



BRINGTONS

Parish Council

www.bringtons-pc.gov.uk email:clerk@bringtons-pc.gov.uk

To: All Members of Brington Parish Council

You are hereby summoned to attend the Brington Parish Council Meeting to be held on Wednesday 17th June 2026 starting at 7.45pm. All Members of the Public and Press are welcome.

Signed: Rachael Ball

**Rachael Ball
(Parish Clerk)**

Dated: 11 June 2026

1.		Apologies To receive and approve apologies for absence.																																			
2.		Disclosures of prejudicial or personal interests To receive Councillor Disclosures of prejudicial or personal interests for items on the agenda.																																			
3.		Minutes of the last Council Meeting To approve and sign as an accurate record Minutes of the Extra – Ordinary meeting held on 1 st June 2026 https://bringtons-pc.gov.uk/wp-content/uploads/2026/06/Draft-Minutes-01-06-26.pdf																																			
4.		Public Time (The Council allows 15 minutes for public participation; members of the public should not speak for more than 3 minutes each).																																			
5.	a.	Finance To report the bank balances – as of the 31 st May 2026																																			
		<table border="1"> <tr> <td>Business Premium Account</td> <td>27631.89</td> </tr> <tr> <td>Current Account</td> <td>252.66</td> </tr> </table>	Business Premium Account	27631.89	Current Account	252.66																															
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		c.																																			
		To agree the Bank Reconciliation Report and approve the payments in April 2026																																			
		d.																																			
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		e.																																			
		To authorize the payments (invoices may be presented at the meeting for authorization).																																			
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		Valda Electricity	01887287	122.53	5.89	117.86	Electricity May	Parish Councils Act 1957 - Section 3
		R&G	122744	466.66	77.78	388.88	Mowing	Highways Act 1980 - Section 96
		NCALC	4912	134.40	22.40	112.00	E learning course	LGA 1972, Section 111
		Althorp	5764	270.00	45.00	225.00	Rent for the reading rooms Q3	LGA 1972, Section 133
		Readytec	6265	37.44	6.24	31.20	Antivirus protection	LGA 1972, Section 111
	e.	To review the actual spent vs the budget						
8	a.	Annual Governance and Accountability Return (AGAR)						
	b.	To review the report of the internal auditor						
	c.	To review and consider the report from the clerk in regards to the internal auditor						
	d.	To approve the Annual Governance Statement (Section 1)						
	e.	To approve the Annual Governance Statement (Section 2)						
		To approve the electoral rights of inspection of accounts will begin on Monday 22 nd June until Friday 31 st July 2026						
9.		To receive reports from:						
	a.	The Chair						
	b.	Parish Clerk						
	c.	West Northants Council						
	d.	Police – Report and Update						
10		Finance Scrutiny Task and Finish Group						
	a.	To approve the terms of reference for the group						
	b.	To appoint members of the council to the group						
	c.	To agree the date that final report must be received by 9 ^h September 2026						
11		Clerk and Councillor Training Plan 2026-2028						
		To review and consider adopting the training plan for 2026-2028						
12.		Reading Rooms Liaison Committee						
	a.	To consider the terms of reference for the Reading Rooms Liaison Committee						
	b.	To appoint members to the committee						
13.		Planning						
	a.	To consider the following Planning Applications and any additional application(s) presented after the publication of the agenda):						
		Application No. 2026/2066/FULL						
		Proposal: Replacement of existing building and staff cabin with single portal framed building						
		Location: Kennel & Cattery Hazel Tree House East Haddon Road Great Brington NN7 4JL						
		https://wnc.planning-register.co.uk/Planning/Display/2026/2066/FULL?cuuid=310E0167-BD51-47AF-A4D4-131DB44BC2F9						
		LOCATION: LAND AT MAIN STREET GREAT BRINGTON NN7 4JA						
		PROPOSAL: NEW DWELLING - SELF BUILD						
		WNC REFERENCE: 2025/4825/FULL						

		PLANNING INSPECTORATE REFERENCE: 6010826 APPEAL START DATE: 11 JUNE 2026 (Parish council was notified on the 11 th June at 12.58pm)
	b.	To Note Previous Planning Application Decisions.
	c.	To note Planning related issues (if any) and additional Planning Issues presented after publication of the Agenda.
14		Roles and responsibilities
	a.	To note the resignation of Cllr Kennedy from the role of Communities and Communications Engagement and Remembrance Day Activity Lead
	b.	To note the vacant position of the internal controller
	c.	To make any decision where appropriate
15		Zipline in Little Brington
	a.	To receive the Clerk's report on the zipline
	b.	To make any decisions where appropriate
18		To note any updates from Althorp Estates
19		Rent increase to the playing field, Great Brington
20		Mowing
21		Reports on external meetings
22		Report on the emerging local plan meeting
23		Motion by Cllr Kennedy It is proposed that the Parish Council reviews the effectiveness of the website and assesses options for the Council to achieve better value for money going forward.
24		Motion by Cllr Kennedy It is proposed that in September 2026 the Parish Council conduct a postal survey of all households and businesses located in the Parish area to understand their views and priorities for the next three years (2027-2030), in order to inform Council priorities, and the budget and three year financial plan due to be agreed this autumn.
25		Correspondence Received
	a.	Request from Harlestone and Church with Chapel Brampton PC to show the climate emergency film at the reading rooms
	b.	Email from the clerk at Harpole PC.
26		Items for information only For Councillors to raise matters that do not require a decision
27		Date and time of the next meeting Wednesday 15 th July 2026

