

MEETING OF ROLLESBY PARISH COUNCIL

To be held on Monday 18th March 2024 at, Village Hall,
Rollesby at 7pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt
Parish Clerk
12th March 2024

AGENDA

1. Apologies and consideration of acceptance for absence.

2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. Minutes.

To receive and agree minutes from Full Council Meeting held on 19th February 2024.

4. Public Forum

To receive comments from members of the public on matters on the agenda.

5. To receive any reports:

5.1 County Councillor A Grant.

5.2 District Councillors A Grant and L Mogford.

5.3 Police. To receive notification that the local policing team have asked Council to ask residents to report any local issues through official channels, not to post any concerns onto facebook as this may hinder any investigation.

To note the next SNAP meeting is taking place on March 14th at Scratby Village Hall at 7pm. All residents are welcome to attend to draw any concerns to the attention of the local policing team.

6. Updates on matters not on the agenda.

To receive updates from previous meetings.

- 6.1 Commemorative Beacon. Update. Cllr C Tacon.
- 6.2 Back Lane traffic – the Highways engineer will visit site when next in the Parish.
- 6.3 To note that the One.com subscription will terminate on 5th February 2025.
- 6.4 Bus Shelter – to note that the 50/50 funding grant will be carried into the 2024/25 financial year.
- 6.5 Commemorative Bench maintenance. Cllr Day.

7. Planning.

- 7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.
 - 7.1.1 06/19/0075/F – Hall Farm, Martham Road, Rollesby, NR29 5DR. Retrospective planning application for the retention of 93 containers, extension to unit 17, car park for 12 car parking spaces at the front, new vehicle access to Martham Road, new pedestrian access, cycle parking, sectioning of various areas to be used as open storage compounds totalling 110 compounds, enlargement of hardstanding of the west of the site and change of use to car parking and herras fenced compounds and vehicular circulation and new vehicular access to A149, and retention of embanked soil to screen containers at the west of the site – Revised description of development and amended plans received. Closing date 12th March – extension granted.
 - 7.1.2 06/23/0880/F – Hall Farm Business Park, Martham Road, NR29 5DR. Retrospective application for proposed retention and erection of 7 No. new buildings (Units 6, 6a, 9, 10, 11, 19, 20 on the submitted plan 001-B) to be used as storage/workshop units and for office use. Closing date 12th March – extension granted.
- 7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
 - 7.2.1 .
- 7.3 Great Yarmouth Borough Council Local Plan Workshop will take place on Wed 10th April between 7-8.30pm in the Supper Room of the Town Hall. To consider 3 representatives to attend.

8. Administrative Matters

- 8.1 Bowls Club Letter of Agreement. Cllr S Moore to report back, draft lease circulated to Council.
- 8.2 To note the Clerk will be on Annual Leave from Monday 29th April to Friday 10th May – Out of Office will be in operation.
- 8.3 To agree ordering SCRIBE accounts package for 2024/5 as budgeted - £453.00.
- 8.4 To consider and agree Internal Control Statement.
- 8.5 To consider and agree Financial Risk Assessment.
- 8.6 To agree calendar of meetings for the forthcoming year.

9. Finance and Governance

- 9.1 To approve payments detailed as Annex A plus any late payments received before the meeting.
- 9.2 To receive up to date bank reconciliation.
- 9.3 To receive and agree quotation for D Day flag with no dates.
- 9.4 To review Unity account signatories; S Day, S Moore, S Ridout, B Sturrock. Clerk is administrator on account.

10 Correspondence

- 10.1 GYBC – Notification that the Great Yarmouth Design Code Supplementary Planning document was adopted on 29th January 2024 at cabinet.
- 10.2 Freedom of Information request.
 - 10.2.1 Emailed Freedom of Information letter to Chair requesting information.
 - 10.2.2 Response to the above.

Village Matters.

- 11.1 To note BA/2024/0005/TPO – Broads End, Main Road, Rollesby. Tree protection order, 2 x Oak Trees.

12. Matters for next meeting and information.

Monday 15th April 2024 – Annual Parish Meeting and Parish Council Meeting
Monday 20th May 2024 – Annual Parish Council Meeting

MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 19th February 2024 at,
Village Hall, Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (Chair), S Ridout, B Sturrock

Clerk: Mrs S Hunt

16 Members of the public were present.

1. Apologies and consideration of acceptance for absence.

Cllr C Tacon - unavailable.

