

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the next meeting of South Kelsey & Moortown Parish Council, which will be held on Monday, 8th April 2024, commencing at 7pm, in South Kelsey Village Hall. The business to be dealt with at the meeting is listed in the agenda.

There will be a 15 minute public forum between 7pm and 7.15pm when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

Dated 2nd April 2024

A handwritten signature in cursive script that reads "Gina Andrews".

Gina Andrews

Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting to be held on Monday, 8th April 2024 at 7.00pm
South Kelsey Village Hall

AGENDA

Public Forum

Open Meeting – 15 minute public forum

Reports from District and County Councillors

Council Meeting

24/36 Apologies for absence and acceptance of any reasons given

24/37 Declarations of interest in accordance with the Localism Act 2011

24/38 Minutes:

Approve the minutes of the Parish Council held on 4 March 2024, whereby they be signed by the Chair as true and accurate record of the meeting.

24/39 Clerk's report on matters outstanding and correspondence

24/40 Policies for review, approval and adoption:

- a) Grant Policy
- b) Grant Application form
- c) Internet Banking Policy
- d) Pre-election Period Policy

24/41 Finance, reports and accounts for payment

- a) Accounting Statements for the period 01/04/23 - 31/03/24 and Unity Trust Bank statement 31/03/24 and - review and resolve as a true record of financial activity for the period
- b) Schedule of Payments/invoices - approval/note of payments/contractual
- c) Completion of Unity Trust Bank submissions - mandate update and savings account application for Park funds in reserve.
- d) Asset Register - review updated draft
- e) Summary of Accounts for 2023/24 Y/E & starting position F/Y 2024/25 - review and resolve as a true record and discuss budget update recommendations for 2024/25
- f) List of Contractual Payments 2024/25 - Review and authorise
- g) Standing order with Unity Trust Bank. To reimburse the Clerk on 14th monthly for HP Ink Replacement paid to HP Inc UK Ltd - £5.49. Resolve to authorise
- h) Authorise order of Clerk's stationary requirements - files and stationary F/Y 24/25
- i) Allotment invoice 2024/25 - review and authorise for dispatch

24/42 Planning:

FOR DISCUSSION:

147965 - 7 March 2024. Planning application for change of use from storage/scrap yard to site for 10no. holiday lodges. Watermill Farm Leisure Park, Land off, Station Road, Moortown, Market Rasen, Lincolnshire, LN7 6HZ. Comments to be submitted by 9 April 2024.

148062 - 25 March 2024. Planning application for erection of roof over existing livestock enclosure. Winghale Priory Farm Waddingham Road South Kelsey Market Rasen LN7 6PN.

24/43 Community Event, 16 March 2024 - feedback

24/44 South Kelsey Park & Play Area

- a) Park/play area update
- b) Receive inspection reports January - March 2024
- c) South Kelsey Park Charity - updates and resolve any action(s) required
- d) Park Group Terms of Reference and set up email contact

24/45 Community Speed Watch - updates

- a) Pole installation
- b) Radar cameras - purchasing
- c) Radar cameras - installation / health and safety

24/46 Village Hall Committee

- a) Parish Councillor to become a committee member
- b) Attendance at Village Hall Committee Annual General Meeting 18 April 2024

24/47 Roads & footpaths inc. Caistor Road/B1205

24/48 Insurance - update

24/49 Items for the Agenda of the Annual Meeting of the Parish Council on Tuesday 7th May 2024

SOUTH KELSEY & MOORTOWN PARISH COUNCIL
 Email: Clerk@southkelseyandmoortownparishcouncil.gov.uk

**Draft Minutes of the Parish Council Meeting
 held in the Village Hall on 4 March 2024 at 7pm**

Present: Cllr Tina Wiles (Chair), Cllr Nicola Hall, Cllr Carol Niven and Cllr Garry Dickinson

Absent: County Cllr Tom Smith and District Cllr Peter Morris

In attendance: Gina Andrews (Clerk) and no members of the public in attendance

Public forum for parishioners to ask questions:

The Chair confirmed that residents are welcome to attend meetings to discuss any items they would like to raise with councillors. Councillors will decide if items are appropriate and legal and can to be added to a future agenda.

