

# ROLLESBY PARISH COUNCIL MEETING

to be held on Monday 20<sup>th</sup> March at 7.00pm, Village Hall, Rollesby

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

13<sup>th</sup> March 2023

## 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 Monday 20<sup>th</sup> February 2023.
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.
6. **Updates on matters not on the agenda.**  
To receive updates from previous meetings. No decisions may take place during this item.
  - 6.1 Meeting with the unpaid work team. Cllr S 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. BA/2023/0080/TPOA – The Retreat, Main Road, Rollesby. T1 Oak – Clean out the crown of all deadwood, crossing and suppressed branches. Reduce dead branch tips back to live growth points. T2: Oak – Clean out the crown of all deadwood, crossing and suppressed

branches. T3: Oak – Clean out the crown of all deadwood, crossing and suppressed branches. T4: Oak – Reduce lower lateral limb to the northeast with old hazard beam crack by 4m to natural growth points. Reduce overall canopy tips by 2m to natural growth points to leave a crown spread of N-7m, S-9m, E-8m, W-6.5m and a tree height of 23m. Clean out the remaining crown of all deadwood, crossing and suppressed branches.

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

7.2.1 06/22/0952/EU – King George V Rollesby Playing Field, Main Road, Rollesby, Great Yarmouth. Application for a Lawful Development certificate for an established use of playing field for car boot sales for 14 Saturdays per year between March and October.

7.2.2 06/23/0099/HH – Lodge Farm, Lawns Lane, Rollesby, Great Yarmouth. Proposed removal of rear lean-to and front porch. Erection of flat roof extension wrapping completely around existing house.

7.3 To note application BA/2023/0062/FUL – Rollesby Bridge Car Park, Main Road, Ormesby St Michael, NR29 3LS. Alterations to existing viewing area to enable more inclusive and safe access.

## 8. Administrative Matters

8.1 To agree the purchase of Charles Arnold Baker reference book – c£137 plus £4 delivery.

## 9. Finance and Governance

9.1 To approve payments detailed plus any late payments received before the meeting.

Job done window cleaning	£40.00	£40.00
Sarah Hunt	£418.17	£418.17
HMRC	£98.00	£98.00
Norfolk Pension Fund	£153.02	£153.02
Quarterly bank charges UNITY bank	£18.00	£18.00
Expenses – S Hunt	£36.00	£36.00

9.2 To review and agree the Asset register.

9.3 To review and agree the Internal Control statement.

9.4 To review and agree the Financial Regulations as presented.

9.5 To review and agree the Standing Orders as presented.

9.6 To review and agree the Reserves Policy.

9.7 To review and agree the Financial Risk Assessment.

9.8 To note the pension tri-annual valuation has taken place, figures for Rollesby are:

1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 23.5%

1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 23.0%

1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026 22.5%

To confirm notification has been signed and returned to Norfolk Pension Fund.

9.9 To receive up to date bank reconciliation.

## 10. Correspondence

Email	Resident	Request for speed restriction on Court Rd	For discussion.
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## 11. Village Matters.

11.1 To consider the installation of additional bins within the Parish.

11.2 To consider any commemorative activity for H M The King's Coronation.

11.3 Dog Fouling – to consider any actions.

## 12. Matters for next Agenda and information.

Date of next meeting:

ANNUAL PARISH MEETING to be held on Monday 17<sup>th</sup> April at 6.30pm

Parish Council meeting to be held on Monday 17<sup>th</sup> April at 7pm.

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

Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

# Minutes of the ROLLESBY PARISH COUNCIL MEETING

held on Monday 20<sup>th</sup> February at 7.00pm, Village Hall, Rollesby

Present: Cllrs J Coote, S Day, S Ridout, R Rudrum, B Sturrock, H Thirtle (Chair).

District Councillor L Mogford and P C G May were present.

Clerk: Mrs Sarah Hunt

18 members of the public attended.

## 1. Apologies.

Apologies were received and accepted from Cllr C Tacon – alternative commitment.

## 2. Declarations of Interest.

None.

## 3. Minutes.

The minutes from Full Council Meeting held on Monday 16<sup>th</sup> January 2023 were AGREED as a true and correct record and signed by the Chair.

