



Marsham Parish Council

Email: clerk@marsham-pc.gov.uk

MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD IN MARSHAM CHURCH ON MONDAY 13TH APRIL 2026 AT 7PM.

These minutes are considered draft until they are agreed by council at the next meeting.

PRESENT:

Cllr Craig Rouse (Chair) Colin Hensby (Vice Chair), Cllr Paula Baker, Cllr Mark Childerhouse, Cllr Paul Gladden, Cllr Paul Winter

Kay Montandon (Parish Clerk). Cllr Sue Catchpole (District Councillor)

1. To Receive Apologies for Absence

None.

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None.

3. To Agree the Minutes of the Meeting Held on 9th and 30th March 2026

It was resolved to accept the Minutes of the meetings held on 9th and 30th March 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

None

5. To Receive Reports from County and District Councillors, and the Police

Cllr Catchpole updated the council regarding LGR.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

None present.

7. Planning

Applications: to consider a response to the following applications:

2026/0646

Applicant: Mr. Mark Daniels

Location: Land West Of Old Norwich Road Marsham Norfolk

Proposal:

Variation of condition 2 - revised dwelling designs to plots 1 and 2 including layout, footprint and siting, from existing application 20161103 (demolition of existing buildings & erection of 6 no residential dwellings) date of decision 27/12/2017

Application Type: Removal/Variation of Condition (S73 / S19)

Please return comments by
17 April 2026.

Copies of the submitted plans can be viewed on-line at HYPERLINK
["https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBOSA9OQHG00"](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBOSA9OQHG00)

The council had no comment to make on this proposal.

2026/0494

Applicant: Mr Stuart Riseborough

Location: Hill House Norwich Road Marsham Norfolk NR10 5PQ

Proposal:

Change of Use of a Class C3 Dwellinghouse to a Mixed Use, Class C3 Dwellinghouse and Sui Generis dog fostering and care home (Retrospective)

Application Type: Change of Use

Please return comments by

22 April 2026.

Copies of the submitted plans can be viewed on-line at HYPERLINK

["https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAX7RWOQGOB00"](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAX7RWOQGOB00)

The Council objects to this planning proposal on the basis of concerns about the increased traffic movements onto and off the busy, fast A140 and disturbance due to noise. The Council reiterates its objection to the previous, very similar, planning application (20180464) and its support of the Planning Inspector's decision to refuse the appeal for that application based on the concern for highway safety.

Decisions Made: The following decision was noted.

Appl Number : 2025/3499 App Type : Approval of Condition

Enforcements: These had been forwarded confidentially to Councillors and were noted.

8. SAM2

SAM2 data has been downloaded. The camera team have been informed. The battery is not yet in a state that a replacement is required urgently.

9. Finance

- a. The bank reconciliations for the month and the end of the year were received and signed by the Chair. The Bank Statements were received.
- b. Year to date payments and receipts against budget were received and signed by the Chair.
- c. The following payments were resolved to be paid.

Payments	Amount	Council Approves
Clerk salary for March and phone costs for February and March	£324.00	Yes (BACS)
PAYE	£78.40	Yes (DD)
NPTS Subscription	£173.04	Yes (BACS)
Npower Electricity	£136.80	Yes (DD)

Cozens Streetlight LEDs	£2664	Yes (BACS)
Receipts	Amount	Council Notes
Npower refund	£809.01	Yes

10. Correspondence

Correspondence from a resident regarding the planning application 2026/0494 had been noted during the planning discussion.

11. Marsham Village Hall

The Village Hall is hosting lots of events and this is helping the financial situation.

12. Streetlights

The council considered a quote from the streetlight LED project contractor to disconnect and remove two damaged streetlight columns identified during the LED project for £2100 plus VAT. The work is urgent and the Council agreed to commission this work asap.

13. Playground

Councillors noted with gratitude the offer of help from a local business owner and the Chair will contact them to establish what works could be done on the play equipment.

