To All Members of the Parish Council

You are hereby summoned to attend the Parish Council Meeting of Sacriston Parish Council at The Fulforth Centre on Wednesday, 1st April 2026, at 6.30 pm for the purpose of transacting the following business:

AGENDA

1. **Welcome and Apologies for Absence**
2. **Declarations of Interest -**To receive and record any Disclosable Pecuniary Interests in relation to items on the agenda.
3. **Public Participation -** Questions and comments from members of the public (maximum 5 minutes per item/per individual).
4. **Mark Solan (Team Solan) –** guest speaker (max 5 minutes)
5. **Approval of Minutes** - To approve the minutes of the meeting held on 4th March 2026 (attached)
6. **Police Matters**
7. **Planning Applications** - to receive and consider any response to applications received (attached).
8. **Growing Sacriston Together in Bloom**
9. **Parish Assets**
   a. Bus Shelters
   b. Village Clock
   c. Parish Building
   d. War Memorial
   e. Pit Wheel
10. **County Councillors' Reports** – to receive the information.
11. **Reports from Group Representatives**
    - **a. Fulforth Centre –** To receive the verbal report provided.
    - **b. HR and Finance Panel** – to note the information.
    - **c. Sacriston Allotment Association** – to note the information.
12. **Finance Report**
    a. To review and approve payment of invoices received (attached).
13. **Website Redevelopment and Email Management** – to consider the report (attached).
14. **Policies**
    - **a. IT Policy** – to consider the new policy (attached).
    - **b. Anti-Fraud and Corruption Policy** – to consider the policy (attached).
15. **Review of the Effectiveness of Internal Controls 2025/26 –** to review the 2025/26 internal controls (attached).

16. **Risk Management Review 2025/26 -** to review the risk management (attached).

17. **Publication Scheme –** to review the publication scheme (attached).

18. **106 Monies Application –** to consider a response (attached).

19. **DUFC correspondence –** to consider a response (attached).

20. **Date and time for Annual Parish Meeting –** to set a date and time for the annual parish meeting.

21. **Date and Time of Next Meeting** - Wednesday, 6th May 2026 at 6:30 PM

Signed: Mrs C Dixon (Clerk to the Council)

SACRISTON PARISH COUNCIL

Minutes of the meeting held on Wednesday; 4th March 2026 at 6.30 pm
In The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr D Robson, Cllr M Morrell, Cllr A Page, Cllr K Wilson, Cllr G Ludlow, Cllr R Mickle, Cllr A Wray, Cllr R Sharp, Cllr K Welsh, Cllr A Przybysz and Mrs C Dixon (Clerk)
Also, present was County Cllr T Robson

Item No:

1. **Introductions and Apologies for Absence**
   The Chair opened the meeting at 6.30 pm and welcomed everyone.
   Apologies received from Cllr D Cumiskey, Cllr E Waldock, Cllr E Hopkins, and County Cllr J Pickard.
   RESOLVED: To **NOTE** the apologies received.

2. **Declarations of Interest**
   RESOLVED: No declarations were received.

3. **To consider the co-option of a Councillor to fill a casual vacancy**
   RESOLVED: That Jennifer Robson be co-opted onto the Council and that she has signed the Declaration of Acceptance of Office.

4. **Public Participation - (Questions & Comments from the public in attendance – max 5 mins per item/individual)**
   There was 1 member of the public in attendance. No comments were made.

5. **Approval of Minutes**
   RESOLVED: The minutes from the Meeting held on 4th February 2026 were accepted and signed as a true record.

6. **Police Matters**
   RESOLVED: To **NOTE** there were no comments.

7. **Planning Applications**
   DM/26/00247/FPA - Mr Behnam Azar – 27 Uphill Drive, Sacriston, DH7 6PP – Two storey side extension, application of render and window replacements.
   RESOLVED: To **NOTE** there were no comments.

8. **Growing Sacriston Together in Bloom**
   Cllr Dixon provided an update on the flower bulbs at the Crossroads and advised members that more pebbles were required. Cllr Wilson also informed members that the stonework was getting moss on and required cleaning.

Initials ....

RESOLVED: To **APPROVE** for NJ Kearton to be contacted who carried out the initial work to provide more pebbles for the area and look at the cleaning of the stonework.

9. **Parish Assets**

a. **Bus Shelters**
   RESOLVED: Nothing to report.

b. **Village Clock**
   RESOLVED: The clerk was waiting for Cumbria Clock Company to advise about the light not working.

c. **Parish Building**
   RESOLVED: Nothing to report.

d. **War Memorial**
   RESOLVED: Nothing to report.

e. **Pit Wheel**
   RESOLVED: The signage on the ground requires cleaning – this will be carried out at a later date.

10. **County Councillor Report - Cllr T Robson;**

- Meeting to be arranged regarding development and potential Section 106 monies.
- Charlaw Estate update – 27 houses have been approved. Complaints have been received from residents regarding rats.
- Reports of speeding on Charlaw Fell.
- Plawsworth Road – ongoing speeding issues.
- John Street car park – lighting issue still ongoing.
- Schools and doctors – to arrange a visit in relation to the impact of new housing developments.
- Robin Hood – potential development to be explored.
- Zebra crossing on Front Street is poorly lit – to investigate what improvements can be made.
- Issues reported with the clothes bin and bollards on the gap site.

