NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

You are hereby summoned to attend the Trowse with Newton Parish Council Meeting on: Monday 19th June 2023 **at 7.15pm at Trowse Manor Rooms**

Please contact the clerk at trowsepc@outlook.com with any questions.

Kate Leggett (Parish Clerk)

Agenda

1. **Apologies for absence**

2. **Declaration of Interest and Dispensations.**
   - **a)** To consider the process for dispensations – either via the Clerk or by Full Council.
   - **b)** To consider any dispensations previously submitted.

   You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.
   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, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

3. **MINUTES OF PREVIOUS MEETING**
   3.1-To confirm the minutes of the last Parish Council Meeting held on 15th May 2023

4. **PUBLIC FORUM**
   4.1-To receive reports from County/District Councillors
   4.2-To receive matters from the public

5. **MATTERS ARISING FROM PREVIOUS MEETINGS**

Decisions/Actions	Delegated to
Email Cllr Thomson about Beryl Bikes	Clerk contacted Cllr Thomson who has progressed this action.
Tarmac planning application investigations	Item for discussion under Planning.
Memorial inspections	Clerk contacted contractor, still awaiting a response.
Insurance renewal	This has been actioned.
Grass cutting White Horse Lane	This has been actioned.

6. **UPDATES FROM FINANCE AND PERSONNEL AND COMMUNICATIONS COMMITTEE**
   6.1 - A brief update from committees about items that are not on the agenda.

7. **MANOR ROOMS**
   7.1 - Report from Manor Rooms Management Committee.

8. **FINANCIAL MATTERS**
   8.1 - To receive Audit Report and consider recommendations
   8.2 - To receive Bank Reconciliation to 31/03/2023
   8.3 - To receive end of year AGAR
      i) To consider and approve AGAR section 1 – Annul Governance Statement.

ii) To consider and approve AGAR section 2 – Accounting Statement
iii) To agree the notification of the commencement of the period of exercise of public rights as Monday 26th June 2023 to Friday 4th August 2023.

8.4 - To agree Payments for May 2023 as circulated.

9. PLANNING

9.1 - APPLICATIONS:

FUL/2023/0020 – To discuss response from South Norfolk DC case offer regarding this application.

9.2 – Update from Clerk regarding the Neighbourhood plan.

10. OPEN SPACES

COMMON

10.1 - Play equipment inspection

ALLOTMENTS

10.2 - Update on discussions held at committee regarding management of vacant or unmaintained plots.

HIGHWAYS AND OPEN SPACES

10.3- Update on Village sign/village gateway.

CEMETERY

10.4- Update following discussions at committee regarding future management of the cemetery and programme of works.

11. POLICIES

11.1- General Power of Competence and Section 137: An understanding. Notes circulated by the clerk ahead of the meeting. To aid Councillor understanding of the Rights and Responsibilities with regards to expenditure of the council.

12. DATE AND TIME OF NEXT MEETING

Monday 21st August 2023 @: 7.45pm. **Please note there is no July meeting due to staff annual leave.**

Trowse with newton Parish Council

Minutes of the Annual Parish Council meeting, held on 15th May 2023 in The Manor Rooms, Trowse at 7.15pm.

PRESENT

Cllr Bowers, Cllr P. Greenizan, Cllr Long, Cllr Haynes, Cllr Owen, Cllr Price, Kate Leggett (Clerk) Cllr Neal (District), Cllr Fowler, (District) Cllr Thomson (County)

001 (001) APOLOGIES

Cllrs King, Barnes and A. Greenizan. Absent Councillor to sign their declarations of acceptance of office before the next meeting.

002 (002) DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs on the Manor Rooms Management Committee

003 (003) ELECTION OF CHAIRPERSON FOR THE CIVIC YEAR 23/24

Heather Bowers was nominated for Chair by Cllr Haynes, seconded by Cllr Greenizan, all in favour. **Cllr Bowers takes the chair.**

004 (004) ELECTION OF VICE-CHAIRPERSON FOR THE CIVIC YEAR 23/24

It was thought that it would be beneficial to have 2 vice-chairs. Cllr Long put herself forward along with Cllr Owen. Cllr long was nominated by Cllr Greenizan, seconded by Cllr Haynes. Cllr Owen was nominated by Cllr Bowers, seconded by Cllr Haynes, all in favour. **Cllrs Long and Owen to be Vice Chair for the civic year 23/24.**

005 (005) ELECTION OF COMMITTEE MEMBERS

a) Open Spaces committee consists of Cllrs Haynes, Owen, Long, Barnes, Price and A. Greenizan.

b) Finance Committee consists of Cllrs, Haynes, Owen, Bowers and King.

c) Personnel and Communications committee consists of Cllrs Bowers, Barnes, Long and P. Greenizan.