14. Grass cutting

Following an extraordinary meeting to appoint Garden Guardians to carry out the grass cutting, the full council noted that the contract has been awarded.

15. Community Projects

The purchase of the plough manufactured in the old Marsham Foundry for £500 and the materials required to site it was discussed. The materials costs will be forwarded to the Clerk. The council wishes a grant to be used to cover the total costs including the planning application and planning consultation fees. The District Councillor will look into funding options that may be available from the County/District Councillor.

16. Policy updates

The training log was noted and councillors agreed that it was a useful tool to keep training undertaken up to date.

17. Highways

Concerns about obstruction of visibility on exiting Fengate due to the positioning of a temporary pub sign were discussed. The Clerk will notify Highways again.

The issue about the Bridleway at Botany Bay was discussed. Clerk to notify highways that a Bridleway only notice is required.

The locked footpath gate at Deadmans Hill was discussed and the Clerk will investigate if this obstructs a footpath.

18. To Agree the Content and Timing of the Annual Parish Meeting

This will comprise a summary of the year by the Parish Council Chair and will take place at 7pm on the 11th May prior to the Annual Parish Council meeting.

19. To Note Items for Information or a Future Agenda

The provision of Councillors’ photos on the website and the noticeboard was discussed. Those wishing to have their photos exhibited to provide them to the Chair.

20. Date of Next Meeting

The date of the next meeting was confirmed as 11th May at 7.30pm at Marsham Church.

21. The Chair closed the meeting at 8.09pm

Signed..... Date.....

MARSHAM PARISH COUNCIL

BANK RECONCILIATION

APRIL 2026

31 March 2026

Opening balance:

Current Account £16041.63

Savings Account £ 2101.08

Total £18142.71

Payments in April £ 3376.24

Receipts in April £ 8875.73

Interest in April £ 0

Cashbook balance £23642.20

30 April 2026

Closing balance at bank:

Current Account: £21541.12

Savings Account: £ 2101.08

Total £23642.20

MRS KAY SUZANNE MONTANDON
MARSHAM PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NORWICH
NR11 6GS

Your Business Premium Account

At a glance

06 Mar - 02 Apr 2026

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
2 Apr	Start Balance			2,101.08
2 Apr	Balance carried forward			2,101.08
	Total Payments/Receipts	0.00	0.00	

Start balance	£2,101.08
Money out	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£2,101.08

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Credit interest rates

Current rates Correct at the time of printing
Effective from 24 Mar 2026

Balance	Gross %	AER %
▶ £1 - £999,999	1.050	1.054
▶ £1,000,000 - £9,999,998	1.300	1.306
▶ £9,999,999+	1.500	1.508

Previous Credit Interest Rates

Rates effective from 11 NOV 2025 to 23 MAR 2026 were

Balance	Gross %
▶ £9,999,999 +	1.600%
▶ £1,000,000 - £9,999,998	1.400%
▶ £1 - £999,999	1.100%

Bank of England Base Rate Information

Rate effective from 18 Dec 2025 was 3.750%

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.

AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

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- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

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Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

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Talk to an advisor 7am - 11pm or use our 24-hour automated service

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LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

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- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

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Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 23 April 2026

Business Current Accounts

Community Account Statement	£14,331.12
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.....
Sort Code 20-17-20 • Account No 93987116

Business Savings Accounts

Business Premium Account	£2,101.08
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.....
Sort Code 20-17-20 • Account No 33302210









[This is the end of your account summary.](#)

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 1 CHAPEL CLOSE
 TUTTINGTON
 NORWICH
 NR11 6GS

