

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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TAVERHAM PARISH COUNCIL

PAYMENTS/RECEIPTS FOR APPROVAL AT COUNCIL MEETING ON 13TH JULY 2026

Chq No.	Supplier	Details	Net	VAT	Total
EP2811	John Allaway	Woodland Contract – June 2026	350.00	0.00	350.00
EP2812	Veolia	Hmdow/Recreation-Refuse–May/June	637.78	127.56	765.34
EP2813	Norse	Un/Locking Gates – Sandy Lane / Hmdow – May/June+ 2026	1,156.00	231.20	1,387.20
EP2814	Countrystyle	Recycling Collection – May 2026	50.00	10.00	60.00
EP2815	PLG	Redwood Post/Postmix	16.25	3.25	19.50
EP2816	Cozens (UK)	Streetlight Maintenance – June Replacement Lantern–Somerset Way	475.00	95.00	570.00
EP2817	Broxap	Litter Bin, Fixings and Carriage	439.95	87.99	527.94
EP2818	Price Bailey	Final Payment of Internal Audit Fee	875.00	175.00	1,050.00
EP2819	Norfolk PTS	Clerk and Councillor Training	365.00	73.00	438.00
EP2820	ESPO	Hmdow – Cleaning Products	80.55	16.11	96.66
EP2821	Barford Hire	Van Hire – May/June 2026	299.88	59.98	359.86
EP2822	SGW	Payroll Processing – June 2026	35.00	7.00	42.00
EP2823	RGM	Ranger Holiday Cover	95.00	19.00	114.00
EP2824	MayDay	Maintenance Support – Connectivity June and July 2026/B&W and Colour	124.67	24.93	149.60
EP2825	S3 Secure Sys	Hmdow – Call out to CCTV	95.00	19.00	114.00
EP2826	HuwsGray	Skatepark – Builders Sand (Oil Stain)	21.32	4.26	25.58
EP2827	GardenGuardian	Horticultural Contract – June 26 /Verge Cutting Contract – June 26	4,750.96	950.20	5,701.16
EP2828	Taverham VHC	Office Rent/Room Hire/Youth Club/ Youth Club Electricity/Sandy Ln Carpark Lights – April-June 2026	1,420.55	0.00	1,420.55
EP2829	BT	July to September 2026 Charges	743.97	148.79	892.76
EP2830	Cash (Debit Card)	Petty Cash – May/June 2026	105.41	20.38	125.79
			12,137.29	2,072.65	14,209.94

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – May 2026	100.75	5.04	105.79
DDebit	Lloyds Bank	Banking Charges – April-May 26	11.16	0.00	11.16
DDebit	Valda	Streetlights Electricity–May-June 26	1,238.72	247.74	1,486.46
DDebit	Valda	Streetlights Electricity-June-July 26	1,050.31	210.07	1,260.38
EP2808	Constantin	Hmdow Deposit Return	50.00	0.00	50.00
EP2809	Collinge	Hmdow Deposit Return	50.00	0.00	50.00
EP2810	Carr	Hmdow Deposit Return	50.00	0.00	50.00
			2,550.94	462.85	3,013.79

ELECTRONIC PAYMENTS MADE 26TH JUNE 2026 (STAFF RELATED)

TRNS	Staff	June 2026 – Staff Pay	9,498.91	0.00	9,498.91
TRNS	HMRC	June 2026 – Tax and NI	2,787.30	0.00	2,787.30
RNS	Norfolk Pension	June 2026 – Pension	3,165.82	0.00	3,165.82
			15,452.03	0.00	15,452.03

RECEIPTS FOR JUNE 2026

Bank	Interest	431.58	0.00	431.58
Hinks Meadow	Hall Hire	1,722.50	344.50	2,067.00
		2,154.08	344.50	2,498.58

TAVERHAM PARISH COUNCIL MEETING – 13TH JULY 2026

BUDGET PICTURE – 2026/27

A Budget Picture for the Council and its committees is to be provided monthly to the Council Meeting. All figures produced are up to date as of 30th June 2026 and in relation to the 2026/27 financial year.