Update from County Councillor:

WLDC/LCC: Cllr Morris and Cllr Smith were unable to attend the meeting as it clashed with the West Lindsey District Council Meeting. As a result Parish Councillors were unable to get an update regarding poles for the speed radar cameras and feedback on Cllr Smith's visit to Moortown week commencing 26 February 2024.

Formal Parish Council Meeting commenced; Standing Orders invoked:

24/18 To receive apologies and reasons for absence:

District Cllr Peter Morris and County Cllr Tom Smith

24/19 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:

None noted.

24/20 To approve draft minutes of the Parish Council held on 8 January 2024 and the Extraordinary Meeting held on 12 February 2024:

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on held on 8 January 2024 and the minutes of the Extraordinary Parish Council Meeting held on 12 February 2024 both be accepted as true records and duly signed by the Chair.

24/21 Clerk's Report on Matters Outstanding and Correspondence:

The Clerk presented her report and summary of correspondence received to the meeting.

It was noted that the following issues raised by the internal audit have been dealt with:

- Minute page numbering be sequential and each page signed by the chair of the meeting with effect from 1 January 2024.
- Insurance paperwork now published on the website.

- Invoices & Schedule of Payments to be signed by two authorised signatories at Council Meeting with immediate effect.
- Various policies and risk assessment has been drafted by the Chair.

Following on from the EM on 12 February 2024, the Clerk reported that an instant access savings account was available with Unity Trust Bank. After discussion, it was proposed, seconded and RESOLVED to start the application process of opening a separate saving account for the park reserves.

24/22 Policies for review, approval and adoption:

Draft policy documents (a-g) were circulated to members the week prior to the meeting. After discussion, it was proposed, seconded and RESOLVED that the:

- a) Financial Risk Assessment be approved and adopted;
- b) Publication Scheme be approved and adopted;
- c) Health and Safety Policy be approved and adopted and that the appropriate signage contained therein be produced for the Notice Boards as soon possible and park area when regeneration is complete;
- d) Procurement Policy be approved and adopted;
- e) Risk Assessment Template be approved and adopted;
- f) Protocol for the Formation and Operation of Working Groups be approved and adopted;
- g) Risk Management Scheme/risk schedule be approved and adopted with the following amendments:
 - under VAT, confirm that a Charity cannot claim VAT back, note the risk as “Medium” and quote policy as “Charity Commission Guidance”; and
 - under Councillors, add that “West Lindsey District Council will assist if the Parish Council becomes inquorate”.

24/23 Finance Summary and Accounts for Payment:

- a. After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/04/23 - 29/02/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank statement dated 29 February 2024 reconciles against the accounting statements.
- b. It was noted that the following payments have been received and paid into the Parish Council Unity Trust bank account:
 - £2,189.64 park fundraising and donations in cash (to remain in Park Reserves
 - £382.04 park fundraising and donations via PayPal (to remain in Park Reserves)
 - £13.41 park Amazon Smile contributions received during 23/24 (to remain in Park Reserves)

The meeting discussed the closure of the Park bank account held with Lloyds, as noted during the Extraordinary Meeting on 12 February. It was further noted that the 2023/24 opening balance of Park account held with Lloyds in the amount of £10,127.39, along with the above income payments, was also transferred to the Parish Council Unity Trust bank account (all funds to remain in Park Reserves). The total of £12,712.47 Park Reserves was noted (currently held in the Parish Council Unity Trust bank account.)

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c. After review of the Schedule of Payments it was proposed, seconded and RESOLVED that the following payments be approved for settlement:

1. LALC Annual Subscription (payment to be made at starting of 2024/25 financial year) - **£186.86** (inc. VAT)
2. LALC Annual Training Scheme Apr-24 - Mar-25 (payment to be made at starting of 2024/25 financial year) - **£132** (inc. VAT)
3. WLDC Defib Maintenance Service South Kelsey Village Hall - **£100** (inc VAT)
4. WLDC Defib Maintenance Service Skipworth Arms - **£100** (inc VAT)
5. RoSPA Playsafety Annual Inspection village playground Jan-24 - **£312** (inc VAT) - from Parish Repairs Contingency budget line.
6. HP Inc UK Ltd, reimbursement to Clerk Jan/Feb-24 printer ink - **£8.98** (inc VAT)
7. AJ Williams, tree trimming 15 Jan-24 - **£144** (inc. VAT) from Parish Repairs Contingency budget line.
8. Instant Print, reimbursement to Clerk 300 flyers - **£33.26** (inc VAT)
9. LALC Internal Audit 23/24 - **£192** (inc VAT)
10. Clerk overtime payments to be made with Mar-24 wages - **£115.16**

AND that the following contractual obligations be noted (such payments authorised for settlement as set out in the 'List of Contractual Payments 2023/24' in accordance with the Financial Regulations item 5.6):

11. Clerk's January wage and expenses authorised on 8 Jan-24 PP10 - **£334.42**
12. Clerk's February wage and expenses PP11 - **£304.24**

AND that the following payment be ratified in accordance with the Financial Regulations item 5.6):

13. South Kelsey Village Hall room hire 8 Jan-24 - **£20**

- d. Banking Mandate - after discussion, it was proposed, seconded and RESOLVED that Alan Niven be removed from the Parish Council bank mandate with Unity Trust.
- e. PayPal payments - after discussion it was noted that payments via PayPal was not available with Unity Trust Bank. It was proposed, seconded and RESOLVED to discuss the possibility of a charge card after September 2024.
- f. Asset Register - after reviewing the draft Asset Register, it was proposed, seconded and RESOLVED the Clerk format the figures in Excel to sit with the accounts and be brought back to council for discussion for inclusion on the AGAR paperwork.

24/24

Planning:

FOR NOTING:

147750 - received 8 January 2024. Planning application for two storey side extension. The Cottage, Thornton Road, South Kelsey, Market Rasen, Lincolnshire, LN7 6PS
PC confirmed no objections 16 January 2024.

147873 - 5 February 2024. Planning application for first floor extensions, conversion of roof space, and other alterations. Lindum House, Brigg Road, South Kelsey, Market Rasen, LN7 6PQ. PC confirmed no objections 19 February 2024.

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147848 - 9 February 2024. Planning application to install pv panels on the west-facing roof elevations only of a steel portal framed agricultural building. Moortown House Farm, Brigg Road, Moortown, Market Rasen, Lincolnshire, LN7 6JA. PC confirmed no objections 19 February 2024.

FOR DISCUSSION:

147866 - 15 February 2024. Planning application to upgrade existing paddock access & installation of polytunnel for agriculture and horticulture use. Land off, Caistor Road, South Kelsey, Market Rasen, LN7 6PR. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections.

147099 - 23 February 2024 (reconsult from 18 August 2023). Planning application for change of use of land for siting of 40no. static caravans. Watermill Farm Leisure Park, Station Road, Moortown, Market Rasen, Lincolnshire, LN7 6HZ. After discussion, it proposed, seconded and RESOLVED to resubmit the PC objections resolved at the meeting on 4 September 2023 (on the grounds of the accumulative effect this development will have on the resources of the community how the project could adversely affect wildlife, trees and hedges on the proposed area).

147486 - 23 February 2024 (reconsult from 31 October 2023). Planning application for the change of use from touring caravan site to open air swimming lake, erection of changing rooms and sauna with parking and the installation of solar panels. Watermill Leisure Park Watermill Farm Station Road Market Rasen LN7 6HZ. After discussion, it proposed, seconded and RESOLVED to resubmit the PC comments resolved at the meeting on 6 November 2023 (regarding concerns around safety measures and ask why safety provisions were not listed, issues with regards to noise, with the proposed site being in close proximity to residents properties).

24/25 Internal Audit Interim Report:

The meeting noted the Internal Audit Interim Report as published with the Agenda prior to the meeting. No further actions are required at present.

24/26 Councillor Volunteer Scheme:

Cllr Dickinson reported that the bus shelter's foundations are subsiding and that this has been reported to WLDC. After discussion, it was proposed, seconded and RESOLVED that, unfortunately, the planned renovation by Lincolnshire County Council Councillor Volunteer Scheme would need to be cancelled until this issue could be dealt with.

