

| Meeting Date/Ref | Agenda Item / Minute No.      | Action Required                                         | Responsible Person(s) | Status / Update      |
|------------------|-------------------------------|---------------------------------------------------------|-----------------------|----------------------|
| 09/09/2025       | 13a - Slipway                 | Sale of slipway                                         | LD/CW                 | In progress          |
| 14/10/2025       | 5a Highways Signs not working | To chase Highways on both                               | Clerk                 | Awaiting information |
| 09/12/2025       | 11c                           | Information Board - email WI re walks                   | IM/Clerk              | In progress          |
| 13/01/2026       | 10                            | Elmhurst Pump House                                     | LD/NNDC               | In progress          |
| 10/02/2026       | 8c                            | VAT Registration and additional actions with Parkinsons | Clerk                 | In progress          |
| 10/02/2026       | 8g                            | Grit Bin Ordering/Street Furniture                      | Clerk                 | In progress          |
| 14/04/2026       | 11                            | Staithe signage                                         | Clerk                 | In progress          |
| 12/05/2026       | 11                            | Add Cllr Stimpson to bank mandate                       | Clerk                 | In progress          |

## Sutton Parish Council (North Norfolk District)

Prepared by: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

|          |                                                     |           |                  |
|----------|-----------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 31/05/2026</b>            |           |                  |
|          | Cash in Hand 01/04/2026                             |           | 28,709.39        |
|          | <b>ADD</b><br>Receipts 01/04/2026 - 31/05/2026      |           | 18,929.09        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2026 - 31/05/2026 |           | 47,638.48        |
|          | <b>Cash in Hand 31/05/2026</b><br>(per Cash Book)   |           | 12,410.26        |
| <b>B</b> |                                                     |           | <b>35,228.22</b> |
|          | Cash in hand per Bank Statements                    |           |                  |
|          | Petty Cash 31/05/2026                               | 0.00      |                  |
|          | Current T1 31/05/2026                               | 5,038.41  |                  |
|          | Instant Access 31/05/2026                           | 30,408.49 |                  |
|          |                                                     |           | <b>35,446.90</b> |
|          | Less unrepresented payments                         |           | 218.68           |
|          |                                                     |           | 35,228.22        |
|          | Plus unrepresented receipts                         |           |                  |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>35,228.22</b> |
|          | <b>A = B Checks out OK</b>                          |           |                  |

Sutton Parish Council (North Norfolk District)  
PAYMENTS LIST

03 June 2026 (2026 - 2027)

| Vouche Code                      | Date       | Minute             | Bank       | Payment Ref. | Description     | Supplier                    | VAT Type | Net      | VAT      | Total    |
|----------------------------------|------------|--------------------|------------|--------------|-----------------|-----------------------------|----------|----------|----------|----------|
| 12 Subscriptions & Annual Commil | 03/05/2026 | 10 03 26 (item 8d) | Current T1 |              | Subscriptions   | Scribe Accounts             | S        | 199.00   | 39.80    | 238.80   |
| 13 Subscriptions & Annual Commil | 03/05/2026 |                    | Current T1 |              | Subscriptions   | Scribe Accounts             | S        | 25.00    | 5.00     | 30.00    |
| 14 Subscriptions & Annual Commil | 03/05/2026 |                    | Current T1 |              | Subscriptions   | Scribe Accounts             | S        | 25.00    | 5.00     | 30.00    |
| 15 WFH Allowance                 | 05/05/2026 |                    | Current T1 |              | Salary/Expenses | PAYE                        | X        | 26.00    |          | 26.00    |
| 20 Parish Phone                  | 05/05/2026 |                    | Current T1 |              | Expenses        | Smarty Mobile               | X        | 8.00     |          | 8.00     |
| 15 Mileage Expenses              | 05/05/2026 |                    | Current T1 |              | Salary/Expenses | PAYE                        | X        | 5.94     |          | 5.94     |
| 15 Wages                         | 05/05/2026 |                    | Current T1 |              | Salary/Expenses | PAYE                        | X        | 874.68   |          | 874.68   |
| 16 Wages                         | 05/05/2026 |                    | Current T1 |              | HMRC/Ni         | HMRC/Ni                     | X        | 68.65    |          | 68.65    |
| 17 Pension                       | 05/05/2026 |                    | Current T1 |              | Pensions        | Norfolk Pension Fund        | X        | 218.68   |          | 218.68   |
| 15 Pension                       | 05/05/2026 |                    | Current T1 |              | Salary/Expenses | PAYE                        | Z        | -48.11   |          | -48.11   |
| 21 Bins                          | 13/05/2026 |                    | Current T1 |              | Bins            | North Norfolk District Coun | S        | 1,343.60 | 268.72   | 1,612.32 |
| 11 Bins                          | 13/05/2026 |                    | Current T1 |              | Bins            | North Norfolk District Coun | S        | 254.20   | 50.84    | 305.04   |
| 19 Subscriptions & Annual Commil | 13/05/2026 |                    | Current T1 |              | Subscriptions   | Norfolk Association of Loca | X        | 237.23   |          | 237.23   |
| 22 Bus shelter                   | 13/05/2026 |                    | Current T1 |              | Equipment       | GW Shelter Solutions Ltd    | S        | 4,654.00 | 930.80   | 5,584.80 |
| 23 Capital Equipment             | 15/05/2026 |                    | Current T1 |              | Expenses        | Amazon                      | S        | 22.30    | 4.74     | 27.04    |
| 25 Training                      | 15/05/2026 |                    | Current T1 |              | Training        | Norfolk Parish Training & S | S        | 48.00    | 9.60     | 57.60    |
| 24 Miscellaneous                 | 15/05/2026 |                    | Current T1 |              | Expenses        | Post Office                 | Z        | 15.43    |          | 15.43    |
| 27 Miscellaneous                 | 20/05/2026 |                    | Current T1 |              | Expenses        | Post Office                 | Z        | 9.00     |          | 9.00     |
| 26 Repairs/Maintenance           | 29/05/2026 |                    | Current T1 |              | Other           | Jake Neale                  | S        | 70.00    | 14.00    | 84.00    |
| 28 Pest Control                  | 29/05/2026 |                    | Current T1 |              | Other           | Timothy Bullimore           | E        | 120.00   |          | 120.00   |
| 29 Bank Charges                  | 31/05/2026 |                    | Current T1 |              | Charges         | Unity Trust Bank            | Z        | 7.00     |          | 7.00     |
| Total                            |            |                    |            |              |                 |                             |          |          | 8,183.60 | 1,328.50 |
|                                  |            |                    |            |              |                 |                             |          |          |          | 9,512.10 |