Members also raised issues with Cllr T Robson;

- Concerns raised regarding St Cuthbert's Meadow, where food is being thrown and attracting rats.
- Lack of signage on the Charlaw Estate.
- Increase in rubbish in the car park near the old Post Office.
- Rose Crescent – during windy conditions, rubbish is being blown across the area.
- Reports that motorcycles have returned to the woods.
- Request for an update regarding the road markings at the entrance to the Fulforth Centre.
- Flooding issues reported at Cross Lane.

RESOLVED: To **RECEIVE** the report.

Initials ....

11. **Reports from Group Representatives**
   a. **Fulforth Centre** – Cllr Dixon provided a verbal update.
   RESOLVED: To **NOTE** the information provided by Cllr Dixon.
   b. **HR and Finance Panel**
   RESOLVED: To **RECEIVE** the minutes of the meeting held on 5th January 2026.
   c. **Sacriston Allotment Association**
   RESOLVED: To **RECEIVE** the minutes from the Allotment Meeting held on 5th January 2026.

12. **Finance Report**
   The Clerk updated members regarding the current bank account balance of £54,614.69. The clerk asked members about the appointment of the internal auditor.
   RESOLVED: To **APPROVE** the clerk to contact Gordon Fletcher.
   a. To review and approve payment of invoices received.
   RESOLVED: to **APPROVE** payment of the invoices.

13. **Parish Noticeboard**
   Report discussed.
   RESOLVED: To **APPROVE** the clerk to contact DCC about siting the new board in a different location. The type and size of board had not been finalised yet.

14. **Website Redevelopment and Email Management**
   Report considered. Cllr Przybysz advised members he has some knowledge on this and would be happy to look over the information before the council makes a decision.
   RESOLVED: To **APPROVE** the clerk to discuss this further with Cllr Przybysz and bring information back to the next meeting.

15. **Letter of Support – The Fulforth Centre**
   Request for the Parish Council to provide a Letter of Support was considered.
   RESOLVED: To **APPROVE** the Chair to send off a Letter of Support.

16. **IT Policy**
   The IT Policy was s considered and it was agreed that the policy was unnecessary for such a small council. Cllr Przybysz advised members he had knowledge within IT and would provide advice on this matter.
   RESOLVED: To **APPROVE** the clerk to prepare a new policy as the previous one seemed too lengthy and unnecessary for a small council.

Initials ....

15. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 1st April 2026, at 6.30 pm.

The meeting closed at 19.41pm.

Agreed and signed by Chair of Sacriston Parish Council ....

Date ....

Initials ....

Name	Description	NET	VAT	TOTAL	Paid	Invoice
Smarty	Mobile Phone			£ 6.00	05/03/2026	☑
Scribe	Allotment Database	18	3.6	£ 21.60	02/03/2026	☑
North East Locks	locks for Cross Lane allotments	36.3	7.26	43.56	16/03/2026	☑
Amazon	Stationery	16.06	3.21	19.27	17/03/2026	☑
HP Ink	Printer Ink			59.99	23/03/2026	☑
Microsoft	Office software	70.83	14.16	84.99	23/06/2026	☑
Amazon	Stationery	14.99	3	17.99	25/03/2026	☑
Salary	Mar-26			1055.78	26/03/2026	☑

Website Redevelopment and Councillor Email Addresses

Following the meeting held on 4th March, Cllr Przybysz reviewed the information provided and shared his comments with the Clerk. He noted that, based on his review, Esh Parish Council's website setup appears suitable and, if compliance is guaranteed by ALV IT, he would see no reason not to proceed with them.

In relation to the provision of councillor email addresses, he considers a cost of approximately £8 per user per month is a realistic starting point for the email addresses.

The Clerk has since contacted ALV IT to request an assessment of the current website in terms of accessibility requirements and to provide an update on any necessary improvements.

The Council may wish to consider continuing with ALV IT to redevelop the website, ensuring it is more user-friendly and compliant with accessibility standards. However, the Clerk is of the view that the £8 per user cost per month for email addresses is relatively high and recommends that the Council consider the Parish Online option, which is a more cost-effective alternative.