Main Council - Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Administration	£8,500	£1,067.39	£124.67	£7,307.94
Petty Cash	£900	£179.82	-	£720.18
Miscellaneous	£17,500	£955.66	£1,240	£15,304.34
Salaries	£213,690	£46,727.25	£141,000.00	£25,962.75
Grants	£545	-	£41.25	£503.75
Recycling	£600	-	£50	£550
Youth Provision	£18,720	-	-	£18,720
Section 137	£1,375	£61.24	£306.20	£1,007.56
Streetlighting				
- Energy	£28,200	£4,453.99	-	£23,746.01
- Maintenance Contract	£1,800	£300	£1,500	£0.00
- Repairs	£6,000	-	-	£6,000
- Structural/Electrical Testing	£3,500	-	-	£3,500
Community Safety	£1,000		-	£1,000
Agencies	£10,875	£2,899.96	£7,974.89	£0.15
Warden's Van	£3,900	£599.76	£2,998.80	£301.44
Publicity	£1,000	£210	-	£790
TPC Events	£500	-	-	£500
Earmarked Reserve–Tennis Court	£20,000	-	£20,000	-
TOTAL	£338,605	£57,455.07	£175,235.81	£105,914.12

Expected – Figures based on known contract/expected wage costs for the year.

Budget Remaining – Figures based on costs to date and expected contract/wage costs due. The purpose of the Budget Picture is to give an overview of how the budget is being spent to date and funds available for the remainder of the financial year.

The Recreation, Sports and Woodlands detailed Budget pictures are provided at each relevant committee meeting, and minuted as received.

The following committee Budget pictures are a simplified version of each committee and is produced for Councillors' information at the Council's monthly meeting.

Recreation – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£30,030	£2,766.40	£18,117.70	£9,145.90
Renewals	£3,000	-	-	£3,000.00
Projects	£2,000	-	-	£2,000.00
Contingency	£1,000	£15.38	-	£984.62
TOTAL	£36,030.00	£2,781.78	£18,117.70	£15,130.52

Sports – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Tennis	£3,680	£1,800	£1,150	£730
BMX Site	£800	-	£800	£0
Hinks Meadow				
Services	£5,000	£884.24	-	£4,115.76
Running Costs	£12,380	£842.82	-	£11,537.18
Ground Maintenance	£27,340	£3,854.46	£19,272.30	£4,213.24
Contingency	£1,000	-	-	£1,000
TOTAL	£50,200.00	£7,381.52	£21,222.30	£21,596.18

Woodlands – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£13,470	£884.08	£6,315.40	£6,270.52
Projects	£1,000	-	-	£1,000
Contingency	£1,500	-	-	£1,500
TOTAL	£15,970	£884.08	£6,315.40	£8,770.52

RFO
2nd July 2026

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 30/06/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£4,952.95
Hinks Meadow Cash	£0.00
Petty Cash	£38.95
Photocopying Cash	£0.00
Premier Account (Business Bank)	£577,478.29
Total	£582,470.19

RECEIPTS	Net	Vat	Gross
Council	£254,922.23	£0.00	£254,922.23
RECREATION	£12,882.96	£0.00	£12,882.96
SPORTS	£5,361.55	£916.17	£6,277.72
Total Receipts	£273,166.74	£916.17	£274,082.91
PAYMENTS	Net	Vat	Gross
Council	£61,068.07	£2,432.40	£63,500.47
RECREATION	£10,514.65	£827.54	£11,342.19
SPORTS	£12,047.61	£1,833.56	£13,881.17
WOODLANDS	£6,052.92	£54.59	£6,107.51
AGENCIES	£4,255.08	£851.02	£5,106.10
DRAPER WAY	£5,822.20	£620.43	£6,442.63
Total Payments	£99,760.53	£6,619.54	£106,380.07