006 (006) MINUTES OF THE PREVIOUS MEEETING

Minutes of the meeting held on the 17th April 2023 were **AGREED and signed.**

007 (007) PUBLIC FORUM

a)

District report – at the end of these minutes - report added to website

County report – at the end of these minutes - report added to website.

b) Public

A resident spoke once again about her dissatisfaction with the parking scheme, stating that she had been door to door to speak to people and she had not come across anyone that was in favour of it. She asked Cllrs Neal and Thomson what will happen once the consultation ends and it is determined that the scheme is not approved by the majority of residents. Cllr Neal commented that the decision to implement the scheme will come back to the Parish Council. Another resident asked if the results of the current consultation will be published and Cllr Neal replied that they would be made available so as to make an informed decision but it was going to take some time to go through all the comments received.

Another resident commented that local businesses cannot survive on local users and they need outside visitors to run successfully. He asked how data collected 5 years ago still be relevant. Cllr Neal replied by stating that there had been a more recent (2022) consultation.

A resident of Whitlingham Lane thanked the Council for the new SAM camera, which has been up and running for about 2 weeks. He stated that it seemed to be having an impact on speeding vehicles. He also said that it would be helpful if it was moved occasionally and the Clerk informed him that this would be the case.

This resident also asked for an update on the Speedwatch. The Clerk informed him that she is waiting to hear back from Norfolk Constabulary with regards to training dates, as the locations have now been approved. She will inform the volunteers when she knows more.

Resident also asked about the Beryl Bikes and if this had been progressed. Cllr Thomson asked the Clerk to send him an email confirming that the village would like to have the bikes installed in two areas of the village.

Electric car charging points – It was asked if Trowse was looking to install any ECP's in the village as many houses don't have driveways and therefore access to home charging facilities. Cllr Neal said she would seek some information on this.

Cllrs Price and Long asked about the intensions at the sports hall on Hudson Avenue. Cllr Long would like to see some activities for teenagers in the village as very young children are already well catered for. The Clerk and Cllr Bowers said that some discussion had been had with SNDC and Crown Point estates (who own the hall).

A resident also commented on the proposed plans for the development of the Tarmac plant on the Bracondale Bridge. The Clerk advised that it was on the agenda for discussion.

Discussion was also had about the tree removal on the May Gurney site. Cllr Neal has got a meeting with the case officer next week. Cllr Neal stated that the case officer has asked the developer for written documentation that conditions were met. **The clerk is to write to the developer to ask if an additional evening consultation could be held to accommodate those that cannot attend the daytime consultation.**

008 (008) <u>MATTERS ARISING FROM PREVIOUS MINUTES (UPDATE FROM THE CLERK)</u>

Decisions/Actions	Delegated to
Block Hill/Whitlingham wicket gate repair	Clerk - Ongoing
Cemetery compost bin	Completed. Thanks to Tony Brooks for this.

<u>009 (009) COMMITTEE UPDATES</u>

Finance

None for this meeting.

Open Spaces

All items are on the agenda

Personnel and Communications

Cllr Bowers took those present through the most recent P&C meeting.

- The coronation event has raised £684.17, which will be divided between our two charities.

- Following staff appraisals the clerk is to be lifted one spine point up the pay scale.

- The council are now looking to advertise the role of Grounds person

- A training policy has been agreed.

<u>010 (010 FINANCE</u>

a – Bank reconciliation had been sent to Cllrs in advance. **All agreed and Bank Reconciliation signed**

b – Agree payments/receipts for April 2023. **All agreed and signed**

<u>011 (0011 PLANNING</u>

2023/0802. 2 Crown Point Villas. No objections

2023/1056. 22 Newton Close. No Objections

2023/1092. Mulberry tree on Dell Allotments. No comment as it is our application.

FUL/2023/0020. Councillors asked for more information. Clerk to contact.