PROPOSED Cllr Sturrock, seconded Cllr Day.

## 4. Public Forum

None.

## 5. To receive any reports:

5.1 County Councillor A Grant. Not present.

5.2 District Councillor A Grant not present. District Councillor L Mogford reported on the recent bomb disposal event in Great Yarmouth, dualling of roads into Great Yarmouth, the traffic improvements schemes within Great Yarmouth and the improvement scheme for the station and North Quay in Great Yarmouth.

5.3 P C Gary May informed the meeting that the next SNAP (Safer Neighbourhood Priority meeting between 7-9pm at the Smugglers Bar in Great Yarmouth, all are welcome to attend. One of the items under discussion will be bringing the meetings out into the Parishes again as attendance is currently poor.

## 6. Updates on matters not on the agenda.

6.1 Wick Lane – Highways are looking to address the flooding issues.

6.2 Speedwatch – most of the necessary forms have now been completed and are with the administrator – this will be followed with training alongside Martham. Locations within Rollesby have been put forward for agreement. The village will then have an active Speedwatch group.

## 7. Planning.

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

Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

7.1 To consider planning applications received from Great Yarmouth Borough Council prior to the meeting.

7.1.1 None.

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

7.2.1 None.

## 8. Administrative Matters

8.1 The 2023 Calendar was REVIEWED – It was AGREED that the Annual Parish Council meeting to be postponed from 15<sup>th</sup> to 22<sup>nd</sup> May.

8.2 It was AGREED that the Clerk/Council contact details be updated wherever necessary.

8.3 NOTED that Parish and Borough Council elections are to take place 4<sup>th</sup> May. Nomination forms available from the Clerk for anyone wishing to stand. For voters Photographic ID is now necessary.

## 9. Finance and Governance

9.1 The payments presented to the meeting were AGREED.

PROPOSED Cllr S Day, Seconded Cllr R Rudrum.

Sarah Hunt – refund Wave allotment water payment			£29.34
Sarah Hunt – refund One.com. Approved Jan.	£76.87	£15.37	£92.24
Sarah Hunt – Phone top up x 2	£21.89		£21.89
Sarah Hunt – magnets for noticeboard	£9.99		£9.99
Sarah Hunt – outstanding from June	£11.95		£11.95
Kate Martin-Smith – January – Approved Jan.	£306.58		£306.58
Kate Martin-Smith – refund 50% training	£50.00		£50.00
Job done window cleaning Bus Shelter Nov.	£40.00		£40.00
Viking Direct – stationery	£133.22	£17.32	£150.54
Sarah Hunt – Salary February	£392.17		£392.17
HMRC	£98.00		£98.00
Norfolk Pension Fund	£153.02		£153.02
Mr H Thirtle - wreath refund	£23.98		£23.98

NOTED £200 still outstanding to Norfolk Wildlife Trust from last meeting.

9.2 The Internal Audit quotation from Sonya Blythe of £120.00 was AGREED by the meeting. PROPOSED Cllr Day, seconded Cllr Rudrum.

## 10. Correspondence

Email	NALC	County deal consultation now open: <a href="http://www.norfolk.gov.uk/norfolkcountydeal">www.norfolk.gov.uk/norfolkcountydeal</a>	Previously circulated.
Email		Complaint received re: Bowls Club hedge.	Bowls Club cutting hedge.
Email	Unpaid work team	To offer services – meeting to be arranged if any suitable projects.	Cllr Day to meet with representatives.

## 11. Matters for next Agenda and information.

Date of next meeting Monday 20<sup>th</sup> March at 7pm

### The meeting was suspended.

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

Email: [rollesbypc@outlook.com](mailto:rollesbypc@outlook.com) Telephone: 07340028540

**A presentation was received from Eilish Rothney – Norfolk Wildlife Trust regarding Trinity Broads.**

**The meeting was reconvened**

In accordance with the Public Bodies (Admission to meetings) Act 1960 the meeting RESOLVED to exclude the press and public during the following item due to the confidential nature and the item was discussed in a separate room.

**12. Clerks Contract.**

The contract for the Parish Clerk/Responsible Financial Officer was AGREED as presented and signed by Mrs Hunt and the Chair. Mrs Hunt's appointment is from 1<sup>st</sup> February 2023.