Bank Reconciliation Report – April 2026

Council: Bringtons Parish Council

Meeting Date: 17th June 2026

Reporting Period: April 2026

Bank Reconciliation as at 30th April 2026

Description	Amount (£)
Balance per Bank Statement	18228.35
Add: Outstanding Receipts	12489.00
Less: Outstanding Payments	208.73

Brington Parish Council

Description	Amount (£)
Balance per Cashbook	30508.62
Difference	0.00

Bank Account Balances

Account	Balance (£)
Current Account	76.73
Deposit/Reserve Account	30431.89
Other Accounts	0.00
Total Funds Held	30508.62

Supporting Information

The bank reconciliation has been prepared in accordance with the Council's Financial Regulations

The balances shown above have been reconciled against the Council's accounting records and bank statements.

Any outstanding payments and receipts have been reviewed and are considered accurate.

Recommendation

Members are requested to:

RESOLVE to note and approve the Bank Reconciliation for the period ending **30th April 2026**, confirming that the reconciled bank balances agree with the Council's accounting records and that there are no unexplained differences.

Date	Voucher No	Description	Supplier	Payments (£)	VAT (£)	Balance (£)
01/04/2026	1	Opening balance				285.46
07/04/2026	2	Electricity	Valda Energy	159.73	7.99	125.73
		tSupply to the cricket pavillon	Eon	32.55	1.63	93.18
22/04/2026	3		Tesco	10.5	0	82.68
22/04/2026	4	Mobile Phone bill				
24/04/2026	5	Bank up data	Compete 366	5.95	1.19	76.73

Date	Voucher No	Description	Supplier	Receipts (£)	Balance (£)
01/04/2026	1	Opening balance			17942.89
29/04/2026	2	Precept	NNC	12489	30431.89

Your balances on 30 April 2026

Business Current Accounts

Community Account Statement	£76.73
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Sort Code [REDACTED] • Account No [REDACTED]

Business Savings Accounts

Business Premium Account	£30,431.89
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Sort Code [REDACTED] • Account No [REDACTED]

Bank Reconciliation Report for May 2026

Council: Bringtons Parish Council

Meeting Date: 17th June 2026

Reporting Period: May 2026

Bank Reconciliation as at 29th May 2026

Description	Amount (£)
Balance per Bank Statement	30508.62
Add: Outstanding Receipts	25.00
Less: Outstanding Payments	2649.07
Balance per Cashbook	27884.55
Difference	0.00

Bank Account Balances

Account	Balance (£)
Current Account	252.66
Deposit/Reserve Account	27631.89
Other Accounts	0.00
Total Funds Held	27884.55

Supporting Information

The bank reconciliation has been prepared in accordance with the Council's Financial Regulations

The balances shown above have been reconciled against the Council's accounting records and bank statements. Any outstanding payments and receipts have been reviewed and are considered accurate.

Recommendation

Members are requested to:

RESOLVE to note and approve the Bank Reconciliation for the period ending **29th May 2026**, confirming that the reconciled bank balances agree with the Council's accounting records and that there are no unexplained differences.

Date	Voucher No	Description	Supplier	Receipts (£)	Payments (£)	VAT (£)	Balance (£)
01/05/2026	6	transfer	Savings account	1000			1076.73
01/05/2026	7	Rachael Ball	Salary - April		558.59	0	518.14
05/05/2026	8	Electricity	Valda Energy		153.4	7.67	364.74
08/05/2026	9	Mobile Phone bill	Tesco		10.5	0	354.24
12/05/2026	10	Tax and NI	HMRC		181.55	0	172.69
12/05/2026	11	Website support	Tompkins Creative		62.4	12.4	110.29
12/05/2026	12	transfer	Savings account	1500		0	1610.29
12/05/2026	13	Annual bin emptying - Hamilton Lane	WNC		423.11	0	1187.18
12/05/2026	14	Mowing	R&G		391.2	65.2	795.98
12/05/2026	15	Rent playing field - Little Brington	Althorp		120	20	675.98
12/05/2026	16	transfer	Savings account	300		0	975.98
12/05/2026	17	Membership and Audit Underpayment of invoice in	NCALC		742.02	123.67	233.96
12/05/2026	18	Dec 2025	NCALC		0.4	0	233.56
20/05/2026	19	Hire of the field	H Grimes	25		0	258.56
26/05/2026	20	Back up data	Compete 366		5.9	0	252.66

Date	Voucher No	Description	Supplier	Receipts (£)	Balance (£)
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01/05/2026	3	Transfer	Current account	29431.89
13/05/2026	4	Transfer	Current account	27931.89
13/05/2026	5	Transfer	Current account	27631.89

Your balances on 29 May 2026

Business Current Accounts

Community Account Statement £252.66

Sort Code [REDACTED] • Account No [REDACTED]

Business Savings Accounts

Business Premium Account £27,631.89

Sort Code [REDACTED] • Account No [REDACTED]

This is the end of your account summary.