Your Community Account

At a glance

27 Mar - 23 Apr 2026

Date	Description	Money out £	Money in £	Balance £
27 Mar	Start Balance			16,120.23
30 Mar	 On-Line Banking Bill Payment to HMRC PAYE/Nic Cumb Ref: 475PT00181861	78.60		16,041.63
2 Apr	 Direct Credit From S+M SU A Ltd Ref: Return Payment		240.00	16,281.63
14 Apr	 On-Line Banking Bill Payment to Norfolk Parish Tra Ref: Inv30688	173.04		16,108.59
	 On-Line Banking Bill Payment to Kay Montandon Ref: Clerk Salary Mar26	324.00		15,784.59
	 On-Line Banking Bill Payment to Cozens UK Limited Ref: Inv10463	2,664.00		13,120.59
22 Apr	 Direct Credit From HMRC Vtr Ref: Xjv126000100486		1,425.73	14,546.32
23 Apr	 Direct Debit to HMRC Sdds Ref: 0000784094 This Is A New Direct Debit Payment	78.40		14,467.92
	 Direct Debit to Npower Ref: A0009232591001	136.80		14,331.12
23 Apr	Balance carried forward			14,331.12
	Total Payments/Receipts	3,454.84	1,665.73	

Start balance £16,120.23

Money out £3,454.84

▶ Commission charges £0.00

Money in £1,665.73

▶ Gross interest earned £0.00

End balance £14,331.12

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Transactions

COMMUNITY

20-17-20 93987116

Available balance	£21,541.12
Last night's balance	£21,541.12
Overdraft limit	£0.00

Showing 9 transactions between 30/03/2026 and 27/04/2026 from 29/03/2026 to 28/04/2026

Date	Description	Money in	Money out	Balance
27/04/2026	Counter Credit BROADLAND DC BGC BROADLAND DC BGC	£7,210.00		£21,541.12
23/04/2026	Direct Debit HMRC SDDS 0000784094 FIRST DDR P AYMENT DDR		-£78.40	£14,331.12
23/04/2026	Direct Debit NPOWER A0009232591001 DDR		-£136.80	£14,409.52
22/04/2026	Counter Credit HMRC VTR XJV126000100486 BGC	£1,425.73		£14,546.32
14/04/2026	Bill Payment COZENS UK LIMITED INV10463 BBP		-£2,664.00	£13,120.59
14/04/2026	Bill Payment NORFOLK PARISH TRA INV30688 BBP		-£173.04	£15,784.59
14/04/2026	Bill Payment KAY MONTANDON CLERK SALARY MAR26 BB P		-£324.00	£15,957.63
02/04/2026	Funds Transfer S+M SU A LTD RETURN PAYMENT FT	£240.00		£16,281.63

30/03/2026	Bill Payment HMRC PAYE/NIC CUMB 475PT00181861 BBP	-£78.60	£16,041.63
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Need to view older transactions?

If you have registered for online statements, then follow the link to view them
 If you don't have online statements, then statements may still be visible in Barclays Cloud It
 If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Apr-26

INCOME								PAYMENTS						
Budget 2026/2027	14,420.00			-	3,214.00	1,600.00		5,023.00	1,840.00	4,500.00	7,500.00	300.00		1,600.00
2026/2027 Totals	7,210.00	-	-	-	-	1,425.73	-	402.40	173.04	2,664.00	-	-	-	450.51
	INCOME							PAYMENTS						
Detail	Precept	CIL Grant	Allotments	Donations	Grass Cutting Grant	VAT	Transfers / Interest	Salary inc PAYE	Admin	Street Lights	Maintenance INC grass	Donations / S137	CIL Spend / Infrastructure / PROJECTS	VAT

mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington
NR11 6GS

1 Chapel Close
Tuttington
Norwich
NR11 6GS

Payments		Deductions	
Taxable Pay	£392.00	Income Tax	£43.00
Payment not subject to Tax or NICs	£5.00	Employee NIC	£0.00
Total Payments	£397.00	Total Deductions	£43.00

Net Pay £354.00

Payment Date	10/05/2026	National Insurance Category	A
Payment Period	Month 2	National Insurance Number	NE678840B
Employer PAYE Reference	475/WA56991	Tax Code	105T
Payroll ID	2025001	Hours worked	
		Additional information	

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



Jim Graves

C.Eng. M.I.E.T. D.M.S. M.C.M.I.