2. Members' declarations of interest and requests for dispensations.

None.

3. Minutes.

The minutes from Full Council Meeting held on 8th January 2024 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum

The meeting was addressed with concerns regarding pedestrian use of Back Lane.

Parishioners indicated a wish to discuss the King George V Charity – the chairman reminded the meeting that this was not a suitable venue as it was for Parish Council matters only. The Clerk confirmed that the Council was not paying any money across to the charity bank account.

5. To receive any reports:

5.1 County Councillor A Grant – not present

5.2 District Councillors A Grant and L Mogford – not present

5.3 Police – no report received.

6. Updates on matters not on the agenda.

6.1 Bus stop installation. Cllr S Ridout reported that the installation had now slipped to the beginning of April in response to the necessary Streetworks Licence conditions. Clerk to check funding remains in place.

6.2 Lloyds Bank accounts closure – this has now been closed – funds transferred to Unity on 18th January 2024. Noted.

6.3 Website update. Cllr C Moore and Clerk to address. It was NOTED that the current NALC hosting expires on 31.3.24.

6.4 Computer issues – these appear to have resolved. NOTED.

6.5 Commemorative Beacon. Update. Cllr C Tacon. Next meeting.

7. Planning.

7.1 To consider planning applications received from Great Yarmouth

Borough Council/Broads Authority for consultation prior to the meeting.
7.1.1 06/23/0880/F – Hall Farm Business Park, Martham Road, NR29 5DR. Retrospective application for proposed retention and erection of 7 No. new buildings to be used as storage/workshop units and for office use. Not available on the website – clerk to chase and ask for extension for comments. It was delegated to the Clerk to compile any responses between meetings if this isn't possible.

7.1.2 BA/2024/0028/HOUSEH – Broads End, Main Road, Rollesby. Proposed new access and associated works. Clerk to be emailed with comments and delegated to respond.

7.1.3 06/24/0027TRE – Meadowsweet Barn, Court Road, Rollesby, NR29 5HQ. Works to tree protected by Tree Preservation Order TPO No. 9 2019 – T2 Oak: Fell to ground level and remove stump; Proposed replacement planting with a standard oak tree.

7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.

7.2.1 06/24/0005/CD – Hall View, Martham Road, Rollesby. Discharge of Condition 18 of pp 06/18/0315/O – Details of bird and bat boxes to be installed within the development. NOTED. Clerk to seek assurance these have been installed.

8. Administrative Matters

8.1 Bowls Club Lease. Cllr S Moore reported back following a meeting. It was RESOLVED that a letter of agreement be drawn up in house – lease to request risk assessment and insurance be provided along with detail of responsibilities. The Clerk recommended seeking legal advice.

8.2 It was RESOLVED to purchase a commemorative D Day flag at a cost of £60.00. An undated flag to be sought.

8.3 The Financial Risk Assessment was ADOPTED as presented. PROPOSED Cllr B Sturrock, seconded Cllr S Ridout.

8.4 The Internal Control Statement was ADOPTED as presented. PROPOSED Cllr S Day, seconded Cllr B Sturrock

8.5 NOTED that the Clerk has completed the registration for a portrait of King Charles. To be requested for the Village Hall if Trustees would like to display this.

9. Finance and Governance

9.1 It was RESOLVED to make the payments detailed as Annex A. One.com automatic renewal to be cancelled. PROPOSED Cllr Sturrock, seconded Cllr Day.

9.2 The meeting received an up to date bank reconciliation at 31.1.24 showing:

Lloyds Account – now closed	
Unity Account ending 5435	£5,510.22
Unity Account ending 5391	£5,028.63
Total	£10,538.85

9.3 It was RESOLVED to obtain a credit card (£50 application fee plus £3.00/month) with a monthly transaction ceiling of £500.00. PROPOSED Cllr C Moore, seconded Cllr S Day.