<u>012 (012) OPEN SPACES</u>

Common

a – Play equipment repair. Clerk to check with contractor that this work has been completed. It was thought that council needs to replace the dips in front of the goal posts.

b- Grass cutting contract for newly acquired land on White Horse Lane. The clerk informed councillors of the quote received. **Proposed to accept quote, Cllr Price, seconded Cllr Haynes. All in favour. Clerk to inform contractor.**

Allotments

c – Clerk informed members that currently letter/emails were being sent to plot holders whose plots are not being suitably cultivated.

Highways and Open Spaces

d– Speedwatch update, see Item 7.

e- SAM camera. See item 7.

Cemetery

f- Discussions took place around memorial inspections. The Open Spaces committee made the recommendation that a contractor be brought in to do this inspection which has to take place one every 5 years. It also recommended that funds be allocated yearly to enable this. **All in favour. Resolved to contract out the memorial inspections. Clerk to action.**

g- Compost bin. Council's thanks got to Tony Brooks for actioning this.

013 (013) POLICIES

a – A Reserves policy had been circulated prior to the meeting. **Resolved to accept, all in favour.**

b- Insurance. The Clerk took members through the quotes she had received. **Resolved to accept Zurich quote. All in favour. Clerk to action.**

014 (014) AOB

Moving the defib to the phone box. The Clerk apologised that this had slipped of her radar.

Cllr Long has a suitable cupboard for the bus shelter book swap.

Due to the recent heavy rainfall it was thought prudent to put something in the next newsletter about our floodsax.

015 (015) DATE AND TIME OF NEXT MEETING

Next meeting is **Monday 19th June 2023** at 7.45pm. **Please note the time change due to the Annual Parish Council meeting being at 7.15pm on that night.**

Meeting closed at 8.45pm.

016 (016) To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 16a in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting

a) Cllr Bowers and the Clerk took those present through discussions with Crown Point Estates.

Decisions/Actions	Delegated to
Block Hill/Whitlingham wicket gate repair	Clerk
Email Cllr Thomson about Beryl Bikes	Clerk
Tarmac planning application investigations	Clerk
Memorial inspections	Clerk
Insurance renewal	Clerk
Grass cutting White Horse Lane	Clerk

District and County Reports

Sign Date

Trowse Parish Council

Internal Audit Report
Financial Year 2022/23

Prepared by Sonya Blythe
3 June 2023

I have completed an internal audit of the accounts for Trowse Parish Council for the year ending March 2023.

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

Internal control	**Test**	**Observations**
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	September 22, per minutes
	Date Financial Regulations last reviewed	March 23, per minutes
	Has a Responsible finance officer been appointed with specific duties?	Clerk is RFO
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes, invoices for all purchases, reported on Scribe, attached to minutes, and matched on bank accounts.
	Has VAT on payments been identified, recorded and reclaimed?	Yes – VAT accounted for on Scribe accounts. Last reclaim made February and received from HMRC in March.
	Is S137 expenditure separately recorded and within statutory limits?	Not used
	Have S137 payments been approved and included in the minutes as such?	Not used
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Financial risk assessment carried out March 23. Policy confirms asset checks are also carried out.
	Is insurance cover appropriate and adequate?	Yes, Zurich policy seen
	Are internal financial controls documented and regularly reviewed?	Yes – November 22 minutes

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Feb 22 meeting for 22/23 budget year
	Has the precept been calculated from the budget and been approved?	Yes, minuted on 14 February 23 as £47500
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Reported to Finance Committee, report seen
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes – income sheet checked against bank statements
	Does the precept recorded agree to the Council Tax authority’s notification?	Cashbook: £47500 Remittance: £47500
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes, contract seen
	Do salaries paid agree with those approved by the coun2cil?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes, expense claims seen
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, HMRC deductions on payslips and payments made online to HMRC
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes

Internal control	Test	Observations
	Are the assets and Investments registers up to date? When were these last reviewed?	21/22 and 22/23 version on website. Insurance valuation columns updated from last years audit.
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes – reported at each Finance Committee, with minutes received at Council
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, I&E
	Do accounts agree with the cash book?	Yes: AGAR £123630.20 Bank £123630.20
	Has a year-end bank reconciliation been undertaken?	Yes £123630.20
	Is there an audit trail from underlying financial records to the accounts?	Yes, invoices matched to Scribe and bank accounts
Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Internal audit recommendations become a standing item until all have been completed. Yes, and action plan published. All Committee meeting minutes need to be published on your website. Yes. Produce a cashbook and regularly present it to Council or Finance Committee, at least quarterly. Yes – Scribe reports. Monthly reconciliations for bank accounts used for regular expenditure to be received by Council or Finance Committee. Yes**.**

