure that the council has policies that result in services sensitive to the needs of all sections of the community.
- Use socio-economic data to ensure compliance with the policy, where appropriate
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law
- Develop a well-defined complaints procedure in dealing with alleged contraventions.

Employment

1. The aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable, and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job-related requirements. The Equality Act 2010 protects disabled persons from discrimination; this includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled visiting member of public with a back condition.

   The council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable:
   - Will the proposed adjustment resolve the problem?
   - Is it a practical solution?
   - How much will the overall cost be in making the change and is it affordable?

   These reasonable adjustments may include some of the following:
   - Making adjustments to premises.

     For example, structural or other physical changes such as: providing a ramp or moving furniture for a wheelchair user.
   - Altering the person's working hours.

2. The council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before**

employment. An employer is not permitted to ask questions about a job applicant’s health before offering work.

3. Employee recruitment
    a. Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age-related details.
    b. All application forms shall state that the Parish Council encourages applications from all, including and especially those from the Protected Groups.
    c. In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.
    d. Information about job vacancies must be made available to all sections of the community.
    e. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees
4. Dismissal of staff
    a. The council will ensure that there is no age discrimination in relation to the dismissal of staff.

Access to services

The aim is to ensure that all those who receive from the council or wish to use a council service can do so without fear of discrimination or disadvantage.

All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

Service Provisions to the Public

1. All Members of the Public will be treated fairly and consistently
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using council properties and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
4. All application forms – including Conditions of Use forms – made to the council shall state that the council will treat all applications equitably and take due consideration of those with Protected Characteristics.
5. All licence agreements – including allotment tenancy agreements – shall refer to this Equality Information statement.

Training and Development Opportunities

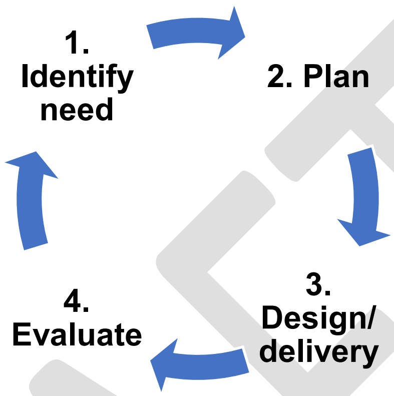
1. The council is committed to ensuring equality of opportunity in the development of both its staff and councillors.

2. All employees / members will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential.
3. Where employees / members with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally accessible.

Adopted: May 2026
To be reviewed: May 2029

Sutton Parish Council

Training Statement and Development Policy



1. Overall aim of this Policy

1.1 The Council is committed to the principle and provision of training and development for its members, staff and volunteers to help raise the council's profile, fulfil the roles played by its members, staff and volunteers individually and as a team and maximise the potential of the Council in its role of serving the community. The Council has an overall strategy to actively respond to the needs of its parishioners. Personal development of members, staff and volunteers will help formulate, guide and facilitate this strategy.

1.2 All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and subject to availability of financial resources.

2. Training Objectives

2.1 To provide suitably trained, qualified and motivated councillors and staff for the Council.

2.2 To provide facilities for training and retraining to meet changing needs of the Council.

2.3 To provide councillors and staff with greater understanding of the purpose and working of a Council, and their part in it.

2.4 To foster the development of councillor and staff relations, job satisfaction and nurture a positive attitude towards personal development.

3. Financial Assistance & Budget

3.1 The annual training Budget is to be approved by the Council at their Budget meeting, endorsed by the Council on setting of the Precept each year. The Budget is managed at the discretion of the Clerk who will refer all costs over £100 to the Council or appropriate Committee for approval.

3.2 Where training is approved, the Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.

3.3 Travelling costs - to be paid at the discretion of the Clerk.

3.4 A member of staff attending training events, conferences outside of the normal working pattern, will accrue Time off in Lieu (TOIL). At the discretion of the Clerk this additional time can be paid as additional time at their contracted hourly rate.

3.5 Where training facilities and costs are incurred over the value of £100, granted to enable a member of staff to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the employee shall be required to undertake to remain in the service of the Council for a period of **two** years from the date on which the qualification is obtained. (not from the date of start the training)

3.6 If an employee (or councillor other than by election or ending of a term of office) leaves within this two-year period (or whilst training in in progress) all costs are reclaimed in full, except in the most exceptional circumstances

3.7 Where a member of staff or councillor, without good reason, fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will immediately withdraw the training facility granted and will require all costs refunded in full, in accordance with the undertaking signed by the employee.

3.8 Further training - the continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either:

- that the member of staff has passed the appropriate examination
- has otherwise made satisfactory progress in his/her studies
- merits assistance to enable him/her to sit the examination again.

3.9 Non-Attendance - staff and/or Councillors attending training (assisted courses, events or conferences) are required to inform the Clerk immediately of any absences, giving reasons. Failure to do so (or late notification other than sickness, bereavement or other legitimate reason) may result in action being taken under the Disciplinary Procedure for Staff, under the Code of Conduct for Councillors and result in reimbursement of any costs incurred by the Council, that cannot be recovered.

3.10 Training registration - individual councillors or employees are responsible for their registration for the appropriate course and examination via the clerk but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

3.11 Annual Subscriptions - the Council will, in addition to the Training budget, pay the annual subscription to the Society of Local Council Clerks (SLCC), Norfolk Association of Local Councils (NALC) and/or Norfolk Parish Training & Support (NPTS) to enable staff and councillors to take advantage of training courses and conferences arranged by those organisations.

4. Identification of Training Needs

4.1 Training needs (and evaluation) for the clerk (and other staff) will be identified as a result of their personal development plans and their appraisal. The council supports relevant training for staff, both one-off and qualification courses.

4.2 Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.

4.3 There is likely to be a need for additional training (for new members) following an ordinary election, by election or co-option. Councillors will also be encouraged to attend a variety of courses to support their role within the council.

4.4 Flexible solutions will be provided to any staff or councillors with particular needs.

4.5 Training will be identified at the initial induction meetings held with all new employees and councillors; staff needs will be reviewed as part of annual appraisals/performance reviews.

5. Staff Appraisals/Personal Development & Training Plans

5.1 The Clerk (and all staff) will have a personal development plan as part of his / her annual appraisal which will identify skills and knowledge needs.

5.2 The Clerk is encouraged to take responsibility for his / her own personal development in terms of identifying appropriate external training and courses.

5.3 The Clerk will be responsible for facilitating the training needs of members/and other staff both new and experienced – identifying relevant courses or by coaching or mentoring.

5.4 The Council is committed to ensuring that a Training Plan is developed, tailored to the needs of the member of staff or councillor or council as a whole. The Clerk, staff members and councillors will be expected to attend all relevant training days whenever possible.

6. Responsibilities

6.1 Further and new opportunities for training will be identified by the Clerk. These may be guided by new activities the Council wishes to undertake or by changes in legislation. The Clerk will be responsible for disseminating information concerning training to members.

6.2 Members are encouraged to discuss any needs they identify for themselves with the Clerk. The Clerk is responsible for identifying situations where volunteers may need training, this includes such things as discussion about risk assessments and training regarding the use of equipment.

6.3 All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.

6.4 Training courses to be financed from the Council training budget.

6.5 It is expected that councillors and staff undertaking qualification training will attend the nearest location or distance learning offering the required course at the appropriate level.

7. Review

7.1 This policy will ordinarily be reviewed every three years, but more regular review may be needed if circumstances change. The policy will be reviewed by the clerk before being tabled at a meeting for consideration.

Adopted May 2026
To be reviewed May 2029