Claire Dixon
Clerk to the Council

Quotes			
Name	**Information**	**Email Addresses only**	**Email and Website provider**
Parish Online	Current provider of clerks email address (clerk@sacristonparishcouncil.gov.uk) which is free.	Can provide up to 20 mailboxes with 5GB storage for councillors at a cost of **£260 ex VAT per annum.** This is with email provider Zoho.	Can provide a domain name for a website (gov.uk, up to 20 email addresses, website - which includes hosting, ongoing maintenance and upgrades, content migration, support, accessibility. **£490 ex VAT per annum** (websites can be ready in 4-6 weeks)
ALV IT Solutions	Current provider for hosting domain and website support	Microsoft Officer 365 Basic 50GB **£8 per user per month**	Website redevelopment **£400 one off** then would be the annual fees for domain hosting **£365 per annum**
CloudNext Sales		**£49.99 plus VAT** for 25 email addresses but are not able to have one account with someone else and then the rest with them so would need to move the clerks email address also.	Could not migrate the current Wix website and advised we would have to have a new one built first. Once built would charge **£49.99 plus VAT per annum** but this also includes email addressess. For the .gov.uk it would be **£50 plus VAT per annum.**
Eyelid Productions	Provider quote for a new website to be hosted by CloudNext Sales		To build a new website **-£949.99 inc VAT**

Sacriston Parish Council IT Policy

1. Introduction

Sacriston Parish Council, henceforth known as "The Authority" recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The authority endeavours to provide digital devices but acknowledges that some small authority staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

3. Training and awareness

The Authority will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices, including but not limited to:

- the Parish Council Domain Helper Service's virtual cybersecurity workshops for councils

- The National Cyber Security Centre Cyber Security training for small organisations and free Cyber Action Toolkit.

4. Acceptable use of council provided IT resources and email

When using IT resources for the council's purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.

Where possible, authorised devices, software, and applications will be provided by the Authority for work-related tasks.

You must not install unauthorised software without checking with the clerk, and you must not use equipment or email to access or forward inappropriate or offensive content.

5. What you must do if you use your own personal devices

The Authority will endeavour to provide individuals with devices to use for council business. If you are using your own device, you must make sure you are:

- using strong passwords for all your accounts (preferably using a password manager)

- downloading the latest operating system security updates
- using anti-virus software

6. Network and internet usage

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

7. Password and account security

You are responsible for maintaining the security of your accounts and passwords. Use the National Cyber Security Centre's advice for choosing a strong password. For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

8. Email communication

The Authority will endeavour to provide you with an official email account for organisation-related communication only. If you are currently using a personal email account, you should aim to move over to an official email account as soon as possible. You must make sure that emails are professional and respectful in tone. You must always check you are sending any confidential or sensitive information to the correct recipients.

Always be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.

9. Email access

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Clerks may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protection laws and FOI requests.

10. Data management, data retention and security

All sensitive and confidential data should be stored and transmitted securely. You must regularly back up any important data to prevent data loss and follow your organisation's data retention policies.

You should retain and archive emails in compliance with your data retention policies. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches, including email breaches or incidents, should be reported immediately to the clerk.

12. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges.

13. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

14. Contacts

For IT-related enquiries or assistance, users can contact the clerk.

All staff and councillors are responsible for the safety and security of IT and email systems.

Date of adoption:

Minute:

Date for next review:

SACRISTON PARISH COUNCIL
Anti-Fraud and Corruption Policy

Purpose and Scope

1.1 Sacriston Parish Council have assets, interests and annual transactions amounting to hundreds of thousands of pounds each year. In administering its responsibilities, the Council will operate robust financial control systems designed to mitigate the risk of fraud and corruption, whether attempted from within the organisation or externally.

1.2 In carrying out its functions and responsibilities the Parish Council will promote a culture of honesty, openness and fairness and requires its elected members and employees at all levels to conduct themselves in accordance with the Nolan Principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office and employment with the Council. The principles contained in the Order are detailed in Appendix A. of this Policy.

1.3 The Council will not tolerate fraud and corruption in the administration of its responsibilities or undertaking of its affairs and will deal equally with offenders whether from inside or outside the Council.

1.4 Fraud and corruption are defined as follows:

- **Fraud** is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent

- **Corruption** is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation

- In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

1.5 Consequently the Council recognises and accepts the need for an Anti-Fraud and Corruption Policy, the intent of which is designed to:

- Encourage prevention
- Promote detection
- Identify a clear pathway for investigation

2 Culture

2.1 The Parish Council has a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are required to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

2.2 The Parish Council will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud the Council or who are corrupt or who instigate financial malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter, including any unfounded malicious allegations. It is likely that any disciplinary matters will be viewed as gross misconduct.

2.3 Where fraud and corruption have occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

3 Prevention

3.1 Role of Elected Members

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect the Council from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, the Council's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to operate within the constraints of the adopted Code of Conduct; Chapter 7 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464). In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the County Council's Monitoring Officer.

3.2 Employees

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies i.e. Health and Safety etc.

The Clerk is responsible for the communication and implementation of this Policy within the Council. They are also responsible for ensuring that employees are aware of the Council's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

The Clerk will strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

The Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by the Clerk particularly with regard to the safekeeping of the Council's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and consequently must feel able to share their concerns with the Clerk, in the first instance, the Chairman or signatories.

3.2 <u>Role of Internal Audit</u>

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with Officers to identify the procedural changes necessary to prevent the Council from exposure to losses.

3.3 <u>Role of External Audit</u>

The external auditor has a responsibility to review the Council's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests is reported each year in the Annual audit letter which is presented to elected Members by the external auditor.