Budget vs Actual Spend

	Draft Budget 2026-27		Revised Draft Budget 2026- 27	
RECEIPTS	2629.43	12489.00	18227.00	
Precept	24978.17		24978.00	
Grants/Donations	15000.00		0.00	
Bank interest	250.00		50.00	
VAT claims	5500.00		4500.00	
Kimbles Field Hire	0.00	25.00	0.00	
Refunds				
Total receipts	48,357.60		47,755.00	
PAYMENTS				
Audit Fees (int & ext)	300.00	305.76	606.00	300.24
Subscriptions (NALC/CPRE/SLCC)	800.00	372.71	437.00	64.29

Bank Charges	-		72.00	72.00
Election Fees WNC	0.00		0.00	0.00
Insurance	650.00		800.00	800.00
Clerk Salary Inc PAYE	10000.00	740.14	10000.00	9259.86
Provision for Clerks necessary additional hours	1000.00		0.00	0.00
Clerk & Cllr Expenses	600.00		500.00	500.00
Phone / Office (incl cllr training & IT)	500.00	32.06	900.00	867.94
Electricity	3000.00	328.39	3000.00	2671.61
Grass Cutting Dog Waste Bin Emptying	4500.00	749.11	4500.00	3750.89
Newsletter	400.00		400.00	400.00
LB Field	100.00	100.00	100.00	0.00
Kimbells Field	1000.00		600.00	600.00
Village events / groups	600.00		600.00	600.00
Parish Improvements	350.00		400.00	400.00
LBPF Improvements (Play Area) Zip				14044.4
Wire & H&S Inspection	15500.00		14044.44	4
IT and Website	850.00	50.00	1300.00	1250.00
Reading Room Rent	1000.00		1000.00	1000.00
Property Maintenance Contribution to Reserves	1000.00		1000.00	1000.00
Future Project Evaluations	500.00		400.00	400.00
	4000.00	179.63	4200.00	4020.37
				42001.6
Total Payments	46,650.00	2,857.80	44,859.44	4
Payments less Receipts	1707.60		2895.56	

Internal audit report and Clerk's response

I have carried out a thorough review of all the documents provided by the Clerk, Ms Rachael Ball, I would like to thank Ms Ball for her help with the audit.

It is clear that the last financial year has been an unsettled one for the parish council.

The previous Clerk left her post in late 2025 and when Ms Ball took over the council had no access to their bank accounts for several weeks, this left the council very vulnerable. The minutes show that the outgoing Clerk left her post after a notice period, it should therefore have been possible to forward plan for her departure and make sure that there was business continuity. It is unacceptable for a council not to be able to pay staffing costs and other obligations.

Clerk Response; I whole heartly agree that it is unacceptable. However, whilst carrying out the audit I did find an email from the previous clerk. She did arrange with a councillor that had access to the online banking to pay the invoices in the interim period whilst the new clerk gained access to the bank account. However, when councillors were asked if we had access to online payments it was agreed at the meeting that they didn't and all payments would be deferred. In this situation I am not sure what more the council could have been done to prepare. However, with Unity Bank all three signatures have online access.

There is some confusion with the minutes, certainly with the minutes of meetings from the first 8 months of the year. The Election of Chairman should always be the first item on the agenda of the Annual Parish Council meeting, this was not the case and this had been mentioned in previous audits.

Brington Parish Council

Clerk's Response: This was the first item on the agenda for the annual meeting May 2026.

There are several sets of 'revised minutes', it is not clear why the minutes were amended or what the amendments were. I could not see where the minutes to the October meeting had been approved. The minutes of ordinary meetings are approved at the next available meeting with any amendments discussed and agreed and then minuted.

Clerk's Response: This had happened prior to me starting. I completely agree this was not clear. The draft minutes are now available as soon as possible and put on the website. Any amendments to the minutes will need be agreed by the council and minuted what the amendment was. The chair of the meeting will amend the minutes in writing. Initial and sign the correction and the typed minutes will be amended. Both the sets of minutes will be kept so that we are aware of the correction.

I do not fully understand whether there are Committees or Sub Committees and how often these meet, there does not appear to be a clear understanding of the difference between a Committee or Sub Committee and a Working Party. There is mention in the minutes of an 'HR Committee' but there are no minutes to indicate such a Committee has met.

recommend that the council structure is discussed and clearly minuted as soon as possible to minimise the risk of the council acting outside its powers.

Clerk's Response – This has been dealt with at the May meeting. All committees and working groups have clear terms of reference, members were elected on to them. This is the process moving forward.