9.4 NOTED that the RFO does not consider a reserves policy necessary for 2023/24, the original policy still stands.

10 Correspondence

- 10.1 Email re; Back Lane traffic. Clerk to write to County Councillor A Grant and Highways.
- 10.2 Letter re; Monitoring Officer Complaint. NOTED.
- 10.3 Letter from Monitoring Officer re; Complaint. NOTED. The Clerk reported her conversation with the M.O – moving forwards the Clerk/Chair will note the Trusteeship of the King George V Charity when making any payments on Charity held property.
- 10.4 The meeting received a copy of the charity commission guidance for Parish Councillors as Sole Managing Trustees. NOTED.
- 10.5 Email – Norfolk Minerals and Waste Local Plan – Notification of Submission. Circulated by email. NOTED.

11 Village Matters.

- 11.1 None.

12. Matters for next meeting and information.

Monday 18th March 2024
 Monday 15th April 2024 – Parish Council and Annual Parish Meeting.
 Monday 20th May 2024 – Annual Parish Council Meeting.

Annex A - Payments for the February 2024 meeting of Rollesby Parish Council					
Salaries	Incl homeworking - February	£708.25		£708.25	
Broadland Computers	Computer testing	£40.00	£8.00	£48.00	
Catherine Moore	refund steel expenses	£30.62	£6.12	£36.74	
Sarah Hunt	refund one.com website fee	£91.87	£18.37	£110.24	PAID
	TOTAL			£903.23	

The meeting closed at 7.55pm.

Great Yarmouth First Draft Local Plan Consultation - 13th March to 8th May 2024

Local Plan <localplan@great-yarmouth.gov.uk>

Wed 13/03/2024 09:02

To:Local Plan <localplan@great-yarmouth.gov.uk>

Dear Parish Council,

Great Yarmouth First Draft Local Plan Consultation. 13th March to 8th May 2024

Great Yarmouth Borough Council is preparing a new Local Plan to replace the existing Core Strategy and Local Plan Part 2. The new Local Plan will set out a strategy for the development of the Borough over the period to 2041. It will set out the amount of new development needed and will determine where that development will go and how it should be delivered. The new Local Plan will also contain planning policies that will be used in determining planning applications.

We are writing to invite you to make comments on a first draft of the new Local Plan.

The consultation can be viewed here: <https://localplan.great-yarmouth.gov.uk>

Comments can be made by using the interactive document available at the above link or alternatively you can email a response to localplan@great-yarmouth.gov.uk. We can also accept responses by post to Strategic Planning, Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF.

As previously advised, we are holding an event for Parish Councils on 10th April 2024 at 7pm in the Town Hall. Planning officers will provide a presentation covering the consultation followed by a question-and-answer session and workshop. If you haven't already confirmed attendance and wish to attend, please email kim.balls@great-yarmouth.gov.uk.

A series of drop-in events for the public will take place in April where planning officers will be available to talk about the consultation:

- 15th April 2024 - 10am to 6pm – Great Yarmouth Town Hall
- 16th April 2024 - 4:30pm-8:30pm – All Saints Parish Hall, Beach Road, Scratby
- 22nd April 2024 - 4:30pm-8:30pm – The Old School Village Centre, Green Lane, Bradwell.

A webinar for members of the public will also take place on 27th March 2024 , where a presentation on the consultation will be given together with an opportunity to ask questions. Register your interest in attending by emailing localplan@great-yarmouth.gov.uk

Please ensure all comments are received by midnight on **8th May 2024**.

If you have any questions about the consultation, please contact the Strategic Planning team using the contact details below:

Strategic Planning Team
Planning and Growth
Great Yarmouth Borough Council

Email: localplan@great-yarmouth.gov.uk

www.great-yarmouth.gov.uk

Telephone: 01493 846270



Highly Commended at The MJ Awards for Community Heroes
Highly Commended at the LGC Awards for Most Improved Council and
Council of the Year, and finalist for Public Health

To read our email disclaimer visit here: www.great-yarmouth.gov.uk/email-disclaimer

ROLLESBY PARISH COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2024

1. SCOPE OF RESPONSIBILITY

Rollesby Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its November or December meeting. The November or December meeting of the council approves the level of precept for the following financial year.

The full council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk or Councillors. Payments are approved prior to being made, invoices are available to all councillors at meetings as are bank statements and hard copies of bank statements and reconciliations.