4. Deterrence

4.1 Fraud, corruption and theft are considered to be serious offences against the Council and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against the Council or have otherwise acted illegally.

4.3 The Council will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so the Council will seek to recover such loss and will give consideration to publicising the fact.

4.5 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of the Council's commitment to taking appropriate action on fraud and corruption when it occurs.

5 Detection and Investigation

5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

5.2 In addition it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination.

5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk or Chairman. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

5.5 The clerk is responsible for implementing the investigation of any allegation of fraud or corruption and will do so through clearly defined procedures. Where appropriate the clerk will appoint an independent investigator and will inform the Police at the appropriate and earliest possible stage of the investigation.

The clerk will also:

- Deal promptly with the matter.
- Record all evidence received.
- Ensure that evidence is sound and adequately supported.
- Ensure security of all evidence collected.
- Contact Internal and External Auditors
- Implement Council disciplinary procedures, where appropriate to any employee found to be guilty of improper behaviour
- The clerk will determine whether or not the referral to the Police is appropriate.

5.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

5.7 Where necessary, following the investigation, the Council's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

6 Awareness and Training

6.1 The Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

6.2 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of Council's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7 Conclusion

The Council has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. The Council is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that the Councils exposure to potential fraud and corruption is minimised.

Policy Review and Updates
This Anti-Fraud and Corruption Policy will be reviewed at least every three years to ensure it remains up to date and effective. It will also be reviewed earlier if there are significant changes in legislation, governance guidance, or if new risks are identified.

APPROVED:
MINUTE REF:

Appendix 'A'

THE NOLAN PRINCIPLES

Selflessness

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

Honesty and Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

-Leadership

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

Sacriston Parish Council
Review of the Effectiveness of Internal Controls 2025/26

1. Introduction

Sacriston Parish Council has a statutory duty to conduct its affairs in accordance with the law and proper standards of governance, and to ensure that public funds are safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Parish Council must therefore ensure that it has a sound system of internal control to support the effective delivery of its financial, operational and risk management responsibilities.

The Practitioners' Guide 2025 is provided to smaller authorities by the Smaller Authorities' Proper Practices Panel (SAPPP) as guidance on proper practices and their statutory responsibilities.

With reference to The Practitioners Guide 2025, the Council must be able to provide a positive response to - Assertion 2 - Internal control which forms part of the external audit and its Annual Governance Statement in the Annual Governance and Accountability Return (AGAR).

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The purpose of this report is to:

- outline the Council's internal controls.
- ensure there are effective systems and procedures in place to manage risk, protect assets, and ensure accurate and reliable financial reporting.
- support compliance with statutory and regulatory requirements; and
- provide assurance to Councillors, the Clerk/RFO, internal and external auditors.

2. Responsibilities

The responsibility for ensuring the effectiveness of internal control arrangements is carried out by:

- **The Council** – regularly reviewing the internal control arrangements and overseeing the systems and procedures in place to ensure compliance with governance and financial requirements.
- **The Clerk / Responsible Financial Officer (RFO)** – implementing and maintaining the internal control systems and reporting to the Council.

- **The Internal Auditor** – providing independent advice on the adequacy and effectiveness of the internal control arrangements.
- **The External Auditor** – Conducts the final audit by reviewing the Council's financial transactions to provide independent assurance of accuracy and compliance.

3. Internal Control Procedures

3.1 The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
The Parish Council reviewed its Financial Regulations and Standing Orders which were based upon the NALC model version 2025. Financial Regulations were reviewed and approved on 7 May 2025 (Minute 8.5). Standing Orders were reviewed on 7 May 2025 (Minute 8.3).

3.12 Financial Regulations should include a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders by sealed bid should be invited.
Financial Regulation 5, and Standing Order 18 covers the procedures for ordering and limits for procurement for works, goods or services.

3.13. It is the responsibility of authorities to determine their own limits, but they should not exceed the model except in the very largest authorities.
Limits were reviewed and approved at the 7 May 2025 meeting.

3.14. As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. Officers and practitioners should keep up to date with VAT Guidance issued by HM Revenue and Customs.
Purchase orders have not previously been used; however, it is recommended that the clerk implement a new system for purchase orders. VAT is reclaimed under Section 126, and the Clerk receives regular updates and guidance on VAT matters from SLCC, NALC, and CDALC.

3.2 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.

3.2.1 Authorities need to have in place safe and efficient arrangements to safeguard public money.
Arrangements are in place in accordance with Financial Regulations and Standing Orders for the safeguarding of public money. The Council employs an internal auditor who reviews current practices. The Council does not have an approved Anti-Fraud and Corruption Policy; however, <u>the policy is to be taken to the meeting in April 2026 for approval.</u>

3.2.2 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.
The Clerk to the Council is appointed as the Responsible Financial Officer (RFO), and both the RFO and the Internal Auditor regularly monitor compliance with the Financial Regulations to ensure sound financial governance and control.

3.2.3 Authorities need to ensure control over money is embedded in Standing Orders and Financial Regulations.
Standing Orders and Financial Regulations are up to date in accordance with NALC models.