Phone: 01603 898621
Mobile: 07889 733392

3 Lawn Close
Horsford
Norwich NR10 3DJ

Date 29/4/26

Marsham Parish Council

c/o The Clerk
1 Chapel Close
Tuttington

INVOICE No.2317

Description	Charge
Internal Audit 2025/2026 Parish Council Accounts	£ 72.00
TOTAL DUE	£ 72.00

Cheque payable to J.Graves to the above address

Bacs Payments to:

Sort Code 60 15 31 a/c 48923419 a/c name Mr J R and Mrs S A Graves

J.R.Graves C.Eng. DMS M.I.E.E. M.C.M.I.

M

Marsham Parish Clerk <marsham_pc@outlook.com>

To: <clerk@marsham-pc.gov.uk>

13 April, 13:41



Fw: Notification of play area inspection in June for Marsham Parish Council

Kay Montandon

Clerk and RFO

Marsham Parish Council

07791 793924

Please note the new email: clerk@marsham-pc.gov.uk

From: Playsafety <playsafety@rospaplaysafety.co.uk>

Sent: 12 April 2026 02:53

To: marsham_pc@outlook.com <marsham_pc@outlook.com>

Subject: Notification of play area inspection in June for Marsham Parish Council

Your inspection is booked!

We are pleased to let you know that the inspection of your play area(s) listed below is scheduled to take place during June.

During busy periods the inspection may be undertaken in the following month.

Play Area - Annual Inspection £83

If you wish to add additional services to your order, or change it in any way, please let us have revised details as soon as possible by email or post. Please provide us with an up to date invoice email and address and include full address details for new areas.

Where an exact date is given above this may be subject to change depending upon Inspector availability. The discounted rate inspections take place at the inspectors' convenience. We cannot usually be flexible with dates. If you would like to specify when the inspection takes place please get in touch for a quote.

Orders are subject to our standard terms and conditions are available here:

<https://www.rospaplaysafety.co.uk/wp-content/uploads/2026/03/RoSPA-Play-Safety-Terms-and-Conditions-040326-1.pdf>

Please note, the Inspectors plan their own diaries, so we are not able to provide dates from the office.

Prices

We charge an initial set fee to inspect up to five play items, there is an additional fee of £4.00 per item over five.

Parish Council, Town Council or Community Council - £83.00 + VAT per play area

Any other organisation - £114.00 + VAT per play area

If you wish to meet with our Inspector during the visit there is an additional fee of £50.00 + VAT. Your representative will need to be available to meet the inspector during the visit.

If you would like to book a meeting with the Inspector, please include the reason for the meeting in your order.

This fee is not applicable to schools and staffed playgrounds.

Please note this does not include any form of on-site training.

For further details on our training courses, please visit <https://www.rospaplaysafety.co.uk/training/>

To save you forgetting to book your inspection(s), you can opt to be set up on our system as an 'Automatic' client which means we will automatically inspect each year, unless instructed otherwise. Future inspections will be notified in advance so you know that we're coming, and we will send the report and invoice after the inspection has been done. If

Reply





INVOICE

Marsham Parish Council

Invoice Date
26 Mar 2026

Invoice Number
INV-0525

Reference
Apr/May/June 2026

VAT Number
823643141

TT Jones Electrical
Limited
33 The Street
Poringland
NR14 7RA

Description	Quantity	Unit Price	VAT	Amount GBP
Marsham Parish Council Street Lighting Maintenance for the months of Apr/May/June 2026	1.00	63.56	20%	63.56
			Subtotal	63.56
			TOTAL VAT 20%	12.71
			TOTAL GBP	76.27

Due Date: 20 Apr 2026

BACS Payment Details:-:

NatWest

Account Name: T T Jones Electrical Limited

Account #: 76123219

Sort Code: 51-70-02

(please quote invoice number as payment reference)

Note:-

No allowance has been made for any DNO (District Network Operator) or Private Network supplies unless stated otherwise.