Clerk to the council/responsible finance officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances.

The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that legal procedures, governance, control systems and policies are adhered to.

Payments:

Payments are reported to the council for approval wherever appropriate. Two members of the council must sign every cheque or online order for payment. The signatories should consider each cheque against the relevant invoice which is provided in hard copy at the meeting and pdf for online

payments. The banking app records who has authorised each payment. All authorised cheque signatories are members of the Council. No officer of the Council is a signatory.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually and reviews its systems and controls.

Internal Audit:

The council appoints an independent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

Chairman

RFO/Clerk

Approved and adopted by Rollesby Parish Council

Meeting date: 19th February 2024

Financial Risk Assessment Rollesby Parish Council

March 2024

RFO / Parish Clerk

Sarah Hunt

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organization's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the financial risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

FINANCIAL MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	MEDIUM	<p>All files and recent records are kept in the Clerk's office. Electronic files are held on onedrive.</p> <p>In the event of the clerk being unavailable due to unexpected or tragic circumstance then Norfolk Parish Training and Support (NPTS) would be contacted to provide Locum cover.</p> <p>Unity bank are able to add an administrator to the account within 10 days.</p>	
Council Paper records	Loss through theft, fire, damage	LOW	The majority of files and all recent paper records are kept in the Clerk's office. Electronic files are held on Onedrive. Historical minutes are deposited at the archive centre, the last five years only are held at the office. These are uploaded to the website.	The office is a separate building from the house.

Precept	Adequacy of precept to enable the Council to carry out its Statutory duties	LOW	<p>The Council reviews budget against expenditure at least quarterly.</p> <p>Full Council reviews a budget and sets the precept for the forthcoming year.</p> <p>Councillors are aware of the need to increase earmarked and general reserves.</p>	<p>Increasing reserves to be raised at each budget setting meeting – a decision to increase general reserves by £7,000 was taken in the 2024/25 budget.</p>
Insurance		MEDIUM	<p>Insurance cover reviewed annually. The Council and Charity insurance is currently joint.</p> <p>Asset register is reviewed annually.</p>	<p>Councillors aware that many insurance companies will not issue joint cover.</p>
Banking	<p>Inadequate checks</p> <p>FSA savings protection rules</p>	<p>LOW</p> <p>MEDIUM</p>	<p>The Council adheres to 'Financial Regulations', which set out the requirements for banking, cheque, processing and reconciliation of accounts.</p> <p>A bank reconciliation is carried out monthly/ bi-monthly. Online banking used.</p> <p>No more than £85,000 should be held in a single Bank</p>	<p>Existing procedures adequate</p> <p>Financial Regulations are reviewed annually and review formally recorded.</p> <p>Use of online banking improves efficiency of checks.</p> <p>Currently not relevant to Rollesby Parish Council.</p>

Cash	Loss through Theft or dishonesty	LOW	The Council has no petty cash or float.	Current practice is that Clerk purchases items and claims reimbursement. Council to consider a credit card/prepaid bank card.
Financial controls and records	Inadequate checks	LOW	<p>Reconciliation prepared by RFO and checked in the meeting and signed. Two signatories are required on all payments.</p> <p>Electronic transactions are uploaded by the Clerk and then authorized by two authorized councillors.</p> <p>Internal and external audits are carried out. Internal audit is reported to Council.</p> <p>Any financial obligation must be resolved and clearly minuted before any commitment.</p> <p>All payments are resolved and clearly minuted.</p> <p>External audit report is made available to the council and posted on the Council's website.</p>	Current status reviewed and deemed satisfactory.
VAT	Re-claiming / charging	LOW	<p>The Council has financial regulations, which set out the requirements for reclaiming VAT.</p> <p>Clerk keeps continuous record of VAT payments. VAT reclaimed annually.</p>	Current status reviewed and deemed satisfactory.

Employee Salary / Pension Obligations	Failing to meet statutory obligations on TAX/NI/Pensions	LOW	Statutory requirements must be met.	Clerk utilizes HMRC Basics software and has had necessary training.
Contract Management	Administration of contracts not formally documented.	LOW	Council goes out to tender on contracts.	Contracts reported and agreed at Parish Council meetings.