Internal control	Test	Observations
		Council should be provided with spend against budget updates at each meeting. Report received – not recorded in minutes. Adopt the updated NALC Standing orders. Yes Create a specific Internal Controls document. Yes. Add payments to your meeting minutes and website from 1 April 2022. Yes. The risk assessment should be updated and then continue to be reviewed at least annually. Yes. A contract must be issued for the Clerk. Yes. Review your asset list to check that it is accurate and matches insurance. Yes. Identify and record all earmarked reserves. These should be updated by Council at least annually in future. EMR plan agreed March 23. To be taken forward in 23/24. Update your asset list and publish on your website to fulfill transparency requirements. Yes. Find and secure the burial records urgently. Yes. Upload your burial fees to the website for transparency. Yes. Ensure that allotment fees are reviewed annually. Yes.
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes – all Committees and full Council
	Agendas for whole year on website?	Yes

Internal control	Test	Observations
	Payments over £100 detailed on website?	Yes – payments all with Finance papers
	Electors' rights advertised on website?	Yes – dates outside required period though
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	Yes
	Have fees for the cemetery been reviewed and agreed by Council?	22-23 dates on website, with 2022 new management plan
	Have burial books been kept up to date and are they safely stored?	Held by Clerk
Allotments only only	Has a list of allotment holders with amounts paid to Council been submitted?	Yes – allotment income with holders names on Scribe report
	Have fees for the allotments been reviewed and agreed by Council?	Yes – September minutes

Summary:

Thank you to Kate for providing information and answering questions so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.

- I have confirmed that your Financial Regulations and Standing Orders are up to date.

- I have noted that your VAT has been claimed within the past year and is accounted for within financial records

- I have verified that your insurance is adequate

- I confirm that your payroll management meets requirements

- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information

- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

Recommendations / items to note:

1. I received the Spend against Budget report that Council / Finance Committee receive. I can't see this item recorded within the minutes on a regular basis – it would be a good idea to add this in to your minutes along with checking the bank reconciliation, just so that the external auditor is aware that Council has oversight of all aspects of the accounts.

2. Unfortunately I have had to (unwillingly to be frank) answer No to Box M, correctly providing for the exercise of public rights. Despite the fact you asked the external auditors for an extension, it seems that does not alter the dates of the public rights, which should include the first ten days of July. By default, even with an extension agreed, that control was not met I'm afraid.

I'm so pleased to see how far the Council has progressed since last year!

Sonya Blythe
Internal auditor

TROWSE WITH NEWTON PARISH COUNCIL

Prepared by: Kate Leggett   Date: 19/5/2023.

Name and Role (Clerk/RFO etc)

Approved by: ____________________   Date: ____________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022			142,734.70
	ADD Receipts 01/04/2022 - 31/03/2023			94,146.86
				236,881.56
	SUBTRACT Payments 01/04/2022 - 31/03/2023			113,251.36
A	**Cash in Hand 31/03/2023** (per Cash Book)			**123,630.20**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2023	0.00	
	Unity Bank 20435228	31/03/2023	4,108.22 ✓	
	Nationwide 90158225	31/03/2023	80,723.06 ✓	
	Santander Bus Reserve 43699240	31/03/2023	9,097.57 ✓	
	Lloyds Business 06378221	31/03/2023	0.00	
	Lloyds Treasurers 04058297	31/03/2023	29,701.35 ✓	
				123,630.20
	Less unpresented payments			
				123,630.20
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**123,630.20**
	A = B Checks out OK			

NOT EXEMPT PARISH MEETINGS ONLY

Annual Governance and Accountability Return 2022/23 Form 3PM

ONLY to be completed on behalf of PARISH MEETINGS OF PARISHES NOT HAVING PARISH COUNCILS:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes for Parish Meetings on completing Form 3PM of the Annual Governance and Accountability Return 2022/23