24/27 Community Event March 2024:

- a. **Spending.** After discussion. it was proposed, seconded and RESOLVED that Cllr Wiles purchase refreshments for the event and that costs would be paid for out of the Publishing budget.
- b. **Actions required.** Cllr Dickinson confirmed that Crime Prevention Packs have been ordered. Cllr Wiles also confirmed that the Caistor Police have been invited. It was proposed, seconded and RESOLVED that Cllrs Morris and Smith be invited. It was further proposed, seconded and RESOLVED that other items to be included at the event for residents are as follows: EV charging points,

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Neighbourhood Watch, Councillor Co-option and Parish Council archived heritage documents.

24/28 South Kelsey Park & Play Area:

- a. Park/play area update.** Cllr Hall reported that the Community Ownership Fund application has now been submitted with processing of time of 2-3 months. After discussion, it was proposed, seconded and RESOLVED that the Parish Council also apply to Sport England and the National Lottery for funding.
- b. Receive inspection reports.** Cllr Dickinson confirmed that inspections for January and February 2024 had been completed and that these would be provided to the Clerk for filing.
- c. South Kelsey Park Charity.** After discussion, it was proposed, seconded and RESOLVED that the Park Working Group be set up with Cllr Wiles, Cllr Niven, Cllr Hall and Cllr Dickinson as members, that the Terms of References be drafted for review at the April meeting, that interest from residents be noted at the March event and that a dedicated email address be resolved at the April meeting.

It was noted that safe deposit boxes of the Park Charity need to be accessed in Louth and it was proposed, seconded and RESOLVED that Cllr Niven visit the bank in Louth to ascertain information on how the Parish Council can access documents.

It was proposed, seconded and RESOLVED that the Clerk contact the Charity Commission with a view to adding Cllrs to the list of contacts for the Park Charity. Once the Park Working Group has Terms of Reference they will then be able list questions for the Charity Commission as resolved during the Extraordinary Meeting on 12 February 2024.

24/29 Community Speed Watch:

Cllr Niven reported that she had been chasing for updates on when the poles would be installed. The meeting noted that Lincolnshire Highways has been delayed completing this assignment. It was proposed, seconded and RESOLVED that the Clerk contact Elan City with this delay and that a decision as to whether to order the cameras prior to the installation of poles would be discussed at the April meeting.

24/30 Personnel Committee Recommendations:

After discussion, it was noted that from April 2024 allocated overtime for the Clerk was included in the budget. It was proposed, seconded and RESOLVED that the Personnel Committee be able to authorise any overtime and that the financial implications be ratified at the next available council meeting thereafter.

24/31 Clerks salary scale annual increment:

The meeting noted the Clerks annual salary scale increment from SCP8 to SCP9 with effect from 1 April 2024, as set out in the Clerk's Contract of Employment.

24/32 **Insurance:**

After discussion, it was proposed, seconded and RESOLVED that the Clerk obtain quotes for the insurance renewal (due from 1 June 2024), with terms of up to three years, for review at the April meeting.

24/33 **Request for financial support - Parish Church Group, 23 January 2024:**

After discussion, it was noted that due to financial constraints the Parish Council is unable to provide direct financial assistance to the Parish Church Group. The meeting noted that while financial assistance may not be feasible, it was proposed, seconded and RESOLVED that the Parish Council provide support in other capacities, such as offering resources (such as being involved with an "Annual Village Clean Up" event, facilitating community engagement, and providing any other assistance within its means.

24/34 **April and May meetings:**

The meeting noted that both the April Council meeting and the Annual Meeting of the Parish Council in May fall on a public holiday. It was therefore proposed, seconded and RESOLVED that the April meeting be moved to Monday 8 April and that the Annual Meeting of the Parish Council be moved to Tuesday 7 May. It was noted that the Annual Parish Meeting would remain on Monday 13 May. Notices are to be updated as soon as the Clerk has confirmation from the Village Hall regarding these changes.