Closing Balances at 30/06/26

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£3,551.56
Hinks Meadow Cash	£0.00
Petty Cash	£24.21
Photocopying Cash	£0.00
Premier Account (Business Bank)	£746,597.26
	£750,173.03
Total	£750,173.03

Signed

Chair

 T.A. Stone

Clerk / Responsible Financial Officer

Planning Applications Committee Meeting held on Monday 8 June 2026, in Suite 2 in Taverham Village Hall commencing at 7.30pm, when there were present:

Mr Steve Matthews in the Chair

Mr Nick Dack
Mrs Linda Barrington-Smith
Mrs Brenda Clarke

Mrs Jo Ellis
Mrs Janet Latchford

Also present: District Councillor Karimi-Ghovanlou and Kelly, Clerk, Assistant Clerk and 3 members of the public.

Apologies for absence: None

Declarations of Interest: None.

The Minutes of the Meeting on 26 May 2026 were confirmed and signed.

Report Items: None

The Meeting was advised of the District Council decisions on previous applications:
None

The following new Applications were considered:

- 2026/0046. Abora Court Care Home, Steven Drane Drive, Taverham, NR8 6WL. 3 x building mounted care home name lettering.
RESOLVED – No objection
- 2026/1265. Abora Court Care Home, Steve Drane Drive, Taverham, NR8 6WL. Variation of condition 2 to install air source heat pump of permission 20220512 (which consented to construction of care home (Use Class C2) with associated car and cycle parking, landscaping and amenity space provision). Date of decision 30/10/2024. Concern was raised regarding noise from the heat pumps and the potential impact on nearby residential dwellings. It was considered that a more suitable location for the pumps would be at the northern end of the building, in order to mitigate noise disturbance to neighbouring properties.
RESOLVED – No objection, subject to the heat pumps being relocated to a more suitable position.
- 2026/1524. 24 Harewood Drive, Taverham, NR8 6XH. First floor side extension over existing single storey garage/utility room.
RESOLVED – No objection

The meeting closed at 7.42pm

Signed

Date

Planning Applications Committee Meeting held on Monday 22 June 2026, in Suite 2 in Taverham Village Hall commencing at 7.30pm, when there were present:

Mrs Janet Latchford in the Chair

Mrs Linda Barrington-Smith
Mrs Brenda Clarke
Mr Nick Dack

Mrs Jo Ellis
Mrs Sandra Parkinson

Also present: District Councillors Karimi-Ghovanlou and Kelly, Councillors Karimi-Ghovanlou, Lindsay and Ward, Clerk, RFO and Assistant Clerk and 1 member of the public.

Apologies for absence: None

Declarations of Interest: None.

The Minutes of the Meeting on 8 June 2026 were confirmed and signed.

Report Items: Greater Norwich Local Plan Call for Sites would be open from 15th June to 13th July 2026

The Meeting was advised of the District Council decisions on previous applications:

- 2025/3558. Beech Lodge, 42 Ringland Road, Taverham, NR8 6HY. Erection of 2.5 bay garage and home office, new entrance driveway and associated external works – Approval
- 2026/0680. 35 Victoria Road, Taverham, NR8 6NR. Single-storey front & rear extensions to a single-storey detached bungalow – Approval
- 2026/1148. 163A Fakenham Road, Taverham, NR8 6LX. Erection of front extension to existing dwelling to form single garage – Approval
- 2025/2933. Land between Fir Covert Road and Reephams Road, Breck Farm Lane, Taverham. Reserved matters application pursuant to outline planning permission Ref: 20220455 for the development of 126 homes (Use Class C3), associated access, sustainable drainage systems and general infrastructure (Abel Homes) – Approval

The following new Applications were considered:

- 2026/0048. Land South of Fakenham Road, Taverham. Proposed new dwelling, double garage, driveway and amenity area.
RESOLVED – No objection
- 2026/1500. 113 Taverham Road, Taverham, NR8 6SG. Proposed two storey extensions to front and single storey extension (with Juliette balcony added) to rear. Proposed cart lodge with gym/office above.
RESOLVED – No objection
- 2026/1401. Taverham Garden Centre, Fir Covert Road, Taverham, NR8 6HT. Variation of condition 4 – changes to opening hours of approved application 2026/0557 which consented to (retention of 2 shipping containers to accommodate a charity shop with associated car parking for permanent use) dated 13/05/2026.
RESOLVED – No objection

Signed

Date

Minutes of the Sports Committee meeting held on Monday 22 June 2026, in Suite 2, Taverham Village Hall, commencing at 8.15pm when there were present:

Mrs J Latchford was in the Chair
Mrs B Clarke Mr K Kelly
Mr N Dack Mrs S Parkinson
Mrs C Karimi-Ghovanlou

Also present: Clerk, RFO and 3 members of the public

Apologies for absence: None

Declarations of Interest in items on the agenda: None

The Minutes of the meetings held on 23 March 2025 were agreed and then signed by the Chairman.

Report items

BMX track: TRF had arranged insurance of the track and the site was ready to reopen.

The current budget picture was received.

To consider quotes to replace birdsmouth fencing at Hinks Meadow

The front perimeter fencing at Hinks Meadow was beyond repair and needed replacing. Councillors considered two options: wood or recycled plastic. As the existing recycled plastic fencing had lasted approximately 30 years, it was agreed that, although more expensive than wood, recycled plastic offered better value for money due to its durability and lower maintenance requirements. It was **AGREED** to place an order for £1,457.55 for 34m of top rail, 25 posts and 25 straps. The Council's Ranger would carry out the installation.

To consider the continuation of the Council's contribution towards the caretaking of the BMX track

The Council had budgeted £800 per year towards the running costs of the BMX track. Previously, the Council arranged the site insurance and risk assessments, deducted those costs, and paid the remaining balance to TRF to support litter picking, bin emptying and opening the site gates. As TRF now arranges its own insurance, Councillors reviewed the Council's contribution. Some concerns were raised about whether the contribution remained appropriate, given that TRF leases the site, is responsible for maintenance and pays a peppercorn rent. However, it was noted that the Council's support was appreciated by TRF and helped strengthen grant applications for replacing the astroturf at the adjacent hockey pitches. It was **AGREED** that the Council would continue contributing to TRF, with the £800 reduced by the cost of the risk assessments.

To consider and recommend to Council the appointment of a project manager for the tennis court reconstruction project

A draft Request for Quotation for a project manager and an evaluation matrix were circulated to Councillors. Due to the project's complexity, the documents supported recommending to Council that a project manager be appointed. The Committee **AGREED** to the proposal and would recommend it at the July Council meeting.

Football Club and Tennis Club representatives' forum

The Tennis Club representative confirmed that the previous agenda item had addressed all of his questions and that he had no further comments.

The Football Club Chairman reported that the Hinks Meadow pitches were being rested ahead of the next season. The Club now considered itself to be at capacity, with 20 teams playing under its umbrella.

The meeting closed at 8.57pm.

Signed.....

Dated.....

DRAFT

Taverham Parish Council
Request for Quotation
Project Management Services – Sandy Lane Tennis Court Reconstruction

1) Introduction

Taverham Parish Council is seeking quotations from suitably qualified providers for the provision of project management services relating to the reconstruction of the tennis courts at Sandy Lane Recreation Ground. The appointed provider will manage the project from pre-construction through to completion and handover.

This document sets out the Council's requirements, submission instructions and evaluation methodology.

2) Background

The existing tennis courts at Sandy Lane require full reconstruction due to age and deterioration. Funding has been allocated through reserves and anticipated CIL income. The Council intends to deliver the project during the 2027–28 financial year.

The project manager will support the Council in procuring the main works contractor and ensuring compliance with statutory and contractual obligations.