3.2.4 Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of the SAPPP Practitioners' guide.
Payments are presented to the Council monthly, and the Chair and Clerk sign the invoices prior to approval.

3.2.5 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.
The Council's main bank account is with Co-operative Plc. <u>The Council should carry out a review of its banking arrangements and ensure any updates are made to the account.</u>

3.2.6 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.
The Council do not have a credit card. The Clerk to the Council, the Chair and Cllr D Robson have a debit card. <u>Council is recommended to remove the card from</u>

<u>Cllr Robson so only the Clerk and the Chair have cards.</u> Use should be restricted to the Clerk to the Council and Chair as governed under FR9.1.

3.2.7 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

The Co-operative Bank mandate was last reviewed in 2020. <u>The Council should review this mandate.</u>

3.2.8 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

Regular reports are provided to the Finance Committee. <u>To be reviewed on 1st April 2026.</u>

3.2.9 The payments process should always be carried out in accordance with the authority's Financial Regulations. All payments made since the last meeting should be reported to the next authority meeting. Members should never sign blank cheques or authorise funds transfers which are presented to them unsupported by the appropriate documentation.

Accounts for payment are presented at each monthly Council meeting. Proposed payments are approved. The Council approves the clerk and the chair "sign off" the invoices prior to payments being **made. In** ***exceptional circumstances, due to urgency or to avoid additional charges, payments are made in advance and notification given. Financial Regulation 7 covers electronic payments.***

3.2.10 Petty Cash should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.

The Council does not hold petty cash.

3.2.11 Effective debt collection is an essential part of proper financial management. Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.

Previously invoices have not been issued. The only invoices issued would be for allotments. The 2026 invoices process followed in accordance with Tenancy Agreements. FR13 covers income and is reviewed by the internal audit.

3.2.12 Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt. Uncollectable amounts, including bad

debts, should only be written off with the approval of members, or under delegated authority, by the RFO. The approval should be shown in the accounting records
FR13.3 covers process.

3.2.13 The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
The Clerk commenced employment with the council in November 2019. Payroll is HMRC Basic PAYE Tools, the RFO processes salaries. Council should ensure that staff processing payroll have adequate knowledge of payroll procedures.
Back pay for the pay settlement approved by the HR and Finance Committee on 1st September 2025 (Minute 8). Payments of salaries and wages covered by Financial Regulations (FR11) and monitored by Internal Auditor. Employees have access to the People's Partnership and have met its obligations in relation to Pension Reform and Automatic Enrolment, which has been renewed on 10th December 2025.

3.2 Employers

3.2.1 Authorities are, by definition, employers. The clerk of any Local Council is always an employee if they are remunerated for the role. Authorities are required to be registered with HMRC.
Clerk is an employee; Council is registered with HMRC.

3.2.2 Authorities should pay particular attention to situations where contractors are engaged to carry out the authority's services. Occasions may arise when contractors cease to be self-employed and become employees for tax purposes.
No contractors engaged who should be employed.

3.2.3 All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk-based and kept under constant review to make sure it adequately reflects changes in circumstances.
Insurance with Clear Councils policy number LCO01117 including Employers' Liability with a limit of £5m; fidelity guarantee of £250,000. Fidelity insurance should be kept under review to take account of balances.

3.2.4 Authorities should have regard to guidance on employment matters issued jointly by NALC and SLCC.

The Clerk to the Council is a member of the SLCC with subscription paid by the Council.

3.3 VAT

The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

3.31 This can be a complex area and authorities are advised to refer to guidance issued by HMRC.
The Council is not VAT registered and currently does not require registration.
VAT is reclaimed under a S126 arrangement.

3.3.2 Those authorities which are VAT registered, submitting quarterly returns, are, from April 2022, included within the MTD regulations. It would be expected that all such authorities are using HMRC compliant software to prepare their returns.
N/A.

3.3.3 Authorities carrying out building projects or managing income generating properties need to ensure that they seek up to date advice about Opting to Tax and Partial Exemption each time they undertake a project.
N/A.

3.4 Fixed Assets and Equipment

3.4.1 The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.
Council approves asset registers annually. Processes are checked by the Internal Auditor. The asset register was reviewed on 7th May 2025.

3.4.2 An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost effective use of its capital resources
- supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

Asset list in use which is used for the AGAR. Insurance reviewed annually.
Council approves asset registers annually. Processes checked by Internal Auditor.

3.4.3 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.
<u>Asset register information to be reviewed and updated to meet guidance</u> and reviewed upon acquisition/disposal or annually as required.

3.4.4 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.
The Council does not currently have an Asset Management Policy. <u>This should be reviewed.</u>

3.4.5 One item or group of similar items shall be regarded for inclusion in the fixed asset register.
The asset register shall be reviewed to ensure consistency.

3.4.6 Assets should be first recorded in the asset register at their actual purchase cost.
The majority of assets are registered at their original cost, where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1.

3.4.7 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.
Not applicable at this time.

3.4.8 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.
The Council's Asset register has a column for disposal.

3.4.9 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.
Where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1. <u>To update register.</u>

3.4.10 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.
No assets currently listed under this criteria.