I understand that there is concern and some confusion surrounding a lease for the Reading Room, it appears that the lease was signed by councillors without first obtaining legal advice, it is possible that this has placed a financial burden on the council that was not fully understood at the time.

Clerk's response – Professional advice will be sought for all leases in the future.

I advise the council to invest in some training for all councillors, Code of Conduct, being a good employer and council finance training would all be beneficial.

Clerk's response – I agree, training will only help councillors feel more confident in their role.

The outgoing Clerk accrued substantial over time payments. The council should ensure that number of hours that the Clerk is contracted to work is commensurate with the workload. If the Clerk is regularly working over her contracted hours then this needs addressing.

Clerk's response- The overtime policy that was introduced in April will make sure that substantial over time payment will not happen again. Overtime may be approved but it will be in line with the policy. I do believe that at present the work load vs the number of hours is incorrect. I believe that there is a abnormally high amount of internal emails for a parish council.

Councillors should be aware that substantial email communication between meetings should be avoided and will add to the Clerks workload.

Clerk's response – I completely agree. Internal communications should be limited between meetings

I have ticked No to Internal Control Objective B, the council left itself unable to function when the Clerk left, I understand that there was no access to the bank accounts and therefore no payments could be made. There is no evidence of internal controls and there are duplicate payments listed in the cash book and on the bank statement. I also understand a payment was made in error with regard to the Reading Room and this cannot be returned.

I have ticked No to Internal Control Objective C because the council failed to manage its business continuity strategy which was a significant risk to the council.

I have ticked No to Internal Control Objective D because there has been no in depth budget management and reporting. The council must monitor the budget and report that this has been done, council must also monitor the level of reserve funds and make sure that it does not drop below an acceptable level. It is expected that the council should maintain its 'free reserves' (funds that are not earmarked for projects) at a level of at least 6 months average expenditure. The council has committed to projects that it may not now have the funds to complete due to inadequate budget management.

Clerk's response – Agreed. The budget is reviewed monthly now, the budget has been revised. We have moved to Unity bank were two people must approve the payments, to reduce any errors or duplications.

Finally I have ticked No to Internal Control Objective J because although the accounts records have been kept, duplicate payments have been made in error. There does not appear to have been any internal controls or payments checks taking place.

Clerk's response – **Agreed. The council is in the process of appointing an internal controller.**

Since Ms Ball has been employed by the council some significant improvements have already been made and I am confident that steps have been taken to improve governance and accountability. The Clerk will require the cooperation of full council in order to make the improvements that are needed.

It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out above.

Task and Finish Scrutiny Panel – Terms of Reference

Document Control

- Approved by: Bringtons Parish Council
- Approval Date: 17th June 2026
- Review Date: June 2027

1. Purpose

The Task and Finish Scrutiny Panel ("the Panel") is established by Bringtons Parish Council ("the Council") to undertake focused reviews of specific matters affecting the Parish and the effective delivery of Council services, projects, policies, and community objectives.

The Panel will:

- Examine issues referred to it by the Council;
- Gather evidence and information relevant to the subject under review;
- Consider options, risks, costs, and community impact;
- Make recommendations to the Council for consideration and decision;
- Support transparency, accountability, and continuous improvement in Council operations and decision-making.

The Panel acts in an advisory capacity only and has no delegated decision-making authority unless expressly granted by formal Council resolution.

2. Scope

The Panel may review:

Brington Parish Council

- Parish Council projects and initiatives;
- Service delivery and operational matters;
- Financial efficiency and value for money;
- Community engagement and consultation outcomes;
- Policies, procedures, and governance arrangements;
- Matters referred by Full Council;
- Emerging local issues requiring detailed investigation.

The Panel shall not:

- Duplicate statutory functions of the Council;
- Interfere with operational responsibilities delegated to staff;
- Investigate personnel matters, confidential staffing issues, or individual complaints except where specifically authorised by the Council and legally permissible.

3. Objectives

The objectives of the Panel are to:

1. Conduct a focused and evidence-based review;
2. Encourage constructive challenge and informed debate;
3. Improve Council effectiveness and accountability;
4. Promote community confidence and engagement;
5. Deliver clear and practical recommendations;
6. Complete reviews within agreed timescales.

4. Membership

4.1 Composition

The Panel shall consist of:

- 3-5 Parish Councillors appointed by Full Council; and
- Any non-voting co-opted members approved by the Council where specialist expertise or community representation would assist the review.

4.2 Appointment

- Members shall be appointed by resolution of Full Council.
- The Council shall appoint the Chair of the Panel.
- Membership may be amended by Full Council at any time.

4.3 Eligibility

Members are expected to:

- Act impartially and in the public interest;
- Maintain confidentiality where required;
- Declare interests in accordance with the Council's Code of Conduct.

Any member with a disclosable pecuniary interest or other significant conflict of interest relating to a matter under review must declare that interest and comply with all legal and procedural requirements.