3) Scope of Services

The required services include:

- Preparation of a project execution plan, including programme, procurement route, communication arrangements and risk management.
- Preparation of procurement documentation for the main works contractor.
- Management of the procurement process, including handling of queries, evaluation support and recommendation to Council.
- Contract administration under an appropriate form of contract (e.g., JCT Minor Works).
- Acting as Principal Designer under CDM 2015 or supporting the Council in appointing one.
- Monitoring of site operations, quality, progress and compliance.
- Maintenance of a risk register and reporting of emerging issues.
- Provision of monthly written progress reports and attendance at site meetings.
- Management of handover, snagging and final certification.

4) Deliverables

- Project execution plan
- Procurement documentation
- Tender evaluation report and recommendation
- Risk register
- Monthly progress reports
- Site meeting minutes
- Practical and final completion documentation
- Handover pack

5) Site Information

- **Location:** Sandy Lane Recreation Ground, Taverham, NR8 6JR
- **Existing facilities:** Three fenced, lit tennis courts with deteriorated surface
- **Access:** Via Sandy Lane; public access to the recreation ground must be maintained
- **Constraints:** Residential proximity, safeguarding considerations, weather-dependent works, ground conditions
- **Technical specification:** The detailed design and technical specification for the reconstructed courts will be developed by the appointed project manager as part of the commission.

- **Access control:** The courts are enclosed by fencing. The Council intends to operate the facility using an online booking system with coded entry. The appointed project manager will be required to advise on suitable access control options and incorporate these into the project specification.
- **Accessibility:** The existing courts are not wheelchair accessible. The appointed project manager will be required to assess accessibility requirements and incorporate appropriate measures into the project specification to ensure compliance with relevant standards.
- **Lighting:** The courts are currently lit. The appointed project manager will be required to review the existing lighting provision and advise whether retention, upgrade or replacement is required as part of the project specification.
- **Car park usage:** The adjacent car park is used by visitors to the village hall and library and is also heavily used during school drop-off and pick-up times. The appointed project manager will be required to take this into account when planning site access, deliveries and contractor operations.
- **Clubhouse access:** A clubhouse is located on the far side of the courts. It is not fully accessible and there is currently no access route other than via the courts. While upgrades to the clubhouse are not within the scope of this project, the appointed project manager will be required to consider future accessibility requirements when developing the design specification for the courts.
- **Working hours:** No weekend working is permitted unless expressly authorised by the Council.
- **Seasonal use:** The play area and wider recreation land are heavily used during the summer months, and contractor operations must take this into account when planning works.
- **Events:** The Taverham Fayre is held on the last Saturday in July each year. The appointed project manager will be required to ensure that construction activities do not conflict with this event and that the site remains safe and accessible.
- **Site security:** The area is generally safe; however, the recreation ground does experience occasional anti-social behaviour and incidents of vandalism. The appointed project manager will be required to take this into account when planning site security, storage of materials and equipment, and protection of the works.
- **Emergency and maintenance access:** Access to the playing field for emergency vehicles and grounds-maintenance vehicles must be maintained at all times. The appointed project manager will be required to ensure that contractor operations, temporary works and site layout do not impede this access.

6) Budget

- **Estimated construction value:** £250,000–£300,000
- **Indicative project management fee range:** £20,000–£36,000

7) Submission Requirements

Quotations must include:

- Company profile and details of the lead consultant
- CVs of key personnel
- Up to three examples of comparable outdoor sports or civil engineering projects
- Proposed methodology and outline programme
- Fee proposal, including day rates, assumptions and exclusions
- Confirmation of insurance levels (public liability, professional indemnity, employer's liability)
- Statement of any conflicts of interest
- Confirmation of availability to commence within required timescales

8) Evaluation Criteria

Quotations will be evaluated using the following weighted criteria:

- **Relevant experience – 30%**
- **Methodology and programme – 20%**
- **Understanding of risks and constraints – 10%**
- **Fee proposal – 40%**

9) Clarification Process

All clarification questions must be submitted by email to the Clerk by the deadline stated in Section 12. Responses will be issued to all bidders. The Council may issue an addendum where necessary.