Sutton Parish Council (North Norfolk District)

RECEIPTS LIST

03 June 2026 (2026 - 2027)

| Vouche | Code                  | Date       | Minute | Bank       | Receipt No | Description      | Supplier                    | VAT Type | Net      | VAT | Total    |
|--------|-----------------------|------------|--------|------------|------------|------------------|-----------------------------|----------|----------|-----|----------|
| 11     | Bus shelter           | 22/05/2026 |        | Current T1 |            | Equipment        | Norfolk County Council      | X        | 3,273.20 |     | 3,273.20 |
| 10     | Slipway/Basin Licence | 29/05/2026 |        | Current T1 |            | Boatyard Licence | Sutton Staithe Boatyard Ltd | Z        | 1,507.87 |     | 1,507.87 |
| Total  |                       |            |        |            |            |                  |                             |          | 4,781.07 |     | 4,781.07 |

Sutton Parish Council (North Norfolk District)  
PAYMENTS (AWAITING AUTHORISATION) LIST

03 June 2026 (2026 - 2027)

| Vouche | Code       | Date       | Minute | Bank       | Payment Ref. | Description           | Supplier   | VAT Type | Net    | VAT | Total  |
|--------|------------|------------|--------|------------|--------------|-----------------------|------------|----------|--------|-----|--------|
| 30     | Audit Fees | 09/06/2026 |        | Current T1 |              | Professional Services | Sarah Hunt | Z        | 145.00 |     | 145.00 |
| Total  |            |            |        |            |              |                       |            |          | 145.00 |     | 145.00 |

# **Sutton Parish Council**

Internal Audit Report  
Financial Year 2025/26

Prepared by Sarah Hunt  
28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> May 2026

I have completed an internal audit of the accounts for Sutton Parish Council for the year ending March 2026.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