3.4.11 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register
The Council does not currently have an Asset Management Policy. <u>This should be reviewed.</u>

3.4.12 JPAG guidance states "the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced".
This approach is applied by the Council.

3.4.13 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.
Depreciation and other adjustments are not applied.

3.4.14 The total value of an authority's assets recorded on the asset register as of 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.
The value of assets is recorded in line 9 of the AGAR using the Council's asset register. Tracking is with comparison to the previous year.

3.5 Loans and Long Term Liabilities

Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities. Long-term loans will normally be associated with capital projects and these require borrowing approval before they can be arranged. For local councils, this is obtained by applying to the DMO through their county association
Covered by Financial Regulation 12. The Council has no loans.

3.6 Review of effectiveness

Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

The purpose of this report is ensure that the council complies for the year 2025/26.

4. Recommendation

The Council is recommended to **CONSIDER** the matters covered in the report and **APPROVE** the effectiveness of the review of internal control for the 2025/26 financial year.

SACRISTON PARISH COUNCIL - RISK ASSESSMENT – 1st April 2026

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

• Identifies the subject

• Identifies what the risk may be

• Evaluate the management and control of the risk and record findings

• Review, assess, and revise procedures if required.

AREA. FINANCE	RISK	L/M/H	MANAGEMENT / CONTROL MEASURE	REVIEW/ASSESS/REVISE
Precept	Adequacy of Precept	L	Sound budgeting underpins the annual precept. The H.R & Finance, along with the RFO, reviews all income and expenditure, which is then reported to the full Council by the RFO at the monthly meeting.	The existing procedure is adequate and will be reviewed annually.
Insurance	Adequacy & Cost Compliance Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employer liability, Public Liability, and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate Review the provision and compliance annually
Data Protection	Policy provision	L	Registration with the Data Protection Agency. To ensure kept up to date with any changes to recent legislation. Ensure that the annual subscription charge is paid to the ICO.	To be reviewed annually or if legislation changes.
Financial controls	Theft / Dishonesty Accounts discrepancies	L L	Covered by Fidelity Insurance	Existing procedure adequate

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	Budget / Spending	L	Three-member signatories on cheques. Parish Council has access to online banking, which ensures recording/monitoring of the accounts is clearer. The Clerk and two other members have access to the online bank account. The clerk, chair, ~~and one other councillor~~ have the use of debit cards. The clerk is to ensure that all invoices are agreed upon by the council. Monthly bank statement emailed to all Councillors. Financial projections agreed by Parish Councillors at quarterly meetings.	Reviewed monthly at HR and Finance meetings and the monthly parish meeting.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.	Existing procedures are adequate. Review Financial Regulations as necessary
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedure adequate
Election costs	Risk of election costs	M	When an election is due the clerk will obtain an estimate of costs from the County Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election. The risk will be higher during an election year. Costs earmarked for the election are £1,000 per annum.~~£400.~~	The existing procedure is adequate. If earmarked money is spent, this must be budgeted for in future years.
Freedom of Information Act	Policy provision	L L	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives, then this may require many hours of additional work. The Council can request a fee if the work will take over 15 hours.	Monitor and report any impacts made under the Freedom of Information Act
Parish Rooms	Damage/theft	L	Insurance cover	Existing procedure adequate

	Security Members/Public Accident Premises Maintenance Smoke alarms	H L L L	No alarm fitted Clerk / Chair hold keys/mortice lock Insurance cover Plumbing is to be serviced or maintained annually. Electricity has now been disconnected. PAT testing (if required) is to be carried out every two years. The building is currently disused. Installed and checked periodically.	
AREA IT	RISK	L/M/H	MANAGEMENT / CONTROL MEASURE	REVIEW/ASSESS/REVISE
Data Loss	Risk of losing council records, financial data or correspondence due to hardware failure or accidental deletion.	L	Council records are backed up. The Council is able to access its files on various computers.	Existing procedure adequate
Cyber Security Threats	Risk of hacking, malware or phishing attacks which could compromise council systems or data.	M	Council computer has antivirus software. Updating of software and anti-virus protection regularly.	Members should ensure personel computers have anti virus software and regularly update their software.
Unauthorised access	Risk of sensitive information being accessed by unauthorised individuals.	L	Officers and members use password protection on computers or devices	Members should ensure that computers are password protected.
Data Protection Breaches	Risk of personal data being lost, shared incorrectly or accessed without permission.	L	Data Protection Policy in place. Secure storage of data. Password Protection. Shredding of personal data.	Members should ensure they are disposing of personal data appropriately.
AREA. LEGALITY	**RISK**	**L/M/H**	**MANAGEMENT / CONTROL MEASURE**	**REVIEW/ASSESS/REVISE**
Annual return	Submit within the time limits	L	The Annual Return is completed and signed by the Chair and the RFO, submitted to the internal auditor for	Existing procedure adequate