10) Contract Terms

The appointment will be made under a professional services agreement compliant with the Procurement Act 2023. Payment will be made on milestones or monthly in arrears. The contract will include termination provisions for non-performance. Compliance with CDM 2015, safeguarding requirements and Council policies is mandatory.

11) Submission Instructions

Quotations must be submitted electronically to:

clerk@taverhamparishcouncil.org.uk

Subject line: *RFQ – Project Manager – Sandy Lane Tennis Courts*

Late submissions will not be considered.

12) Timetable

Stage	Date
RFQ issued	TBC
Deadline for clarification questions	TBC
Deadline for quotations	TBC
Evaluation and scoring	TBC
Council decision	TBC
Appointment issued	TBC
Project start	TBC

13) Data Protection

Information submitted will be processed in accordance with the Council's Data Protection Policy and used solely for the purpose of evaluating quotations.

Evaluation Matrix – Project Manager Appointment (Sandy Lane Tennis Courts)

Weighting summary

- Relevant experience – 30%
 - Methodology & programme – 20%
 - Understanding of risks & constraints – 10%
 - Fee proposal – 40%
-

1. Relevant experience (30%)

Assesses experience with sports-facility projects, outdoor-surface works, and similar capital schemes.

Score	Descriptor
0	No relevant experience provided.
1–2	Limited experience; examples not comparable in scale or type.
3–4	Some relevant experience; one comparable project.
5–6	Good experience; multiple relevant projects, but limited detail.
7–8	Strong experience; several comparable projects with clear outcomes.
9–10	Excellent experience; extensive track record in tennis-court or similar sports-surface projects.

Weighted score: $(\text{Score} \div 10) \times 30$

2. Methodology & programme (20%)

Assesses how well the bidder explains their approach, sequencing, and project controls.

Score	Descriptor
0	No methodology or programme submitted.
1–2	Methodology unclear; programme missing or unrealistic.
3–4	Basic methodology; limited detail on sequencing or controls.
5–6	Clear methodology; realistic outline programme.
7–8	Strong methodology; good understanding of project stages and dependencies.
9–10	Excellent methodology; detailed programme, proactive risk management, and clear communication plan.

Weighted score: $(\text{Score} \div 10) \times 20$

3. Understanding of risks & constraints (10%)

Assesses awareness of site-specific issues at **Sandy Lane**, including drainage, access, community use, and weather-dependent works.

Score	Descriptor
0	No risks identified.
1–2	Generic risks only; no reference to Sandy Lane context.
3–4	Some relevant risks identified; limited mitigation detail.
5–6	Good understanding of key risks and constraints.
7–8	Strong risk analysis with clear mitigation strategies.
9–10	Excellent, site-specific risk assessment demonstrating deep understanding of outdoor-surface projects.

Weighted score: $(\text{Score} \div 10) \times 10$

4. Fee proposal (40%)

Assesses value for money, clarity, and transparency of the fee structure.

Score	Descriptor
0	No fee submitted.
1–2	Fee unclear, incomplete, or significantly above expected range.
3–4	Fee provided but lacks breakdown or contains exclusions.
5–6	Clear fee; within expected range; reasonable breakdown.
7–8	Strong value; detailed breakdown; transparent assumptions.
9–10	Excellent value; comprehensive breakdown; clear, defensible pricing.

Weighted score: $(\text{Score} \div 10) \times 40$

5. Total score

Add the four weighted scores:

Total (out of 100):

Relevant experience (30) + Methodology (20) + Risks (10) + Fee (40)

6. Notes for audit trail

- Each councillor or panel member should complete their own matrix.
- The Clerk should retain all individual scoring sheets plus the aggregated summary.
- Any clarifications sought from bidders should be logged and published with the decision record.