6. Role of the Clerk / Proper Officer

The Clerk or designated Proper Officer shall:

- Assist with evidence gathering and documentation;
 - Ensure legal and governance compliance;
-

7. Meetings

7.1 Frequency

The Panel shall meet as required to complete the specific review or task assigned by the Council.

7.2 Notice of Meetings

Meetings shall be convened in accordance with statutory notice requirements and the Council's Standing Orders.

7.3 Quorum

The quorum shall be three members or one-third of appointed voting members, whichever is greater.

7.4 Public Access

Meetings shall normally be open to the public except where confidential or exempt information is being considered in accordance with the Local Government Act 1972.

8. Reporting

- The Group shall report its findings and recommendations directly to the Parish Council.
 - Interim updates may be provided where appropriate.
 - A final written report shall be presented to Council for consideration and decision.
-

9. Duration

The Group is established as a temporary Task and Finish Group.

The Group shall:

- Commence work on the date approved by the Council.
 - Complete its review and submit a final report by 9th September 2026
 - Be dissolved upon completion of its final report unless otherwise determined by the Council.
-

10. Standards and Conduct

Members of the Panel shall:

- Comply with the Council's Code of Conduct;
 - Treat all participants respectfully;
 - Conduct reviews objectively and fairly;
 - Maintain confidentiality where legally required.
 - Work collaboratively and objectively in the interests of the Parish Council and community.
-

11. Access to Information

Subject to legal restrictions, the Panel may request access to:

Brington Parish Council

- Council reports and records;
- Financial information;
- Project documentation;
- Policies and procedures;
- Relevant correspondence.

Confidential or exempt information shall be handled in accordance with applicable legislation and Council policies.

12. Adoption

These Terms of Reference were adopted by Bringtons Parish Council on:

Date: _____

Chair of Council: _____

Clerk and Councillor Training Plan 2026–2027

Purpose

This training plan sets out the learning and development priorities for the Clerk and Councillors of Brington Parish Council. The plan is intended to:

- Ensure the Council operates lawfully and effectively.
- Support good governance and transparency.
- Develop the knowledge and confidence of councillors and staff.
- Improve services and decision-making for residents.
- Meet statutory obligations and best practice standards.

The Council recognises that training is an essential investment in effective local government.

1. Training Objectives

The Council aims to:

1. Provide induction training for all new councillors and the Clerk.
 2. Maintain up-to-date knowledge of legislation, finance, governance, and procedures.
 3. Encourage continuous professional development.
 4. Ensure compliance with legal and regulatory responsibilities.
 5. Support succession planning and resilience within the Council.
 6. Promote professional standards, ethical conduct, and effective community engagement.
-

2. Roles and Responsibilities

The Council will:

- Allocate an annual training budget.
- Encourage attendance at relevant training events.
- Review training needs annually.
- Record completed training.

Brington Parish Council

- Evaluate the effectiveness of training undertaken.

The Clerk will:

- Identify training opportunities.
- Maintain a training record.
- Advise councillors on relevant courses.
- Attend professional development activities.
- Share learning outcomes with the Council where appropriate.

Councillors will:

- Attend induction and mandatory training.
- Participate in ongoing development.
- Apply learning to council business.
- Inform the Clerk of any additional training needs.

3. Training Priorities

A. Clerk Training Priorities

Area	Objective	Priority	Suggested Provider
Local Government Law	Maintain understanding of parish council powers and duties	High	County Association / SLCC
Finance and Audit	Ensure compliance with financial regulations and audit requirements	High	NALC / Internal Auditor
CiLCA Qualification	Achieve or maintain professional qualification	High	SLCC
Governance and Procedures	Improve agenda management, minutes, and decision-making processes	High	County Association
Data Protection (GDPR)	Ensure compliance with data protection legislation	High	ICO / External Provider
Health and Safety	Understand council responsibilities and risk management	Medium	External Provider
Procurement and Contracts	Improve contract and procurement management	Medium	NALC
Community Engagement	Strengthen communication with residents	Medium	County Association
Digital Skills and Cyber Security	Improve resilience and information security	High	External Provider
Planning Procedures	Support effective responses to planning applications	Medium	Local Planning Authority

B. Councillor Training Priorities

Area	Objective	Priority	Suggested Provider
Councillor Induction	Understand councillor roles and responsibilities	High	County Association
Code of Conduct	Promote ethical behaviour and standards	High	County Association
Finance and Budgeting	Understand council budgets and financial reports	High	Clerk / County Association
Planning Training	Improve understanding of planning procedures	Medium	Local Planning Authority
Community Engagement	Improve resident communication and consultation	Medium	County Association
Equality and Diversity	Promote inclusive decision-making	Medium	County Association
Cyber Security Awareness	Protect council systems and data	High	External Provider
Emergency Planning	Understand local resilience responsibilities	Low	Local Authority
Grant Funding	Improve awareness of funding opportunities	Medium	County Association

4. Induction Programme

New Clerk Induction

Within the first six months, the Clerk should receive training on:

- Council structure and governance
- Standing Orders and Financial Regulations
- Budget setting and accounting
- Agenda preparation and minute taking
- Legal powers and responsibilities
- Data protection requirements
- Website accessibility and transparency requirements
- Risk assessment and insurance
- Election procedures
- Planning consultation procedures

New Councillor Induction

Within the first year, new Councillors should receive information and training on:

- Introduction to parish council responsibilities
- Roles of councillors and the Clerk
- Code of Conduct and relevant training course
- Standing Orders and meeting procedures

- Financial overview and budgeting
 - Declaration of interests requirements
 - Data protection awareness
-

5. Training Delivery Methods

Training may be delivered through:

- In-person workshops
- Online webinars
- Conferences and seminars
- Peer networking events
- E-learning modules
- Professional qualifications
- Internal briefings and mentoring

Where possible, training should be cost-effective and accessible.

6. Budget

The Council will include a dedicated annual training budget within the precept.

The budget should cover:

- Course fees
- Membership subscriptions
- Professional qualifications
- Travel and accommodation where required
- Training materials
- Conference attendance

Indicative annual budget allocation from 2027/2028 onwards:

Area	Estimated Cost
Clerk professional development	£1,000–£1,500
Councillor training	£1,000–£1,500
Cyber security and compliance training	£200–£500

7. Recording and Evaluation

The Clerk will maintain a training log including:

- Training title
- Date attended
- Attendee names
- Provider
- Cost
- Outcomes and actions

Training effectiveness should be reviewed annually by the Council.

Evaluation may include:

- Feedback from attendees
 - Improvements in council procedures
 - Compliance outcomes
 - Audit recommendations
 - Resident feedback
-

8. Equal Opportunities

The Council is committed to ensuring equal access to training opportunities regardless of age, disability, gender, race, religion, sexual orientation, or background.

Reasonable adjustments will be considered where required.

9. Review Arrangements

This training plan should be reviewed annually by the Council to ensure it remains relevant and effective.

Suggested review date: September 2027 prior to the budget being reviewed

Appendix A – Recommended Training Providers

- National Association of Local Councils (NALC)
 - Society of Local Council Clerks (SLCC)
 - County Association of Local Councils
 - Monitoring Officer at the Principal Authority
 - Information Commissioner’s Office (ICO)
 - Local Planning Authority
 - External governance and audit specialists
-

Appendix B – Example Training Record

<u>Date</u>	<u>Training Course</u>	<u>Attendee</u>	<u>Provider</u>	<u>Cost</u>	<u>Key Learning</u>
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Adoption

This Training Plan was adopted by Brington Parish Council at a meeting held on:

Date: _____

Brington Parish Council

Minute Reference: _____

Signed (Chair): _____

Signed (Clerk): _____

Parish Council Reading Rooms Liaison Committee - Terms of Reference

1. Purpose

Brington Parish Council

The Parish Council Reading Rooms Liaison Committee ("the Committee") is established to oversee matters relating to the Parish Council's financial and legal responsibilities concerning the Reading Rooms and to maintain effective communication and engagement with the Reading Rooms Management Committee.

The Committee shall act as the primary point of contact between the Parish Council and the Reading Rooms Management Committee.

2. Objectives

The Committee shall:

- Foster a positive and collaborative working relationship between the Parish Council and the Reading Rooms Management Committee.
- Monitor matters arising from the lease of the Reading Rooms premises where the lease costs are met by the Parish Council.
- Ensure that the Parish Council receives appropriate information regarding the operation, maintenance and future development of the Reading Rooms.
- Consider requests for support, funding or assistance from the Reading Rooms Management Committee and make recommendations to the Parish Council.
- Promote the use of the Reading Rooms for the benefit of parish residents.
- Assist in identifying opportunities for grants, improvements and community projects relating to the Reading Rooms.

3. Membership

The Committee shall consist of:

- Between three and five Parish Councillors appointed annually by the Parish Council.
- The Chairman of the Parish Council shall be an ex-officio member.
- Representatives of the Reading Rooms Management Committee may be invited to attend meetings but shall not be voting members.

4. Meetings

- The Committee shall meet at least twice each year or more frequently as required.
- Meetings shall be convened in accordance with the Parish Council's Standing Orders.
- A quorum shall be three Parish Councillors.

5. Responsibilities

The Committee shall:

1. Meet periodically with representatives of the Reading Rooms Management Committee.
2. Receive reports on:
 - Building maintenance and repairs.
 - Financial position of the Reading Rooms organisation.
 - Community activities and usage.
 - Planned improvements and future projects.
3. Review any issues arising under the lease arrangement and report concerns to the Parish Council.
4. Consider whether the Parish Council's financial contribution remains appropriate and make recommendations to full Council.
5. Monitor risks that may affect the continued availability of the Reading Rooms as a community facility.
6. Encourage joint working on matters of mutual interest.

6. Powers

The Committee is advisory only and has no delegated authority to:

- Commit Parish Council funds.
- Enter into contracts.
- Amend lease arrangements.
- Make decisions binding upon the Reading Rooms Management Committee.