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			completion and signing, and then checked and sent to the External Auditor within the time limit.	
Minutes of Meetings	Accuracy and legality Non-compliance with statutory requirements	L L L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairperson.	Existing procedure is adequate. Undertake adequate training. Members are to adhere to the Code of Conduct.
Public Liability	Risk to a third party, property, or individual	M L	Insurance is in place. Risk assessment of any individual event undertaken (see below) Does not cover individual allotment plots, and plot holders must obtain public liability insurance (see below). All plot holders have been given the opportunity to sign up to The National Allotment Membership scheme, which includes liability insurance; however, they are advised to also take out full public liability cover.	Existing procedure adequate To review plot holders' insurance annually at AGM and sign up those requsted to The National Allotment Membership Scheme.
Family Fun Day and Additional events:	Any activity booked Fulforth Centre Accident / Injury to Public / Members First Aid	M M M M	Company Insured – copy received 4 weeks before the event. Insurance is included in the annual policy. Insurance added to the annual policy, or take out additional insurance where necessary. For all events, GCS Medical is hired and in place for the whole event.	The Fulforth Centre Project Worker carries out all the administration regarding health and safety for any events.

	Risks	M	Risk assessment is carried out before each event.	
Employer Liability	Legality of activities Proper and timely reporting via Minutes Proper Document Control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. The council always receives and approves minutes at monthly meetings. Retention of document policy in Place.	Existing procedure adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper Document Control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings. Retention of document policy in Place.	Existing procedure adequate
AREA: STAFF	**RISK**	**L/M/H**	**MANAGEMENT / CONTROL MEASURE**	**REVIEW/ASSESS/REVISE**
Clerk	Loss of Clerk Fraud Actions undertaken Illness Illness Health & Safety	L L L L L	A contingency fund should be established to enable training for the CiLCA qualification in the event of the Clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Councillor to stand in (must be unpaid) Depending on the length of illness, a Replacement would have to be found.	Include in the financial statement when setting precept (under training) Existing procedure adequate Membership of SLCC is maintained, and training is approved.

		L	Insurance in place/training provided if necessary	
MEMBERS PROPRIETY				
Members Interests	Conflict of Interest Register members Interests	L L	Although not a requirement, the declaration of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members' Interests form to be reviewed at least on an annual basis	Existing procedure adequate Members to take responsibility to update their register regularly
MISCELLANEOUS				
Street furniture and seats	Several sited around the Parish	L	Insurance is in place, checked annually.	Existing procedure adequate
Notice Boards	3 x Notice boards sited around the Parish	L	Insurance is in place, checked annually. Keys are held in the Fulforth Centre and by the Chairperson.	Existing procedure adequate
Allotments	Injury / Damage Individual plots	L M	The Parish Council covers injury/damage within the grounds/walkways, but it does not cover individual plots managed by allotment holders. Plot holders are required to obtain public liability insurance to cover their plot. Plot holders have the option to sign up for the National Allotment Membership scheme, which covers third-party liability insurance. It does not cover public liability, and they are advised to take out their own insurance.	Existing procedure adequate To be reviewed annually at the AGM.

This Risk Assessment was approved by Sacriston Parish Council on 1st April 2026 ~~7th May 2025~~ and will be reviewed on an annual basis.

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Signed by Chairperson: ______________________________________ Date: _________________________

Signed by Clerk: ____ Date: _________________________

Information available Sacriston Parish Council under the Freedom of Information Act model publication scheme AGENDA ITEM 17

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Hard copy Website	Printed and postage costs as per schedule of charges. Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Accounts in hard copy	Free Printed and postage costs as per schedule of charges.
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Free Printed and postage costs as per schedule of charges.
Finalised budget	Website	Free
Precept	Website	Free
~~Borrowing Approval letter~~	N/A	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard Copy	Free Printed and postage costs as per schedule of charges.

Annual governance statement in format included in the Annual Return form	Website Hard copy	Free Printed and postage costs as per schedule of charges.
~~Parish Plan~~	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	Free Free
Quality status	Website Hard copy	Free Printed and postage costs as per schedule of charges.
~~Local charters drawn up in accordance with DLUHC's guidelines~~	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Printed and postage costs as per schedule of charges.
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website, noticeboard	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Hard copy Maybe included in minutes.	Printed and postage costs as per schedule of charges. Free
Responses to planning applications	Hard copy Included on the planning portal website.	Printed and postage costs as per schedule of charges. Free
~~Bye-laws~~	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free Printed and postage costs as per schedule of charges.
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct Policy statements	 Website Hard copy Hard copy Website Website	 Free Printed and postage costs as per schedule of charges. Free Free

Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Website Website Website Website	Printed and postage costs as per schedule of charges. Free Free Free Free Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	Printed and postage costs as per schedule of charges.
Assets register, including details of public land and building assets	Hard copy	Printed and postage costs as per schedule of charges.
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	Printed and postage costs as per schedule of charges.