1. Every Parish Meeting in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3PM of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report** must be completed by the Parish Meeting's internal auditor.
   - **Sections 1 and 2** must be completed and approved by the Parish Meeting.
   - **Section 3** is completed by the external auditor and will be returned to the Parish Meeting.
3. The Parish Meeting **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2023.**
4. A Parish Meeting with either gross income or gross expenditure exceeding £25,000 or a Parish Meeting with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) no later than 30 June 2023. Reminder letters incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2023
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the dates of the period for the exercise of public rights
   - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the Chairman of the Parish Meeting by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, a Parish Meeting must publish on a suitable website or be publicly displayed in the local area for a period of 14 days, the following information:

Before 1 July 2023:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of Annual Governance and Accountability Return** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion for local electors and interested parties, that you also publish or display the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

Guidance notes for Parish Meetings on completing Form 3PM of the Annual Governance and Accountability Return (AGAR) 2022/23

- The Parish Meeting **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs may be incurred.
- The Parish Meeting **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023. Reminder letters incur a charge of £40 +VAT.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the accounts (Section 2) and evidenced by the agenda or minute references.
- The Chairman must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The Chairman is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Chairman, and provide a relevant email address and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the Parish Meeting holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support your explanation.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Chairman, on behalf of the Parish Meeting, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The Parish Meeting **must** publish on a suitable website or publicly display in the local area the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Parish Meeting's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk**

Form 3PM Annual Internal Audit Report 2022/23

TROWSE PC ENTER NAME OF PARISH MEETING

During the financial year ended 31 March 2023 the Parish Meeting's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this Parish Meeting'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 Parish Meeting.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This Parish Meeting complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This Parish Meeting assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept 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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		✓
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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 Parish Meeting certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the Parish Meeting had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✓

	Yes	No	Not covered**
M. The Parish Meeting has demonstrated that during the previous year (2021-22) it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. *(Evidenced by: confirmation by the Chairman that the notice has been published on a suitable website or publicly displayed in the local area.)*		✓ see report.	
N. The Parish Meeting has complied with the publication requirements for 2021/22 AGAR. *(See AGAR Page 1 Guidance Notes).*	✓		

For any other risk areas identified by this Parish Meeting adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 3/6/23 5/6/23 DD/MM/YYYY

Name of person who carried out the internal audit: S BLYTHE

Signature of person who carried out the internal audit: [signature] SIGNATURE REQUIRED

Date: 5/6/23

***If the response is 'no' you must include a note to 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).

Form 3PM Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

TROWSE WITH NEWTON PARISH COUNCIL

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 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this Parish Meeting:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure 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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 Parish Meeting and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the Parish Meeting will address the weaknesses identified. These sheets must be published or displayed with the Annual Governance Statement.**

This Annual Governance Statement was approved at a Parish Meeting on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Place where the Annual Governance Statement and Accounting Statements are published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.).

PLACE WHERE PUBLISHED OR DISPLAYED

Section 2 – Accounting Statements 2022/23 for

TROWSE WITH NEWTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*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.*
1. Balances brought forward	188692·91	142,734·70	*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.*
2. (+) Precept or Rates and Levies	23,750·00	47,500·00	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	87,797·44	46,646.86	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	27,697·75	28,116.08	*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.*
5. (-) Loan interest/capital repayments	0·00	0·00	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	129,807·90	85,135·28	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	142,734·70	123,630·20	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	142,734·70	123,630·20	*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.***
9. Total fixed assets plus long term investments and assets	178,915·00	178,915·00	*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.*
10. Total borrowings	0·00	0·00	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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 25/05/2023

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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Form 3PM Section 3 – External Auditor Report and Certificate 2022/23

In respect of TROWSE WITH NEWTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the Parish Meeting:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

TARMAC planning response from case officer. Agenda item 9.1

Dear Mrs Leggett,

Thank you for your email of 25 May 2023 in relation to the above, to which I can respond as follows:

By way of background, the existing coated roadstone (asphalt) plant at Trowse Railhead has the benefit of permanent planning permission reference C/4/2015/4001 (a copy of which is attached for ease of reference).

In essence, the planning application under consideration seeks to erect a replacement coated roadstone plant at the site.

