

SALTHOUSE PARISH COUNCIL

To All Members of Salthouse Parish Council

You are summoned to attend Salthouse Parish Council Meeting, which will take place on

Monday 20th April 2026, at 7pm at British Columbia Hall

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Jane Phelps, Clerk to Salthouse Parish Council

AGENDA

- 1. Welcome all attendees.**
- 2. Apologies.**

To consider apologies for absence and to confirm that meeting is quorate.
- 3. Declarations of Interest.**

To record from members declarations of interest in any item to be discussed and to consider requests for dispensations.
- 4. Public Participation.**

To allow public participation, limited to 15 minutes (3 minutes per person).
- 5. Minutes of Previous Meeting.**

To consider for approval the minutes of the Parish Council meeting held on March 16th 2026.
- 6. Matters Arising.**

To consider matters arising from the minutes (for information only) not included on the agenda.
- 7. Main Business of the Meeting/Decisions.**
 - i. To consider a change to the person to be responsible for the Internal Audit (AGAR) following withdrawal of services from previous auditor. Proposed auditor Di Dann (Norfolk Parish and Training Support) Fee of £45.
 - ii. To consider the audit of the website carried out by NALC and to agree to the advised actions proposed by the auditor to improve governance.
- 8. Finances.**
 - i. To notify Councillors of the District Council decision to decline the request of the precept to be increased by £700 to fund new laptop. Precept for 2026/27 will remain at £11,040.00. Cost for laptop to be recovered from VAT reclaim.
 - ii. To notify Councillors of potential to receive fines from HMRC as a result of salary payments submissions for previous staff to have been delayed. Delays relate to the period from December 2024 to date.

- iii. To consider the use of NALC from April 2026 to act as payroll administrators for employees of the Parish Council and act as agent for PAYE submissions to HMRC. Fee charged is £150 per year (inc. VAT).
- iv. To agree on financial periods for a VAT recovery claim to be made by Clerk. May be claimed for a period of up to 4 years of historical purchases.
- v. To consider increasing the Clerk weekly hours from 4 to 6 from April 1st to June 14th 2026 to enable work to be completed for improving governance, policy development and publishing of statutory documents, in addition to the VAT recovery, web site updating following audit of content and the usual business of the parish.
- vi. To agree which additional Councillors will become authorised signatories for banking.
- vii. To agree for Clerk/RFO to become an authorised signatory and have online access to bank accounts.
- viii. To approve the following payments

Payee	Payment for	Amount
Norfolk Parish Training & Support	Annual subscription	£140.88
Norfolk County Council	Rent for allotments	£1,500.00
Sure Computer Systems	Purchase of laptop	£572.60

9. Parish Matters.

- i. To receive updates and results of inspections on Sports field and Children’s Play Area.
- ii. To hear results of recent meeting of the Heath Committee and to agree that a formal request to the Heath Committee be sent requesting minutes of that meeting and their most recent financial reports be presented to the Parish Council meeting on May 11th 2026.

10. Policies and Procedures.

To approve the following documents for publication on the parish website

- i. Freedom of Information Publication Scheme
- ii. Dark Skies Policy
- iii. Record Management Policy
- iv. Equality Policy

11. Correspondence - To receive any correspondence.

12. Date of Next Meeting

Monday 11th May 2026, Annual Parish Meeting, from 7pm at British Columbia Hall followed by the Annual Parish Council Meeting.