- The final recommendation to Council should include the total weighted scores and a short narrative justification.
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Agenda item 11: To consider subscribing to Norfolk Parish Training and Support, Norfolk Association of Local Councils, and Society of Local Council Clerks

1. Introduction

This report outlines the strategic, operational, and compliance benefits of maintaining membership with three core organisations that support the effective running of parish and town councils: the Norfolk Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and Norfolk Parishes Training & Support (NPTS).

These memberships directly support and enable the Council to meet the commitments set out in **Taverham Parish Council's Training Policy**, particularly the objectives to promote best practice, ensure councillors and staff understand and enjoy their roles, and maximise the positive impact the Council can make within the community. They also provide essential mechanisms for delivering the policy's actions, including access to training, professional advice, up-to-date publications, and support for both new and experienced councillors and staff.

2. Norfolk Association of Local Councils (NALC)

NALC is the county-level membership body representing parish and town councils across Norfolk. Membership provides councils with sector-specific support, advocacy, and practical resources.

Key Benefits

- **Governance and Legal Advice** Expert guidance on legislation, standing orders, policies, and statutory duties. This supports the Training Policy's requirement to maintain best practice and respond to new legislative or regulatory changes.
- **Representation and Advocacy** NALC acts as a collective voice for local councils, ensuring sector interests are represented at county and national levels.
- **Training and Development** Regular training sessions for councillors and clerks, including induction training for new councillors—directly supporting the policy's expectation that all new councillors undertake training within six months.
- **Model Documents and Templates** Access to current standing orders, financial regulations, HR templates, and policy frameworks, complementing the Council's commitment to maintaining a library of up-to-date publications.
- **Networking and Peer Support** Opportunities to share best practice with neighbouring councils, strengthening the Council's capacity to identify and respond to emerging training needs.

3. Society of Local Council Clerks (SLCC)

The SLCC is the national professional body for clerks and senior officers in local councils. Membership supports professional development, competence, and resilience within the clerk role.

Key Benefits

- **Professional Standards and CPD** Structured development pathways (ILCA, CILCA, FILCA and advanced qualifications) that help ensure the Clerk maintains high professional standards. This aligns with the Training Policy's commitment to funding the Clerk's membership and supporting training specific to their responsibilities.
- **Specialist Advice and Support** Access to expert advice on HR, employment law, governance, finance, and complex procedural matters—critical for responding to training needs identified through appraisals or informal discussions.
- **National Guidance and Sector Updates** Regular briefings and webinars ensure the Clerk remains informed about regulatory changes, supporting the policy's requirement to respond to new training needs arising from changes in legislation.
- **Clerk Wellbeing and Peer Network** A national network providing peer support and mentoring, helping reduce isolation and strengthening professional confidence.
- **Resources and Toolkits** Comprehensive templates and guides that support efficient administration and reinforce best practice.

4. Norfolk Parishes Training & Support (NPTS)

NPTS provides practical, Norfolk-specific training and operational support for parish councils.

Key Benefits

- **Localised, Practical Training** Training tailored to Norfolk's local government landscape, supporting the Council's commitment to organising training events on a whole-council basis where desirable.
- **Support for New Clerks and Councils** Hands-on guidance for new clerks and councils, complementing the Training Policy's focus on ensuring staff understand their roles and have access to appropriate training.
- **Policy and Document Support** Assistance with drafting or reviewing policies and risk assessments, reinforcing the Council's aim to maintain up-to-date governance documents.
- **Operational Troubleshooting** Direct support for councils facing governance or procedural challenges, helping address unmet training needs identified through appraisals or discussions.
- **Community-Focused Approach** Advice that reflects local priorities and circumstances, supporting the Council's objective to maximise its positive impact on the community.