Register of members' interests	Hard copy Website via Durham County Council	Printed and postage costs as per schedule of charges. Free
Register of gifts and hospitality	Hard copy	Printed and postage costs as per schedule of charges.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	free
~~Burial grounds and closed churchyards~~	Not held	
~~Community centres and village halls~~	Not Held	
~~Parks, playing fields and recreational facilities~~	Not Held	Free
Seating, ~~litter bins,~~ clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
~~Markets~~	N/A	
~~Public conveniences~~	N/A	

Agency agreements	Hard copy	Printed and postage costs as per schedule of charges.
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy Website	Printed and postage costs as per schedule of charges. Free
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per A4 sheet (black & white)	Actual cost
	Photocopying @70p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred

Contact Details for Sacriston Parish Council

Claire Dixon
Clerk to the Council

Sacriston Parish Council
The Fulforth Centre
Front Street
Sacriston
Durham
DH7 6JT

07715966993
clerk@sacristonparishcouncil.gov.uk

Report – Application for Section 106 Funding: Fulforth Centre Roof Replacement

An application has been received from the Fulforth Centre requesting Section 106 funding towards the cost of a replacement roof.

The Centre has experienced ongoing issues with roof leaks, which have previously been subject to repair works. However, despite these repairs, the issues persist and a full roof replacement is now considered necessary to resolve the problem.

The applicant has obtained three quotations for the works, with the total cost of the request for funds being £55,046.54.

All relevant documentation, including the application and supporting information, has been circulated to Members via email for their consideration.

Members are asked to review the application and determine whether to support the request for Section 106 funding.

Claire Dixon
Clerk to the Council

Request for Parish Council Support – Condition of Sacriston Village Football Pitch

clerk < clerk@sacristonparishcouncil.gov.uk >

Dear Members of Sacriston Parish Council,

I am writing to raise serious concerns regarding the condition and ongoing maintenance of the village football pitch in Sacriston, and to respectfully ask for the Parish Council's support in helping us raise these issues with Durham County Council.

Every Friday, I personally attend the pitch to clear dog fouling and litter so that it is safe and playable for Saturday matches. The attached photographs show the litter collected yesterday alone. This has become a weekly task, and without volunteer intervention the pitch would not be fit for use.

In addition to the litter problem, the playing surface has significantly deteriorated. Large areas are now bare of grass due to a clear lack of seasonal maintenance. The pitch was once one of the better playing surfaces locally, but in recent years there has been no visible summer renovation work such as reseeding, aeration, or restorative treatment. Despite limited use this season, the surface is now in a very poor state.

This is deeply disappointing for a facility intended to serve the young people and wider community of Sacriston.

I have also attached a screenshot of a recent Facebook post from Durham MP Mary Kelly Foy, confirming that funding has been secured to install preventative measures — including fencing — to protect a football pitch in another area of Durham from vandalism and misuse. This demonstrates that funding streams and support mechanisms do exist for community sports facilities facing similar issues.

Given that Durham County Council is responsible for the pitch, we are asking whether the Parish Council would be willing to:

- Raise these concerns formally with Durham County Council on behalf of the village
- Support a request for proper seasonal maintenance and surface restoration
- Advocate for preventative measures (such as fencing or access control) if appropriate
- Help explore whether similar funding opportunities could be pursued for Sacriston

The current situation is not sustainable. Volunteers should not be solely responsible for making the pitch safe each week, and without intervention the playing surface will continue to deteriorate.

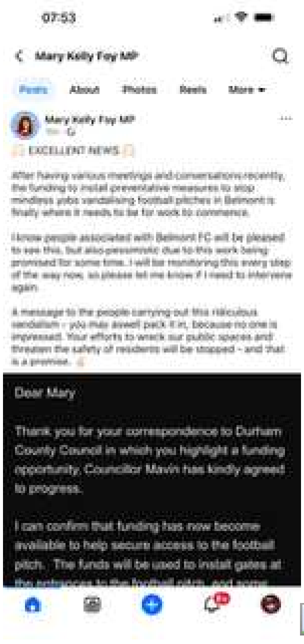
We are not looking to apportion blame, but we do need support in ensuring that Sacriston's facilities are not overlooked. The pitch is an important community asset, and it deserves the same attention and protection as facilities elsewhere in the county.

I would greatly appreciate the Parish Council's backing in helping us take this forward with the relevant authorities.

Kind regards,

Matt Stevenson

Durham United Youth FC



07:53

Mary Kelly Foy MP

Posts About Photos Reels More

Mary Kelly Foy MP

EXCELLENT NEWS

After having various meetings and conversations recently, the funding to install preventative measures to stop mindless yobs vandalising football pitches in Belmont is finally where it needs to be for work to commence.

I know people associated with Belmont FC will be pleased to see this, but also pessimistic due to this work being promised for some time. I will be monitoring this every step of the way now, so please let me know if I need to intervene again.

A message to the people carrying out this ridiculous vandalism - you may aswell pack it in, because no one is impressed. Your efforts to wreck our public spaces and threaten the safety of residents will be stopped - and that is a promise.

Dear Mary

Thank you for your correspondence to Durham County Council in which you highlight a funding opportunity. Councillor Mavin has kindly agreed to progress.

I can confirm that funding has now become available to help secure access to the football pitch. The funds will be used to install gates at

image1.jpeg

image4.jpeg