ROLLESBY PARISH COUNCIL

MEETING DATES 2024/5

Any items for the agenda, correspondence or invoices for payment must be received by the clerk before the cut-off date for inclusion in the meeting

DATE OF MEETING	CUT OFF DATE
Monday 15 th April 2024 (+ Parish meeting)	Wednesday 4 th April 2024
Monday 20 th May 2024 ANNUAL MTG	Wednesday 8 th May 2024
Monday 17 th June 2024	Wednesday 5 th June 2024
Monday 15 th July 2024	Wednesday 3 rd July 2024
August – no meeting	
Monday 16 th September 2024	Wednesday 4 th September 2024
Monday 21 st October 2024	Wednesday 9 th October 2024
Monday 18 th November 2024	Wednesday 6 th November 2024
Monday 16 th December 2024	Wednesday 4 th November 2024
Monday 20 th January 2025	Wednesday 8 th January 2025
Monday 17 th February 2025	Wednesday 5 th February 2025
Monday 17 th March 2025	Wednesday 5 th March 2025
Monday 21 st April 2025 (+annual parish mtg)	Wednesday 9 th April 2025

Parish Council meetings are held at 7pm in the Village Hall, please check the agenda for details

Members of the public are very welcome to attend

There is the opportunity at each meeting for members of the public to ask questions.

Parish Clerk, 58 Hercules Road,
Norwich, NR6 5HH

Telephone: 07340028540

Email: rollesbypc@outlook.com

<https://rollesbypc.norfolkparishes.gov.uk>



Annex A - Payments for the March 2024 meeting of Rollesby Parish Council

Sarah Hunt	Salary + Homeworking March	£500.43	£500.43
HMRC	March	£14.20	£14.20
Norfolk Pension Fund	March	£159.22	£159.22
Job Done window clean.	Bus Shelter Cleaning	£40.00	£40.00
Sarah Hunt	refund phone credit (9.1.24)	£10.00	£10.00
			£0.00
	TOTAL		£723.85

**ROLLESBY Parish Council
Bank Reconciliation**

Financial year ending 31 March 2024

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2023

Lloyds Account 00207289	£	2,937.23		
Unity Account 20435435	£	7,443.27		
BROUGHT FORWARD 31/3/23	£	10,380.50		
Add: Receipts	£	107,967.46		
Less Payments	£	108,602.10		
	£	9,745.86		
Less uncashed payments				
Cash Book total (A)			£	9,745.86
			£	9,745.86

Balance per bank statement as at 13.03.2024

Lloyds Account 002070789 (30.01.24)	£	-	Account closed.	
Unity Account 20435435 (31.01.24)	£	2,717.23		
Unity Account 20485391 (13.03.2024)	£	7,028.63		
Total Bank Statement (B)			£	<u>9,745.86</u>



HAMPSHIRE FLAG COMPANY

Hampshire Flag Company Ltd
Unit 11, Pipers Wood Industrial
Park
Waterberry Drive
Waterlooville
Hampshire
PO7 7XU
United Kingdom
Tel : 023 9223 7130

Customer Address:

Sarah Hunt
Rollesby Parish Council
58 Hercules Road
Norwich
Norfolk
NR6 5HH
United Kingdom

Delivery Address:

Sarah Hunt
Rollesby Parish Council
58 Hercules Road
Norwich
Norfolk
NR6 5HH
United Kingdom

QUOTATION

Ref No. REF29452/1
Estimator David Riddell
Dated 28/02/2024
Contact Sarah Hunt
Tel 07789 001324

Further to our conversation, please find our quotation detailed below...

Re : D-Day 80

Item	Quantity	Description	Unit Price	Total	VAT	Total Inc VAT
A	1	Printed Knitted Polyester Flag - Single Sided Rope and Toggle File Name: Material: Knitted Polyester 115GSM Number of Sides: Single Sided Size: 1520mm(w) x 910xmm(h) Finishing: Sewn with a neutral colour thread plus Roped And Toggled Optional Extras: Artwork Notes D-DAY 80 FLAG (DESIGN 3) However customer wants the dates removing, including the 80 taken out of the A <i>ITEM NOTES:</i>	£55.80	£55.80	£11.16	£66.96
B	1	Delivery DPD ExpressPak 1kg	£5.99	£5.99	£1.20	£7.19

Sub Total	£61.79
VAT	£12.36
TOTAL	£74.15

Payment Terms: Proforma

Pay by Bank Transfer:

Bank Details: Account Number 30020311 Sort Code: 20-69-34

Pay by Credit or Debit Card:

Maximum £1500 limit. If over £1500 then please pay by BACS. (Unfortunately we cannot take American Express card payments)

The Chairman of Rollesby Parish Council

Dear Chair,

I write further to the recent Parish Council meeting held on the 19th February 2024.