TAX INVOICE

Marsham Parish Council
Marsham

Invoice Date
30 Apr 2026

Invoice Number
INV-26460

Reference
SS-Yearly

VAT Number
156359683

Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
HF Silver Subscription	12.00	19.99	20%	239.88
			Subtotal	239.88
			TOTAL VAT 20%	47.98
			TOTAL GBP	287.86

Due Date: 14 May 2026

Natwest Bank
Account Number: 89258800
Sort Code: 60-17-21

If Direct Debit has already been set up, please keep invoice for your records.

[View and pay online now](#)

PAYMENT ADVICE

To: Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Customer Marsham Parish Council

Invoice Number INV-26460

Amount Due **287.86**

Due Date 14 May 2026

Amount Enclosed

Enter the amount you are paying above

Payment made to Marsham Parish Council by BACS on 23/4/2026 fro...

E

<ERemit@southnorfolkandbroadland.gov.uk>



To: <clerk@marsham-pc.gov.uk>

23 April, 13:16

Payment made to Marsham Parish Council by BACS on 23/4/2026 from Broadland District Council

The following remittance details the payment made to 'Marsham Parish Council' on 23 Apr 2026 by EBACS

Broadland District Council

23 Apr 2026

13:16:45

Remittance Advice

Header Details

company_id: 200001
 Payment Reference: EBC0010741
 Payment Method: EBACS
 Supplier: 2008900
 Marsham Parish Council
 C/O Mrs R Scarff - Clerk
 19 Beck Lane
 Horsham St Faith
 Norfolk
 NR10 3LD

Payment Run Date: 23 Apr 2026
 Payment Amount: 7,210.00
 Supplier Bank Sort Code: XX-XX-20
 Supplier Bank Account Number: XXXX7116

Line Details

Our Reference	Type	Narrative	Your Reference	Amount	Balance
0020029471	INV	Precept26_27(1)	PRECEPT26_27(1)	7,210.00	7,210.00
Grand Total					7,210.00

Reply



Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Phone: 01603 898621

Mobile: 07889 733392

E-mail: jim@jimgravesltd.co.uk

3 Lawn Close
Horsford
Norwich
NR10 3DJ

April 29, 2026

To Marsham Parish Council

I have carried out the internal audit of the accounts for 2025/2026

Corporate Governance. The council has appropriate governance in place and review of the minutes gives no concern that any future issues remain unresolved. The requirements for additional policies and the compliance with a gov.uk email to comply with assertion 10 on the governance return have been met.

Accounting and Banking. The Clerk has accurately recorded all transactions which I consider perfectly satisfactory for the Council's current requirements. Banking closing balances from 2024/2025 have been correctly brought forward on the AGAR sheet and the closing balances for 2025/2026 have been entered correctly. I examined intermediate bank statements which were reconciled and I note that this is done regularly

Expenditure. All payments are supported by appropriate invoices etc. and VAT has been recorded and reclaimed correctly. I note that invoices are approved at the Council meetings and recorded in the minutes.

Budget Setting. I note that a detailed analysis of future expenditure was formally considered by the Council to enable them to set the level of the Parish Precept. Reserves carried forward for 2026/2027 are adequate

Income. I note that all income has been noted accurately.

Petty Cash. No petty cash account is in operation

Staff Remuneration Monthly payslips are produced for the Clerk on the agreed national pay scale which is reviewed annually. Following use of the HMRC software, appropriate payments have been made to HMRC and they appear on the bank statements. The Council should agree an additional increment following the Clerk attaining a Certificate in Local Council Administration (CiLCA).

AGAR Return I have examined the AGAR return which I find to be satisfactory.