5. Alignment with Taverham Parish Council's Training Policy

Membership of NALC, SLCC, and NPTS provides the infrastructure necessary to deliver the Council's Training Policy commitments. Specifically, these memberships:

- **Enable delivery of councillor induction training**, fulfilling the policy requirement for new councillors to receive training within six months.
- **Provide ongoing CPD opportunities** for both councillors and staff, supporting the policy's objective to promote best practice and enjoyment of roles.
- **Ensure access to expert advice and up-to-date publications**, directly supporting the policy's commitment to maintaining a library of current resources.
- **Support identification and response to new training needs**, whether arising from legislative changes, local circumstances, or staff appraisals.
- **Provide structured professional development for the Clerk**, fulfilling the policy's commitment to fund SLCC membership and other relevant training sources.
- **Strengthen whole-council training opportunities**, enabling the Council to organise tailored sessions when necessary.
- **Ensure budgeted training provision is used effectively**, with memberships offering high-value, cost-efficient access to training and support.

6. Combined Value of Memberships

Together, these memberships provide comprehensive coverage across governance, professional development, compliance, and operational resilience. They ensure the Council can meet its Training Policy commitments in a structured, cost-effective, and professionally supported manner.

Strategic Advantages

- **Robust Governance Framework** Access to model documents, legal advice, and training ensures the Council operates within a strong, compliant governance structure.
- **Professional Competence and Confidence** The Clerk benefits from national-level professional support (SLCC) and localised practical guidance (NPTS), strengthening decision-making and administrative quality.
- **Sector Representation and Influence** Through NALC, the Council contributes to and benefits from collective advocacy at county and national levels.
- **Risk Reduction** Memberships help mitigate risks related to legal compliance, HR, finance, and procedural errors.

- **Improved Council Effectiveness** Councillors and staff gain access to continuous learning, best practice, and expert support, leading to more efficient and transparent council operations.

7. Annual Membership Costs

- **Norfolk ALC:** £1,300
- **SLCC:** £462
- **NPTS:** £575 **Total annual cost:** £2,337

8. Conclusion

Membership in NALC, SLCC, and NPTS provides significant value to Taverham Parish Council by enabling delivery of its Training Policy commitments, enhancing governance, supporting professional development, strengthening compliance, and ensuring access to expert advice. Together, these organisations form a comprehensive support network that underpins the effective and lawful operation of the Council and contributes to high-quality service delivery for the community.

TAVERHAM PARSH COUNCIL

TO CONSIDER AND APPROVE UPDATES TO THE COUNCIL'S LLOYDS BANK ACCOUNT ARRANGEMENTS

To seek Council approval for updates to the Lloyds Bank account access arrangements to ensure continuity of financial administration and strengthen operational resilience.

Background

The Council relies on online and telephone banking following the closure of the local Lloyds branch. Currently, only the RFO has Limited User access, meaning only one officer can manage routine banking tasks. To maintain continuity during any absence, the Clerk requires equivalent Limited User access. The Council has already agreed to introduce Lloyds Business Debit Cards, which require officers to hold Limited User status before applications can be submitted.

Proposed Changes

1. Add the Clerk as a Limited User (non-signatory) to allow banking administration in the RFO's absence.
2. Add Brenda Clarke as the fourth cheque signatory, as Lloyds lost the previous request.
3. Authorise an additional Lloyds Business Debit Card for the Clerk once access is in place (a debit card for the RFO has already been approved and applied for).
4. Authorise the RFO to complete and submit all required banking documentation for the above changes.

Financial and Governance Considerations

The proposed changes strengthen business continuity and reduce operational risk.

- Limited User access does not permit financial authorisation or cheque signing, maintaining separation of duties.
- Adding a fourth signatory ensures compliance with internal controls and supports timely processing of payments.
- Debit cards will be subject to existing Financial Regulations and any additional controls the Council may wish to adopt.

These changes improve business continuity, maintain separation of duties, ensure sufficient signatory coverage, and support secure authorised expenditure. Debit cards will remain subject to Financial Regulations.

Recommendation

That Council approves the above updates to banking access, signatory arrangements, and debit card authorisations.