# ROLLESBY PARISH COUNCIL

## ASSET REGISTER (INSURANCE VALUES AT March 2023)

(All valuations are based on insurance values)

Village Sign replaced 2012 Jubilee Celebrations (£2975) £1,680.00

Play Equipment – maintained and insured by Great Yarmouth Borough Council

Bowling Green – Deeds held by Parish Council but ground maintained by Bowls Club  
Nominal rent of £5 per year paid to Parish Council

Common land next to Rollesby Broad

Bus Shelters – 1 wooden, two brick  
1 metal and glass – insured against damage £6,980.00  
Purchase 2022 £6,064.00

Notice Boards – one new in 2009 at Village Hall £1,765.00  
and one in 2014 on Playing Field £ 530.00

Office Equipment – Laptop purchased December 2017 (purchase value) £ 499.95  
Printer purchased April 2016 (purchase value) £ 45.95

War Memorial situated in Rollesby Churchyard

Two flower planters – one replaced in 2011 and one in 2012 (£50)  
Concrete rings purchased 2018

Two seats on Playing Field – one wooden, one metal

One wooden seat next to planter near School provided by Rollesby & District W.I.

WW1 Beacon - purchased October 2018 (purchase value) £ 360.00

WW1 Bench - purchased November 2019 (purchase value) £ 1,100.00

Signed .....

Date .....

## **ROLLESBY PARISH COUNCIL**

### **INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2023**

#### **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 meeting. The November meeting of the council approves the level of precept for the following financial year.

##### **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 its procedures, control systems and policies are adhered to.

**Payments:**

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each cheque against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques.

**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 regularly reviews its systems and con-trols.

**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.

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Chairman

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RFO/Clerk

Approved and adopted by Rollesby Parish Council

Meeting date:



# Rollesby Parish Council

**General Reserves Policy**

**Reviewed March 2023**

## 1. Introduction

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

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

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

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

## 2. Types of Reserves

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

### 2.1 General Reserves

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

JPAG (March 2020 edition) advises:

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

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

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

## **2.2 Earmarked Reserves ‘EMR’s**

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

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

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

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

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

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

### **3. Management and Control of Reserves**

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

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

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

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



ROLLESBY PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Electronic Payments (BACS)	<p>Payments made without Council approval</p> <p>Incorrect electronic payment or amount made / No monitor on actual electronic entry</p>	<p>L</p> <p>M</p>	<p>All BACS payments are approved by Council prior to the payment being made.</p> <p>If a payment needs to be made outside of the meeting, then approval is to be agreed with the Chairman, with the decision and payment ratified at the next available council meeting via the monthly Ratification Statement.</p> <p>Council uses Unity online "Approver" facility, which automatically requires that payments made from the account must be authorised by two signatories before being released to the payee. Those authorising check the payment to ensure that it matches the approval list from the meeting.</p>	<p>Reviewed annually.</p>
Financial/Account Records	<p>Inadequate Records</p>	<p>L</p>	<p>The Clerk/RFO maintains an electronic cashbook listing all income and expenditure. There is an internal auditor appointed annually to produce a report to the Council prior to external audit.</p> <p>Electronic files are saved to the laptop.</p>	<p>Reviewed annually.</p>
Investment Account/Income	<p>Loss of funds</p>	<p>L</p>	<p>The account is reviewed regularly and reconciliations are completed for authorisation by the Parish Council.</p> <p>The Council reviews the investment policy at each year end.</p>	<p>Review annually.</p>
Grants Awarded to Council	<p>Not receiving grant funding when successfully applied for</p>	<p>L</p>	<p>The Clerk/RFO is to ensure that all grant payments are made to the Council according to the terms of the grant and at the correct time, following up with the individual local authority and/or organisation if they are not.</p>	<p>All reviewed annually.</p>
Grants Awarded by Council	<p>Grant Payments</p>	<p>L</p>	<p>The Clerk/RFO also ensures there is a power to pay such grants before presenting the grant application to Council for approval.</p> <p>The Clerk/RFO ensures that all annual grants are budgeted for and a schedule of such payments kept for audit purposes and future budgeting.</p>	<p>All reviewed annually.</p>