In Conclusion I commend the Clerk on the accuracy of the record keeping and for making a clear distinction between the contract for mowing parish assets and giving a grant to the Church for mowing the churchyard.

I have no matters that require the attention of the Parish Council resulting from this audit.

Jim Graves **29-4-26**

Annual Internal Audit Report 2025/26

MARSHAM PARISH COUNCIL

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

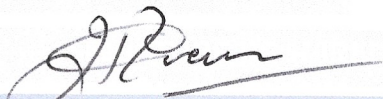
Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken Name of person who carried out the internal audit

29/04/2026

JIM GRAVES.

Signature of person who carried out the internal audit



Date

29/04/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

*For any statement to which the response is 'no', an explanation **must** be published

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

MARSHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	15,954	14,911	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	11,504	12,539	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	3,291	7,707	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,607	4,084	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	12,389	12,931	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	14,911	18,142	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	14,911	18,143	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	39,600	39,600	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:
 - a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
 - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
 - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026; and
- c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement __ <u>Tuesday 2nd June 2026</u> _____ (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Kay Montandon, Clerk and RFO for Marsham Parish Council at clerk@marsham-pc.gov.uk or 07791 793924 _____</p> <p>_____</p> <p>commencing on (c) __ <u>Wednesday 3 June 2026</u> _____</p> <p>_____</p> <p>and ending on (d) __ <u>Tuesday 14 July 2026</u> _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE sba@pkf-l.com</p> <p>5. This announcement is made by (e) Kay Montandon, Clerk and RFO Marsham Parish Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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**MARSHAM PARISH/TOWN COUNCIL
FINANCIAL REGULATIONS
(suitable for a council up to £25,000) - NPTS MODEL**

Notes and how do adopt these 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

Notes: Items and actions described by the word “must” are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

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 and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved **11th May 2026** and will be updated in **May 2027** unless there are changes in local government law, or the Council’s financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.

2.2. Accounts should be presented showing a comparative previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.

2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.

2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor, to undertake an annual review of the council’s internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of

the year-end and a quotation should be received for this work. The Internal Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for “No” boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.

- 2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.
- 2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.
- 2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).
- 2.8. The Council must have an item on every agenda where the council’s finances can be considered. Reporting on receipts and **approval of payments should happen at every meeting with bank reconciliations** (i.e. the cash book reconciled to the bank) and budget monitoring to be done at every meeting. This is part of Internal Control.

3. The Budget

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 the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District / Borough Council in **January**. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to **£500** may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

- 5.1. Monies received must be banked on a regular basis by the RFO. Handling cash should involve at least two people, and must be banked intact.
- 5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).
- 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, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.
- 5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

- 6.1. **Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.**
- 6.2. Payment authorisation
Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.
- 6.3. Card Payments
The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.

7. Salaries

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. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT

Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders

Before placing an order one written quotation is required for items costing up to £1,000. For items costing £1,000 - £5,000 two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000 three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. 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.

13. Contracts

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.

14. Stores

The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

- 15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
- 15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.
- 15.3. The Council may consider maintaining assets through an Earmarked Reserve.
- 15.4. Assets should be inspected annually and details should be recorded.
- 15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.
- 15.6. 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, should be included in the policy. The Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document, one method that can be

used is the Risk Matrix in G&A. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Date Approved: 11 May 2026

Date to be reviewed: May 2027

MARSHAM 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 councillors 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 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
 - 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 **4 councillors**.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive 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 with an estimated value in excess of £30,000 (including VAT). but less than the published relevant thresholds referred to in 8d below, must comply with the Procurement Act 2023 and the Procurement Regulations 2024 unless it proposes to use an existing list of approved suppliers .**
- 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 thresholds specified by the Cabinet Office from time to time, the Council must consider whether the Procurement Act 2023 or the Procurement Regulations 2024 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 5 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.**

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 2nd Monday of every month, 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 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 negotiation 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.**