

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 22 June 2026, held in Suite 2, Taverham Village Hall, commencing at 7.45pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair	
Mrs L Barrington-Smith	Mrs J Ellis
Mrs B Clarke	Mrs J Latchford
Mr N Dack	Mrs K Lindsay
Mr H Karimi-Ghovanlou	Mrs S Parkinson
Mr K Kelly	Mrs C Ward

Also present: Clerk, RFO and two parishioners.

96/26 To receive apologies for absence
None

97/26 To receive Declarations of Interest in items on the agenda
None

98/26 The Minutes of the Council Meeting held on 8 June 2026 were agreed and then signed by the Chairman.

99/26 Report items
None.

100/26 To receive the Internal Auditor's report and to note any recommendations
The Internal Auditor's report was received. It was noted that a review of the Investment Policy will be undertaken at the next meeting of the Performance Review Committee. An additional audit check will be added to the Internal Audit Checklist to cover VAT submissions, and a strengthened process for IR35 compliance will be implemented. The Auditor raised minor administrative points, which were noted by the Council. These related to: one missing petty cash receipt, for squash; ensuring documents are uploaded to the website once formally approved, this is normal practice; payments are made in sterling rather than euros, this was a one-off incident; automatic pay rises to be confirmed under Report Items; and an unusual debtor balance, for which an explanation was provided.

101/26 To approve the Annual Governance Statement for 2025/26
Except for statement 10, the Council responded in the affirmative to the statements made in the Annual Governance and Accountability Return 2025/26.

102/26 To approve the Accounting Statements for 2025/26
The RFO advised that the auditor required detailed explanations regarding variances totalling over 15%, Box 3 - Other Income. The RFO explained the variance was due to a CIL payment in 2025/26 being received, no CIL payment was received in 2024/25. In addition, there was reduced income in allotment income, bank interest and recycling credits received in 2025/26 compared to 2024/25. The Accounting Statements were approved, along with the Income and Expenditure and the Consolidated Balance Sheet.

103/26 To confirm the dates for the period for the exercise of public rights.
Notices displaying the exercise of public rights would be displayed from 24 June to 4 August.

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104/26 To agree the application for a business debit card.

The Council agreed that the RFO should apply for a Lloyds debit card to withdraw funds for petty cash reimbursements, following the closure of the local Lloyds Bank branch. Two authorised cheque signatories signed the application form.

The meeting closed at 8.10pm

Signed Dated

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