Submitted Dwg No. TRS/001-Existing Site Plan and Dwg No. TRS/008-Proposed Site Plan identify the existing and proposed location/footprint of the coating plant within the wider site, respectively, whilst submitted Dwg No. TRS/002-Elevations of Existing Asphalt Plant and Dwg No. TRS/009-Elevations of Replacement Asphalt Plant show the elevations of the existing and replacement coating plant, respectively. Dwg No. TRS/010 illustrates comparative elevations of the existing and proposed replacement plant. As can be seen from the submitted drawings, the footprint of the replacement plant is slightly longer than the existing plant, and the height of the highest part of the plant (Fan and stack) would be increased from 18m to 22.5m. Para 1.4.8 of the supporting planning statement details the proposed new items of plant, whilst para 3.1.9 also provides a comparison of the height of existing and proposed plant.

As regards traffic concerns, paras 1.1.5 and 1.4.2 of the planning statement state that, *The operations, other than the replacement coating plant, are envisaged to continue as presently with the importation of raw materials by rail and road to manufacture coated roadstone products to different specifications, and export the same via the consented site access* (onto Bracondale). Paras 1.1.8 and 1.4.5 state that, *The replacement plant and ancillary facilities set out in this application are proposed to replace existing capacity like for like with no intensification of use.* Section 2.6 of the planning statement details the vehicular access and routeing arrangements, whilst Para 4.2.8 states that, *The proposals envisage no changes in vehicle movement numbers…and all HGV activity is routed away from the Trowse Millgate Conservation Area.*

As regards impact upon amenity, as can be seen, extant planning permission reference C/4/2015/4001 for the existing coating plant is subject to a number of conditions relating to protection of amenity, including boundary treatment (condition 3), operational hours (condition 7), noise (condition 8) and lighting (condition 11).

As regards noise, the application under consideration is supported by a Noise Assessment Technical Note. As can be seen from page 3, the study area incorporates the 'proposed location of the Deal Ground mixed use redevelopment site' to the east, whilst details of proposed noise mitigation measures are provided at page 7. The Technical Note concludes that, *…the replacement of the asphalt plant would result in noise levels at the nearest residences between 1 dB(A) lower (properties on to the east) and around 5 dB(A) lower (properties to the south) than the noise levels due to the current plant.*

As regards odour, the application is supported by an Air Quality Assessment. As can be seen at paras 4.3 and 4.4, the plant is also operated under the requirements of a Local Authority Environmental Permit issued by Norwich City Council, which covers the process of Roadstone Coating and directly associated activities to carry out that process. Materials delivery, storage and movement, product processing, and exhaust gas venting are all covered under the Permit. Para 4.6 states that, *The Permit also requires there shall be no offensive odour beyond the process boundary and daily olfactory monitoring,* whilst para 4.10 states that, The replacement plant would continue to be operated in accordance with a new, or varied, Environmental Permit issued by Norwich CC. Details of proposed air quality mitigation measures are provided at section 6. The Assessment concludes that, *…it is not considered the alterations would result in significant adverse impacts on the local environment. The proposals include for provision of a new stack which would be in the order of 4m higher than existing, hence improving dispersion of emissions. The replacement of elements of the plant with new modern components would offer an improvement to the existing situation, particularly with regards to potential fugitive emissions.*

As regards visual impact, the application is supported by a Landscape and Visual Appraisal which assesses the addition of a new and slightly enlarged coating plant, and includes a number of viewpoint locations considered to be broadly representative of the range of potential views of the site from the surrounding area, including: St. Andrew's Church; Trowse Common; Norfolk Snowsports Club; Avenue in front of Whitlingham Hall; Lime Tree Avenue, south of Whitlingham Lane; and Whitlingham Country Park. As can be seen from section 7 of the Appraisal it is concluded that there would be no unacceptable impacts on landscape and visual character or designations arising from the proposed redevelopment

I can advise that the County Council, as mineral planning authority, is currently carrying out consultations on the planning application. The County Council will be looking carefully at the impact on highways, local amenity and landscape, and will have to consider whether the proposals are acceptable having regard to the development plan policies and any material planning considerations.