ROLLESBY PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Cash	Loss through theft and dishonesty	L	No petty cash is held by the Clerk/RFO or Council members. Any sundry items are to be purchased by the Clerk/RFO personally and claimed back via expenses against receipts held. Cash and receipts from the Pavilion are banked by Trustees	N/A Current procedure adequate. Reviewed annually.
Borrowing	Ability to repay any loans	L	The Clerk/RFO ensures that appropriate cash-flow forecasting is completed as and when required, and annually, the Clerk/RFO completes affordability check calculations. A report is presented to Council by the Clerk/RFO before any loans are applied for.	Reviewed as and when finance is required for a particular project not covered by the Precept and at budget time.
Best Value	Charges made on the Parish Council are too high	L	The Clerk/RFO should obtain at least 3 estimates/quotations wherever possible for any work undertaken by contractors on behalf of the Parish Council and for any major expenditure, as set out in the Financial Regulations. All estimates/quotations are then agreed and approved by full Council and minuted accordingly.	Current procedure is adequate.
Financial Reporting	Insufficient information	L	<p>All income and expenditure are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts.</p> <p>Each quarter, the Clerk/RFO circulates a Financial Report to Council, outlining income and expenditure against budget and highlighting main points in a commentary.</p> <p>All income and expenditure are also entered into the cashbook against the correct cost area.</p> <p>The Clerk/RFO ensures that all VAT returns are made in a timely manner and recorded in the cashbook.</p> <p>All accounts are available for public inspection.</p>	Current procedure is adequate. The cashbook (budget) is reported on quarterly and reviewed by full council.

ROLLESBY PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Audits	<p>Annual Audit is not completed within the set deadline</p> <p>Annual Audit is not advertised</p>	<p>L</p> <p>L</p>	<p>The Clerk/RFO prepares the year end accounts statement and Annual Governance and Accountability Return for the Internal Auditor to review in April. Once the accounts have been returned and any recommendations reported on and observed, Council then approves them at the annual meeting in May, along with all audit papers and the Annual Governance and Accountability Return. These are then submitted to the External Auditor for review. The Clerk ensures the annual audit and conclusion of audit notices are displayed on the Council notice board and website for the public to view, for the prescribed period of time.</p>	<p>Current procedure adequate.</p>
Invoices	<p>Goods not supplied but billed</p> <p>Incorrect Invoicing</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Invoices are only paid after the service or goods have been received to the Council' satisfaction, and only after full Council have approved them.</p> <p>All requests /orders for goods and services are confirmed in writing by the Clerk/RFO, to agree all costs involved.</p> <p>The Clerk/RFO checks all invoices received for accuracy and ensures all information is entered into the Cashbook.</p>	<p>Current procedure is adequate. The Cashbook (budget) is reviewed annually by the Clerk/RFO and Internal Controller.</p>
Freedom of Information Act	<p>Non-compliance with the Model Publication Scheme</p>	<p>L</p>	<p>Information and documentation is made available on the Parish Council website, in order to comply with the Model Publication Scheme. Information is also publicised on the Parish noticeboards, with all FOI's dealt with in accordance with the Model Publication Scheme.</p>	<p>Reviewed annually, therefore current procedure is adequate.</p>
Salaries	<p>Salary and expenses paid incorrectly</p> <p>Incorrect NI &amp; Tax deductions and Pension contributions</p>	<p>L</p> <p>L</p>	<p>Sporle with Palgrave Parish Council only employs one person, the Clerk. The Clerk presents their wage, expenses and any extras such as stipend payments and pension contributions, monthly, via the meeting Agendas. Full Council approves all presented figures at the monthly meetings, which is recorded in the minutes.</p> <p>The payroll is in house as the clerk/rfo has the relevant experience or is offered training.</p>	<p>Current procedures are adequate.</p>