Whilst I was extremely disappointed with the Councillors actions at the above meeting, I cannot say I was surprised. Whilst we all hoped that change in the make up of the councillors would bring a change in the attitude of the Parish Council, the situation appears to be worse now than before.

I recall meetings in the past when you were the other side of the table and showed your frustrations at the lack of openness with the Parish Council, I am also aware that the recently co-opted councillor stated that she wanted to represent the parishioners and give them a voice, but to date there is no evidence of change.

However regardless of the Parish Councils continued attempts to withhold information from the community, I do not give up easily.

I note that the clerks draft minutes of the meeting does confirm that the money the Parish spends on the King George V Playing field charity is not 'given' to them, therefore the money is just Parish precept funds (the charity commission accounts page appears to back this up).

However, if this isn't 'given' to the charity and is just a parish spend, there are no reasons whatsoever to hide behind 'charity business is not Parish Council business' as has been the past modus operandi. This is clearly public money, that the public have a right to know where and why it is being spent.

I therefore have the following questions that I require addressing at the next Parish Council meeting. (Note for clarity this letter isn't given for the purpose of you saying 'have you all read it?' nodding and moving on. I expect this information to be provided and minuted)

1. The 2024/25 budget information provided on the website gives reasons for the 'excessively' high budget you chose to impose – within this document it clearly says that the 2023 election was not budgeted for as a 'partial' explanation of why the reserves have gone. This statement is clearly a lie and appears to be written to help cover over poor financial management. The 2023/4 budget included £2000.00 for the election, and the cost came in at £1192.00 an underspend of over £800.00. **Why has the Parish Council seen fit to spread misinformation on this matter?** The fact the election was an underspend highlights the poor financial management further.
2. For this years budget an amount of £300.00 was included for the King George Playing field. The 'to date' budget spend is £1530 with an end of year expectation of £1580.00. **Why has a budget overspend of 410% not been mentioned, discussed or minuted anywhere?** This equals 12% of the total Parish budget spend. For this to be kept out of the public eye is disgraceful and highly suspicious.
3. **Please detail the expenditure for this years accounts (£1530) to account for the total spend.**
4. **Please provide a full breakdown of the King George Playing field expenditure for 2023 (listed as £2689)**

5. **Please provide a detailed breakdown of what the Parish intends to spend £4800.00 on for the 2024/25 budget.**
6. **Please provide an end of year budget for 2021/22.** I have asked the clerk twice and she has refused to provide the information. All she will state it is on the website. I have looked in great detail and cannot find it. **Can you explain why your clerk does not wish to be helpful to the parishioners?** (or maybe it is just me).
7. **Can the Parish Council explain why the Parish Council as trustee to the playing field have not accounted fully for income and expenditure for the playing field charity?** .
The Charity accounts, published car boot income receipt and other rental activity is not fully accounted for (financial year ending 2022).

'As a trustee you must take steps to make sure that your charity's money is safe, properly used and accounted for. Every trustee has to do this. Even if your charity has an expert to manage its finances, you are still responsible for overseeing your charity's money.'

8. The charities published accounts show that for the financial years ending 2019 to 2023 a surplus of £7900 has been accrued based upon the declared income and expenditure. Over that same period the Parish Council appear to have funded the playing field to a similar amount. (as far as can be ascertained from the poorly presented budget information on your website) **Why has the Parish Council subsidised the charity to the detriment of the Parish budget?**

I look forward to seeing this on the agenda and trust that you can provide answers to these questions, when considering your response I trust you will be taking account of the principles you should be adhering to.