All recommendations shall be referred to the Parish Council for decision.

7. Reporting

Minutes of Committee meetings shall be submitted to the next meeting of the Parish Council.

The Committee shall provide an annual report to the Parish Council summarising:

- Engagement undertaken with the Reading Rooms Management Committee.
- Significant issues discussed.
- Recommendations for future action.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council.

Roles and responsibilities

Role	Responsibilities
Cllr K White	2 nd Bank Account Signatory of Barclays Representative of Parish Council, Liaison with Althorp Estate Liaison with the Clerk Staffing committee member
Cllr N Tompkins	Notice Board Updating, Play Area & Outdoor Gym issues.

	Events Liaison with the Parish Clerk Staffing committee member
Cllr S Beeusaert	Parish Council IT Lead 2 nd Bank Account Signatory of Unity Bank
Cllr R Gardner	Play Area Inspections Lead Remembrance Day Activities Sundry small landscape issues (clearing logs, signs etc) Staffing committee member
Cllr M Roach	Reading Room Lead, Sundry small landscape issues, (Dog Bins, Signs) 3 rd Bank Account Signatory of Unity Bank 3 rd Bank Account Signatory of Barclays Bank
Cllr J James	
Cllr R Welsford	Road Safety Issues Lead Northamptonshire Police Lead Remembrance Day Activities
Cllr D Kennedy	Staffing committee member

Financial Forecast and Zip Wire Project Options

Date: June 2026

Financial Position

The Council's projected financial position for the remainder of the 2026/27 financial year is summarised below.

Description	Amount (£)
Current Balance	27,884.55
Income in June	64.62
Second Precept Payment	12,489.00
VAT Recovery	4,892.08

Brington Parish Council

Description	Amount (£)
Interest	180.00
Total Available Funds	45,510.25

Forecast Expenditure

Description	Forecast (£)
General Reserves	6,000.00
Emergency Contingency	2,000.00
Payments Made in June	1,556.77
Audit Fees (Internal & External)	606.00
Subscriptions	437.00
Bank Charges	72.00
Insurance	800.00
Clerk Salary incl. PAYE	10,000.00
Clerk & Councillor Expenses	500.00
Phone / Office / Training / IT	900.00
Electricity	3,000.00
Grass Cutting & Dog Waste Bin Emptying	4,500.00
Newsletter	400.00
LB Field	100.00
Kimbells Field	600.00
Village Events / Groups	600.00
Parish Improvements	400.00
IT and Website	1,300.00
Reading Room Rent	1,000.00
Property Maintenance Reserve Contribution	1,000.00
Future Project Evaluations	400.00
VAT	3,000.00
Total Forecast Expenditure	39,171.77

Zip Wire Project Review

The current forecast assumes that the proposed Zip Wire project does not proceed and therefore no expenditure has been included for the scheme.

Should the Council decide not to proceed with the Zip Wire project, the forecast demonstrates that the Council would be able to:

- Maintain £6,000 in General Reserves.
- Maintain an Emergency Contingency Fund of £2,000.
- Allocate £1,000 to the Property Maintenance Reserve.
- Retain a forecast surplus of £6,338.48 which could be earmarked for an alternative improvement project within the playing field.

This surplus would provide the Council with flexibility to consider other community priorities, such as additional play equipment;

Brighton Parish Council

Cost of Cancelling the Zip Wire

Members should note that if the Zip Wire project is cancelled entirely, the Council would incur a cancellation cost of approximately £3,000.

After allowing for this cancellation cost, the available surplus would reduce from:

£6,338.48 to £3,338.48

Recommendation

Council is invited to carefully consider the value for money offered by the proposed Zip Wire project against alternative investments in the playing field.

If the Zip Wire project does not proceed, the Council's forecast position demonstrates that it can still maintain:

- General Reserves of £6,000;
- An Emergency Contingency Fund of £2,000; and
- A Property Maintenance Reserve of £1,000.

In addition, a forecast surplus of £6,338.48 would remain available for investment in alternative community facilities within the playing field.


Members should note that cancelling the Zip Wire project would incur a cost of approximately £3,000. This expenditure would provide no tangible asset or benefit to residents and would reduce the available surplus to approximately £3,338.48.

Rather than incurring cancellation costs and receiving no community benefit, Council may wish to explore whether the available funding could be redirected towards an alternative playing field improvement with a budget of approximately £5,000–£6,000. Such a project would deliver a lasting community asset while making use of funds already allocated for recreational improvements.




This approach would allow the Council to demonstrate prudent financial management by preserving reserve levels whilst ensuring that residents receive a tangible and lasting benefit from the funds allocated to improving the playing field.

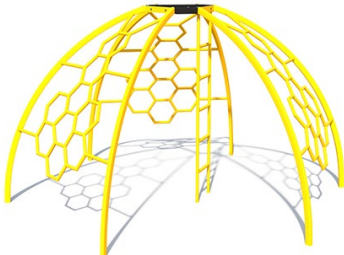
Council is therefore invited to consider whether pursuing an alternative playing field project in the region of £5,000–£6,000 would represent better value for the community than paying cancellation charges and receiving no corresponding community asset.