| Internal control                                            | Test                                                                        | Observations                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proper bookkeeping                                          | Is the cashbook maintained and up to date?                                  | Yes                                                                                                                                                                                                                                                                                                                                      |
|                                                             | Is the cashbook arithmetically correct?                                     | Yes. I have advised the Clerk to remove internal transfers from the cashbook.                                                                                                                                                                                                                                                            |
|                                                             | Is the cashbook regularly balanced?                                         | Yes                                                                                                                                                                                                                                                                                                                                      |
| Standing Orders, Financial Regulations and payment controls | Has the council formally adopted Standing Orders and Financial Regulations? | Yes.                                                                                                                                                                                                                                                                                                                                     |
|                                                             | Date Standing Orders last reviewed                                          | 12 <sup>th</sup> August 2025                                                                                                                                                                                                                                                                                                             |
|                                                             | Date Financial Regulations last reviewed                                    | 12 <sup>th</sup> August 2025                                                                                                                                                                                                                                                                                                             |
|                                                             | Has a Responsible finance officer been appointed with specific duties?      | Yes – 13 <sup>th</sup> January 2026.                                                                                                                                                                                                                                                                                                     |
|                                                             | Are payments in the cashbook supported by invoices, authorised and minuted? | It appears that earlier in the financial year payments were made that are not recorded as agreed by Council. Following the change of staff this appears to now be rectified.                                                                                                                                                             |
|                                                             | Has VAT on payments been identified, recorded and reclaimed?                | Yes.<br><br>No reclaim is possible as following HMRC involvement and specialized advice Council is not to process a reclaim until the VAT situation is regularized.                                                                                                                                                                      |
|                                                             | Is s137 expenditure separately recorded and within statutory limits?        | Recorded correctly – unable to ascertain statutory limits as the Clerk is unable to advise of the number on the electoral role. The allowance for 2025-26 was £11.60 per elector. I would recommend that councillors are advised annually of the limits they have to adhere to and Council satisfies itself that the payment was lawful. |
|                                                             | Have S137 payments been approved and included in the minutes as such?       | No. No record within the minutes of an agreement to donate £4,000 to Sutton Primary                                                                                                                                                                                                                                                      |

|                              |                                                                                                                  |                                                                                                                                                                                                                                               |
|------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              |                                                                                                                  | School.                                                                                                                                                                                                                                       |
| Risk management arrangements | Does a review of the minutes identify any unusual financial activity?                                            | no                                                                                                                                                                                                                                            |
|                              | Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?  | Allotment and Staithe Risk Assessments agreed 3 <sup>rd</sup> September 2025 item 9 d.<br>General Risk Assessment in place.                                                                                                                   |
|                              | Is insurance cover appropriate and adequate?                                                                     | yes                                                                                                                                                                                                                                           |
|                              | Are internal financial controls documented and regularly reviewed?                                               | Reviewed 6 <sup>th</sup> August 2025 item .e.                                                                                                                                                                                                 |
| <b>Internal control</b>      | <b>Test</b>                                                                                                      | <b>Observations</b>                                                                                                                                                                                                                           |
| Budgetary controls           | Has the council prepared an annual budget in support of its precept and has this been minuted as being approved? | 25/26 – No. Confirmed by current clerk/rfo - no budgetary documents available.<br><br>26/27 – Yes.                                                                                                                                            |
|                              | Has the precept been calculated from the budget and been approved?                                               | 25/26 – recorded as increasing by £2000.00. No total recorded. Agreed 8 <sup>th</sup> October 2024 item 14.1.<br>AGAR records 18,000.00<br><br>26/27 – recorded as £18,500.00 on 9 <sup>th</sup> December 2025 following budget presentation. |
|                              | Does the budget include an actual completed year?                                                                | 25/26 – Yes.                                                                                                                                                                                                                                  |
|                              | Is actual expenditure against budget regularly reported to the council?                                          | Minuted:<br>October 2025                                                                                                                                                                                                                      |
|                              | Are there any significant unexplained variances from budget?                                                     | Overall income and expenditure levels are within a reasonable sum. Discrepancies presented to Council 13 <sup>th</sup> January 2026 item 8.f.                                                                                                 |
| Income controls              | Is income properly recorded and promptly banked?                                                                 | Yes.                                                                                                                                                                                                                                          |
|                              | Does the precept recorded agree to the Council Tax authority's notification?                                     | Bank Statements show;<br>£ 9,000.00 received 30/4/25<br>£9,000.00 received 30/9/25                                                                                                                                                            |