I hope the above is of some value

Kind regards
Andrew

Andrew Harriss, Senior Planning Officer
Community & Environmental Services Department
Tel: 01603 224147
Floor 6, County Hall, Martineau Lane, NORWICH
Norfolk County Council

From: Planning Services <MaWP@norfolk.gov.uk>
Sent: 25 May 2023 15:53
To: Andrew Harriss <andrew.harriss@norfolk.gov.uk>
Subject: FW: FUL/2023/0020

Trowse PC comments

Kind regards

Mark

Mark Annetts, Business Support Officer
CES, Performance & Governance
Tel: 01603 306259
County Hall, Martineau Lane, Norwich, NR1 2DH
Norfolk County Council

From: Kate Leggett <trowsepc@outlook.com>
Sent: 25 May 2023 11:34
To: Planning Services <MaWP@norfolk.gov.uk>
Subject: FUL/2023/0020

Ref: Trowse Depot, The Old Station Yard, Trowse, Norwich, NR1 2EG: Construction and operation of a Replacement Coated Roadstone Plant with Ancillary Facilities, and consolidation of planning permissions : Tarmac Trading Ltd

Dear Mr Harriss

I am writing on behalf of Trowse with Newton Parish Council regarding the above application.

The council are keen to understand the nature of this application more and what impact it may have on Trowse and its residents. As I'm sure you can understand the plans are very technical in their nature and therefore it is not easy to work out what is actually being done to the site. It would be helpful to have a more laymen description of what this application is trying to achieve and how this is going to be actioned.

I believe one of the biggest concerns of the council is one of traffic through Trowse. We already see large volumes of cars/lorries/vans traveling through White Horse Lane and The Street and we are keen to ensure that future development of the Tarmac site doesn't increase this even more. Can lorries be made to turn onto the Martineau Lane roundabout and use the Ring Road, rather than travel through the village?

As a very close neighbour to the Tarmac site, there are often smells and industrial noise associated with the plant, in Trowse. These can be heard/smelt throughout the village, most keenly along Whitlingham Lane and The Street. The Council would like to know how the new plans will help deal with these issues. Industrial noise can be heard from 6am on a week day and some weekends. With new houses planned for the Deal Ground and May Gurney site, how will the noise issue be addressed?

Looking at the plans it seems that the overall footprint of the new design is bigger. How will this be dealt with from a visual point of view? Our emerging Neighbourhood Plans has some protected views. Will this impact on those?

I look forward to receiving your response.

Kind regards

Kate Leggett (Mrs)
Clerk to Trowse Parish Council

General Power of Competence and Section 137: An understanding.

1. **BACKGROUND:**

1.1 Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to the specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that the parish council has the power (under a specified statute) to undertake that activity.

1.2 Parish councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

1.3 Despite the wide range of powers, parish councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a recent court ruling pronounced that pre-meeting prayers by a town council were unlawful.

1.4 In consequence, the Government included a "general power of competence" in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. **LEGISLATIVE BACKGROUND:**

2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenges will be reduced. It is stated in the above Statutory Instrument that

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

2.2 Under the new legislation, eligible town councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is "yes", then a town council is normally permitted to act in the same way.

3. **TYPES OF ACTIVITIES:**

3.1 Although the Government has given scant guidance on the operation of the new power, some new activities covered by the legislation include:

- Running a community shop or post office

- Lend or invest money
- Establish a company or cooperative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport
- Providing grants to individuals.

3.2 The power is not restricted to use within the township — an eligible parish council can use it anywhere.

4. **RESTRICTIONS AND RISKS:**

4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is power; it cannot be used to raise the precept.

4.2 Existing duties remain in places, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

4.3 If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible parish councils may assist. The eligible council would need to ask itself whether an individual, private company or community trust could help. If the answer is "yes", the council can assist.

4.4 Whist councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged
- Their trading activities damaging other local enterprises
- Damage to the council's reputation and public money if a project or investment goes wrong.

5. **LOCAL GOVERNMENT ACT 1972 (s137):**

5.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

5.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remain in place.

6. **ELIGIBILITY:**

6.1 The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

1. **<u>Resolution:</u>** the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. **<u>Electoral Mandate:</u>** at the time the resolution is passed, at least two-thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. **<u>Qualified Clerk:</u>** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.

6.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place.

6.3 In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.

6.4 There is no requirement for members to be trained in the general power of competence.

6.5 Currently Trowse Parish Council does not have General Power of Competence but can use Section 137 to make purchases and continue activities. GPOC will be achieved once the clerk has completed the CiLCA qualification but this can only be ratified at the next annual meeting.