1.1 Selflessness

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

1.2 Integrity

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

1.3 Objectivity

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

1.4 Accountability

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

1.5 Openness

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

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour w

ROLLESBY PARISH COUNCIL

10.2.2 FOI Response:

12th March 2024

The Parish Council received your emailed request for information on 6th March 2024.

Your request has been handled under the Freedom of Information Act, your questions are duplicated for ease of understanding, I detail the responses in [blue](#).

1. The 2024/25 budget information provided on the website gives reasons for the 'excessively' high budget you chose to impose – within this document it clearly says that the 2023 election was not budgeted for as a 'partial' explanation of why the reserves have gone. This statement is clearly a lie and appears to be written to help cover over poor financial management. The 2023/4 budget included £2000.00 for the election, and the cost came in at £1192.00 an underspend of over £800.00. **Why has the Parish Council seen fit to spread misinformation on this matter?** The fact the election was an underspend highlights the poor financial management further.
I can confirm that the budget for 2023/4 included £2,000 for potential election costs. The 2024/25 budget has a sum to go to earmarked reserves to ensure that the finances are available in 3 years time for the next election should they be necessary, or to pay towards a by election should one be necessary before the full election and has a greater cost implication. All documents are available on the website here: [Accounts – Rollesby Parish Council \(norfolkparishes.gov.uk\)](https://www.norfolkparishes.gov.uk/Accounts-Rollesby-Parish-Council)
2. For this years budget an amount of £300.00 was included for the King George Playing field. The 'to date' budget spend is £1530 with an end of year expectation of £1580.00. **Why has a budget overspend of 410% not been mentioned, discussed or minuted anywhere?** This equals 12% of the total Parish budget spend. For this to be kept out of the public eye is disgraceful and highly suspicious.
Every payment made by the Parish Council during the year 2023/24 is detailed within the minutes. The payment of £1,530.00 is allocated to 'parks and open spaces'. The Council minutes are available here: [Minutes – Rollesby Parish Council \(norfolkparishes.gov.uk\)](https://www.norfolkparishes.gov.uk/Minutes-Rollesby-Parish-Council)
3. **Please detail the expenditure for this years accounts (£1530) to account for the total spend.**
The invoice which results in the £1,530 allocated to 'parks and open spaces' was from Eddies Gardening Services, it was approved at the meeting that took place on November 20th 2024 and is recorded within the minutes.
4. **Please provide a full breakdown of the King George Playing field expenditure for 2023 (listed as £2689)**

Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Email: rollesbypc@outlook.com Telephone: 07340028540

The £2,689 figure appears under 'parks and open spaces from the 2022/23 accounts. All payments made in 2022/23 are available on the website here: [payments-2022-23.pdf](https://www.norfolkparishes.gov.uk/payments-2022-23.pdf) ([norfolkparishes.gov.uk](https://www.norfolkparishes.gov.uk))

5. Please provide a detailed breakdown of what the Parish intends to spend £4800.00 on for the 2024/25 budget.

The Council does not hold a breakdown. The figure was set by the Charity within their budget which informed the request and financial information will be publicly available at their AGM.

6. Please provide an end of year budget for 2021/22. I have asked the clerk twice and she has refused to provide the information. All she will state it is on the website. I have looked in great detail and cannot find it. **Can you explain why your clerk does not wish to be helpful to the parishioners?** (or maybe it is just me).

The Council does not hold an end of year budget for 2021/22.

7. Can the Parish Council explain why the Parish Council as trustee to the playing field have not accounted fully for income and expenditure for the playing field charity?.

The Charity accounts, published car boot income receipt and other rental activity is not fully accounted for (financial year ending 2022).

This question would need to be addressed to the charity.

8. The charities published accounts show that for the financial years ending 2019 to 2023 a surplus of £7900 has been accrued based upon the declared income and expenditure. Over that same period the Parish Council appear to have funded the playing field to a similar amount. (as far as can be ascertained from the poorly presented budget information on your website) Why has the Parish Council subsidised the charity to the detriment of the Parish budget?

The Council does not hold information that would address this question.

You can ask us to review our response. If you want us to carry out a review please let us know within 40 working days.

If you are still dissatisfied after our internal review you can complain to the Information Commissioners Office (ICO). You should make complaints to the ICO within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints. You can write to them at: Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

Sarah Hunt
Parish Clerk

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