|                         |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Petty cash procedures   | Is all petty cash spent recorded and supported by VAT invoices/receipts?          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | Is petty cash expenditure reported to each council meeting?                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | Is petty cash reimbursement carried out regularly?                                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Payroll controls        | Do all employees have contracts of employment with clear terms and conditions?    | Yes.                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                         | Do salaries paid agree with those approved by the council?                        | Checks not carried out on previous clerk. Overtime was regularly claimed. Payments were all agreed at full council. Current clerk payments are correct.                                                                                                                                                                                                                                                                   |
|                         | Are salaries above the National Living Wage/Minimum Wage?                         | Yes                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | Are other payments to employees reasonable and approved by the council?           | Yes                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | Has the Council complied with Pension Re-enrolment duties?                        | Yes. Confirmation received.                                                                                                                                                                                                                                                                                                                                                                                               |
|                         | Have PAYE/NIC been properly operated by the council as an employer?               | No. Council remains unregistered for PAYE. This is being pursued by the Clerk to enable the Council to submit deductions to HMRC on behalf of employees.                                                                                                                                                                                                                                                                  |
| <b>Internal control</b> | <b>Test</b>                                                                       | <b>Observations</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| Asset controls          | Does the council maintain a register of all material assets owned or in its care? | <p>This is now within Scribe which was utilized by Council from 1<sup>st</sup> April 2026 – I do not have a copy of the register for 2025-2026 and this is not on the website. I am told it is unavailable.</p> <p>I note that the asset value decreased by £18,640.00 but cannot see in the minutes where disposals have been minuted. All additions and disposals must be in response to decisions within meetings.</p> |

|                     |                                                                                                                      |                                                                                                                                                                                                                          |
|---------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                                      | The assets should be reviewed by full Council.                                                                                                                                                                           |
|                     | Are the assets and Investments registers up to date? When were these last reviewed?                                  | Up to date as at April 2026. No records for 2025-2026.                                                                                                                                                                   |
|                     | Do asset insurance valuations agree with those in the asset register?                                                | Insurance renewed 13 <sup>th</sup> May 2025 and minuted as considered by Council.<br><br>I have checked the asset register against the cover held and the sum insured covers the value of assets declared at April 2026. |
| Bank reconciliation | Is there a bank reconciliation for each account and is this reported to council?                                     | yes                                                                                                                                                                                                                      |
|                     | Is a bank reconciliation carried out regularly and in a timely fashion?                                              | yes                                                                                                                                                                                                                      |
|                     | Are there any unexplained balancing entries in any reconciliation?                                                   | no                                                                                                                                                                                                                       |
|                     | Is the value of investments held summarised on the reconciliation?                                                   | yes                                                                                                                                                                                                                      |
| Year-end procedures | Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)? | Yes, R&P                                                                                                                                                                                                                 |
|                     | Do accounts agree with the cash book?                                                                                | AGAR – £ 28709.00<br><br>Statements –<br>*396 £24,681.69<br>*383 £4,027.70                                                                                                                                               |
|                     | Has a year-end bank reconciliation been undertaken?                                                                  | Yes                                                                                                                                                                                                                      |
|                     | Is there an audit trail from underlying financial records to the accounts?                                           | Yes                                                                                                                                                                                                                      |
|                     | Where appropriate, have debtors and creditors been properly recorded?                                                | N/A                                                                                                                                                                                                                      |
|                     |                                                                                                                      |                                                                                                                                                                                                                          |
| Procedural          | Is eligibility for the General Power of Competence properly evidenced?                                               | N/A                                                                                                                                                                                                                      |
|                     | Have points raised on the last Internal Audit report been considered by council and actioned?                        | Partly. Some matters have taken time to rectify but are in hand.                                                                                                                                                         |

|                                                                |                                                                                                                                       |                                                                                                                                                                         |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transparency: For smaller councils with turnover under £25,000 | Minutes for whole year on website?                                                                                                    | Yes.                                                                                                                                                                    |
|                                                                | Agendas for whole year on website?                                                                                                    | Yes. Including supporting papers towards the end of the year.                                                                                                           |
|                                                                | Payments over £100 detailed on website?                                                                                               | Yes.                                                                                                                                                                    |
| <b>Internal control</b>                                        | <b>Test</b>                                                                                                                           | <b>Observations</b>                                                                                                                                                     |
|                                                                | Electors' rights advertised on website?                                                                                               | No. Advertised for 14 <sup>th</sup> August to 25 <sup>th</sup> September 2025.                                                                                          |
|                                                                | Councillors' responsibilities detailed on website?                                                                                    | Yes                                                                                                                                                                     |
|                                                                | Last financial year's AGAR on website?                                                                                                | Yes.                                                                                                                                                                    |
|                                                                | Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use) | No                                                                                                                                                                      |
| Staithe Mooring                                                | Are fees levied in accordance with the Council's approved scale of fees and charges?                                                  | Fees detailed on website. Clerk responsible for collecting fees. Spreadsheet for 2025-2026 shows some outstanding sums.                                                 |
|                                                                | Have fees for the staithe been reviewed and agreed by Council?                                                                        | Fees reviewed March 2026 for 2026-27.                                                                                                                                   |
|                                                                | Have records been kept up to date?                                                                                                    | Yes.                                                                                                                                                                    |
| Allotments only                                                | Has a list of allotment holders with amounts paid to Council been submitted?                                                          | Yes.                                                                                                                                                                    |
|                                                                | Have fees for the allotments been reviewed and agreed by Council?                                                                     | Not within the year under review. Council must be mindful that 12 months needs to be given of any increase in fees in accordance with the Allotments Act 1922 and 1950. |
| Councils with charities only                                   | Have Charities reported and accounted separately?                                                                                     | Allotments to Former Highway Surveyors (charity 800193)<br><br>Zero income and expenditure reported.                                                                    |
|                                                                | Has the Council been named as Sole Trustee on the Charity Commission Register?                                                        | Yes. Returns up to date.                                                                                                                                                |