Additional play equipment

<p>The 4Saw presents a fresh take on the classic seesaw, catering 6 users or more and facilitating parent-child interaction with its accommodating design. Featuring wide seats allowing children to transfer from an alternative seated position, without the need to lift the legs over a central bar. The end seats are designed for two, allowing a parent or care-giver the opportunity to support a child. The large sturdy hand grips provide a larger surface area making it easier for children to grasp. This inclusive approach makes the 4Saw an ideal option</p>	<p>£5963.07</p>	
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<p>for any play area, promoting cooperation, social interaction, and physical development among children of diverse backgrounds and capabilities.</p>		
<p>"Fortuna" Bird's Nest Tower is ideal for children from the age of 2. This equipment offers a variety of challenges that children of this age are looking for. Motor skills are trained and, of course, the fun of movement is right at the top! Balancing, shimmying and climbing is the motto here</p>	<p>£6999.95</p>	
<p><u>Rock n Bowl</u> Designed with inclusivity in mind, the Bowl Spinner features a unique dual-axis design that provides both rocking and spinning movement, helping to develop balance, coordination and vestibular stimulation. The spacious bowl accommodates multiple users, encouraging cooperative and social play, while also allowing children with mobility or posture difficulties to play comfortably, either independently or alongside a parent, carer or friend. As part of Wicksteed's interchangeable roundabout range, the bowl can also be replaced with an alternative top in the future, providing new play value without the cost of a completely new unit.</p> <p><u>Streetboard</u> The Streetboard See-Saw provides a fun, skateboarding-inspired balancing experience that helps develop coordination, balance and core strength. Its low-level design allows children to access the equipment independently, including from a seated position, making it suitable for a wide range of abilities. The single-user format enables participation without requiring a partner, while allowing children to build confidence, improve motor skills and challenge themselves at their own pace in an inclusive play environment.</p>	<p>£6203.09</p>	
<p>A cross between a seesaw and roundabout, users will experience the thrill of bouncing as well as satisfying the craving children have for spinning. Designed to two users in the junior age range and above, the expertly engineered Spin-a-Bounce can help increase vestibular stimulation whilst helping users with their kinaesthetic awareness; particularly beneficial to those children on the autism spectrum. All users will experience the thrill of bouncing as well as satisfying the craving children have for spinning, helping their nervous system to mature and organize, whilst improving core strength, agility, balance, coordination and gross motor skills.</p>	<p>£5653.67</p>	

Cooperative and communicative play become essential as users work together to create the bouncing and spinning motion.		
The Hive is one of our exciting outdoor climbing frames, designed to challenge children’s climbing skills while fostering social interaction. This dynamic structure encourages kids to push their limits, improve concentration, and enjoy teamwork. The Hive provides a fun and engaging way for children to develop physical strength, coordination, and confidence in an adventurous, outdoor setting. Ideal for kids of all ages, it’s where fun meets challenge!	£5516.42	

Correspondence received

Dear Rachael,

After discussions with XXX, she suggested that I contact you about a joint screening of *The People’s Emergency Briefing*. This is the film version of the National Emergency Briefing (NEB) on the climate emergency held in Westminster last November. You can read all about it on <https://www.nebriefing.org/aims>. Al summarises it well:

The People’s Emergency Briefing (adapted from the National Emergency Briefing) had its national release on **April 7, 2026**. The 50-minute documentary, which highlights the scientific evidence of climate and nature breakdown in the UK, is currently being screened in communities across the country.

The film draws on material originally presented to over 1,000 politicians and leaders at Westminster Central Hall. Fronted by broadcaster and campaigner Chris Packham, it outlines the realities of the climate and nature crisis while highlighting positive, emergency-level responses.

The organisers’ plan is to hold screenings all over the UK, each to be followed by a local debate on the issues raised. MPs, local councillors and leading members of the community are especially encouraged to attend. Discussion will be facilitated by a local climate expert. It would be great to have it shown and discussed locally. The NEB exists to ensure the UK is clearly and honestly briefed on the climate and nature crisis, and on what a proportionate national response requires.

We don’t think that Harlestone Village Hall is very good for this purpose. The acoustics are not good XXX suggested that the village hall at Brighton would be better and would have space for representatives from the

Brighton Parish Council

Bringtons, Harlestone and the Bramptons. If you are up for this, would it be possible for us to meet in Brington to discuss? I am a member of CA-WN (Climate Action West Northants) and we have access to projection equipment etc. if needed.

I look forward to hearing from you.

Hi Rachael

I am the clerk at Harpole Parish Council. I notice that the Bringtons are being affected by the closure of Nobottle Road.

Just to let you know, we have a meeting with the developer in a couple of weeks to understand better the decision to extend the road closure and what mitigations they are able to put into place.

I'll keep you updated as to what they say.