ROLLESBY PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Data Protection	Non-compliance with Data Protection Legislation	L	Rollesby Parish Council is registered with ICO the UK Data Protection Agency and is governed by their rules. Rollesby Parish Council have also adopted various policies and procedures concerning the 2018 General Data Protection Regulations.	Reviewed annually, therefore current procedure is adequate. Service is renewed annually.
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ROLLESBY PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Insurance	<p>Inadequate Cover</p> <p>Fidelity Guarantee</p> <p>Public Liability</p> <p>Personal Accident</p> <p>Cost</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>An annual review is undertaken prior to the renewal of the insurance policy. Third party risk is included within the cover, with current liability set at £10m.</p> <p>The amount is reviewed annually to ensure insurance cover is sufficient for the Parish Council's needs.</p> <p>The Parish Council maintains insurance cover in all areas.</p> <p>All Council members, employees and/or volunteers of the Parish Council are covered under the personal accident plan of the insurance policy. Risk Assessments are undertaken for any major events and the insurance company notified.</p> <p>Quotations are obtained when it is time to renew insurance cover and are presented to Council for it to decide which to accept.</p>	<p>Due to the insurance being reviewed annually and cover updated with any capital items as and when required, the current procedure in place is adequate.</p> <p>Quotations will be obtained annually.</p>
<p>Physical Assets</p> <p>Financial Assets</p>	<p>Loss or damage Risk/damage to third party property</p> <p>Land Rent not paid or rent income received</p> <p>Adequacy of Reserves</p>	<p>M</p> <p>L</p> <p>L</p> <p>L</p>	<p>An annual review is conducted for insurance, storage and maintenance purposes. An annual review is also conducted for the level of public liability insurance required.</p> <p>The Clerk/RFO is to ensure that all rent income and expenditure, is paid in a timely manner and recorded within the budget.</p> <p>Considered by Council annually at budget setting in November/December and minuted.</p>	<p>The Asset Register is updated when necessary with a full review conducted annually.</p> <p>All rent payments and income are reviewed annually.</p> <p>Reviewed annually.</p>

Signed by the Chair:

Reviewed and Adopted at the Parish Council Meeting on: 20<sup>th</sup> March 2023

Sam Ayling  
Norfolk Pension Fund  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DH

Rollesby Parish Council  
Sarah Hunt  
Clerk  
58 Hercules Road  
Hellesdon  
NORWICH  
Norfolk  
NR6 5HH

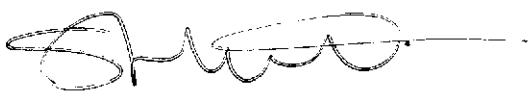
Our ref: 2022 Val

**Norfolk Pension Fund**  
**Rollesby Parish Council**

I confirm receipt of your letter dated 21 February 2023 and acknowledge the employer's contribution rate for the next three years will be:

1 April 2023 to 31 March 2024	23.5%
1 April 2024 to 31 March 2025	23.0%
1 April 2025 to 31 March 2026	22.5%

I acknowledge the revised provisions around pay increase assumptions and the potential to be invoiced for the pension costs of excess salary awards as in accordance with the Funding Strategy Statement of the Fund.

Signed   
Name SARAH HUNT  
Title PARISH CLERK / RFO  
Date 24th Feb 2023

ROLLESBY PARISH COUNCIL  
Bank Reconciliation  
Financial Year ended 31 March 2023

	£	£	
Balance as per bank statement a			
Unity Bank Acc. 20435435 as at 3.3.23		£8,275.31	
Current Account (Lloyds 00207289) 18.11.22		£2,205.69	<b>£10,481.00</b>
unpresented cheque		£268.46	<b>£10,212.54</b>
Cash Book - reconcile to last year:			
Opening balance as at 1/4/22			
Unity Bank Acc. 20435435		£6,365.06	
Current Account (Lloyds 00207289)		£1,959.23	
Deposit Account (closed)		£0.00	<b>£8,324.29</b>
add receipts		£22,331.46	
minus expenditure		£20,443.21	
		£0.00	
			<b>£10,212.54</b>

Prepared by:

Sarah Hunt  
Parish Clerk

I am writing to ask if you would kindly add this letter to the next Parish Council Meeting on 20th March 2023 to allow me to talk about the dangers for dog walkers/pedestrians on Court Road and whether it would be possible to reduce the speed limit on this road. I would be speaking on behalf of a lot of people that would welcome a lower speed restriction.