|                                            |                                                                                                       |                                                                                                  |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                            | Are the Charity meetings and accounts recorded separately from those of the Council?                  | Yes.                                                                                             |
| ICO                                        | Is data processed appropriately / Is Council registered with the Information Commissioners Office?    | Yes – expires 12 <sup>th</sup> July 2026. The contact details are out of date and need updating. |
| General Data Protection Regulations        | Has the Council adopted a Data Protection Policy?                                                     | Yes. May 2021. This may benefit from updating.                                                   |
| <b>Internal control</b>                    | <b>Test</b>                                                                                           | <b>Observations</b>                                                                              |
|                                            | Has the Council put in place Privacy Notices?                                                         | Yes.                                                                                             |
| Assertion 10 – Digital and Data compliance | Email address - Does authority must have a generic email account hosted on an authority owned domain, | Yes.<br>clerk@sutton-norfolkparish.gov.uk                                                        |
|                                            | Website – Does website meet legal accessibility guidelines                                            | Yes. Accessibility statement updated to reflect latest legal changes.                            |
|                                            | Has IT policy been adopted?                                                                           | Yes February 2026                                                                                |
|                                            | Has a data audit been undertaken?                                                                     | Yes. March 2026                                                                                  |

Thank you to Cherrie for supplying everything so promptly and committing so much time to the process.

On 23/4/25 the Parish Council donated £4,000 using S137 as their authority to Sutton Infant School. I cannot find that this is agreed by Council in a lawfully convened meeting. Council will want to be certain their annual spend does not breach S137 limits and also that any payment made meets the lawful criteria. NALC Legal Topic Note LTN31 refers. Donations to Schools are particularly challenging and Council will want to ensure it is not breaching legislation.

Council will want to ensure that any voluntary work/work carried out by Councillors/volunteers/working parties is covered by a risk assessment held by the Clerk and that it holds a copy of the relevant insurance policies for all contractors/persons undertaken paid work on behalf of the Council.

I note that Council is taking steps to rectify the VAT issues previously highlighted but that VAT remains currently unresolved.

I have checked that the grass cutting quote was received, awarded, and paid in the sum quoted.

It is clear from the records provided that great strides have been made to bring the necessary governance and accounting processes up to date by Council with the support and guidance of the Clerk/RFO.

There were issues earlier in the year resulting in the 'no' responses on the Internal Audit form – I detail on the next page the reasons for these responses.

I have no concerns that these issues will not be resolved – Council must be mindful of the hours that their employee works to ensure that additional hours do not result in the Clerk being paid less than minimum wage.

Sarah Hunt  
Internal auditor

#### BOX B

There were payments made within the year that were not evidenced within the minutes as agreed by Council – a donation of £4,000.00 to Sutton Primary School is an example.

#### BOX D

The 2025/26 budget could not be provided due to a change of Clerk and the agreed precept sum was not recorded within the minutes of full Council. Budget papers were available for the 2026/27 precept discussion and the sum was minuted.

#### BOX E

There were incomplete mooring records for the 2025/26 year and those available showed unrecovered money owed. VAT is unrecoverable following HMRC guidance and a VAT expert's advice has been sought and until such time as the Council is registered and retrospective VAT issues addressed no VAT can be claimed.

#### BOX G

The Council remains unregistered for PAYE although I understand this is in progress.

#### BOX H

No asset register was available for the year under inspection.

#### BOX M

The Exercise of Public Rights was advertised for 14<sup>th</sup> August to 25<sup>th</sup> September 2025.

### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

| Statement                                                                                                                                                                                                     | Tick to agree |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. |               |
| Our council has put in place a training programme for councillors and staff                                                                                                                                   |               |
| Our council has signed up to Code of Conduct for councillors                                                                                                                                                  |               |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.                                                                                               |               |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise.                                                                                            |               |
| Our council will commit to calling out bullying and harassment when it and when it happens.                                                                                                                   |               |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme                                                |               |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.                              |               |