24/13 **Items for the Agenda of meeting on 8 April 2024:**

- Finance Reporting / Year End Preparation / AGAR requirements inc. Asset Register
- Financial Year 2024/25 - Starting position & possible budget amendments
- Planning applications, inc. 145870 & 147266 Land off, Station Road, Moortown
- Policies for review
- Community Speed Watch update
- South Kelsey Park / Working Party Group Terms of Reference & email / savings acc
- Public Event 16 March 2024 - feedback
- Roads & footpaths inc. Castor Road/B1205

Parish Council meeting closed at 21.10

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday, 8 April 2024 at 7pm

Meeting Minutes Approval

These minutes have been accepted as a true and accurate record of the meeting.

Signed: _____ Dated: _____ Minute Ref: _____

Chair of Parish Council

CLERK'S REPORT - 8 APRIL 2024
South Kelsey and Moortown Parish Council

Wave - Water disconnection:

25 March 2024 - received confirmation that disconnection request form has been submitted to wholesaler Anglian Water for review. Email also confirmed that invoices will continue to be sent as normal.

26 March 2024 - chaser telephone call to Wave.

27 March 2024 - telephone call to book disconnection site visit - due Friday 19 April 2024 (08:00-13:00).

30mph road sign on Thornton Road:

Cllr Morris is looking into this - ongoing to sort replacement sign.

HMRC - PAYE:

Final Year Submission completed 27 March 2024. P60 to be downloaded.

HMRC VAT Reclaim:

VAT Reclaim for 2023/24 completed and posted 27 March 2024.

Other correspondence:

18 March 2024 - PKF Littlejohn LLP - External auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. Email re financial year end 2023/24 to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

The Annual Governance and Accountability Returns (AGAR) Default submission deadline for approved AGAR and the Certificate of Exemption is **Monday 1 July 2024**.

18/19 March 2024 - email correspondence investigating location of historical documentation. Confirmation that there is no safety deposit box, deeds for the playing field were taken out of it (located in a brown envelope with the current PC). There is a possibility some documents being in the roof in the village hall for safe keeping.

20 March 2024 - WLDC - Police & Crime Commissioner Election - 2 May 2024.

22 March 2024 - WLDC - confirmation that the Government is offering the opportunity for all Town, Parish and Community Councils within our District to apply for a free portrait of his Majesty the King. Application submitted 26 March 2024.

28 March 2024 - WLDC. Defibrillator Maintenance Service will rise to £88.33 (£106 including VAT) from April 1st 2024.

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

GRANT AWARDING POLICY & PROCEDURE

Date policy approved and adopted: TBC

Date of review: TBC

INTRODUCTION

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The Parish Council is legally able to make grants to the community under the General Power of Competence which permits councils “to do anything individuals generally may do as long as they do not break other laws”. The Parish Council is also legally able to make grants to registered charities under Section 137 of the Local Government Act 1972 which states that donations can be spent for the benefit of part or all the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being distributed. The Parish Council makes provision for awarding grants within its annual budget. In all cases the following shall apply:

POLICY

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by: -

- ✓ Providing a service
- ✓ Enhancing the quality of life
- ✓ Improving the environment
- ✓ Promoting the Parish of South Kelsey and Moortown in a positive way

The Parish Council will NOT award grants to: -

- × Private individuals.
- × Commercial organisations.
- × Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement.
- × “Upward funders”/ “Uploaders” i.e., local groups where fund raising is sent to a central HQ for redistribution.
- × Political parties
- × Religious organisations unless for a purpose which does not discriminate on grounds of belief.

- × Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable.
- × Publicise or promote any organisations

This list is not exclusive and may be added to at the council's discretion. Only one application for a grant will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively or be made once work on a project has already commenced.

GRANT APPLICATION PROCEDURE

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting. Organisations requesting financial assistance are required to submit the following, addressed to the Clerk to the Council, South Kelsey and Moortown Parish Council Office, Rest Haven Cottage, Middle Street, North Kelsey, LN7 6EH by 1st November, at the latest, in the year preceding their funding requirement: -

- ✓ A completed application form available from the Parish Council Office or by downloading from the website.
- ✓ Any relevant, supporting information required as per the application form
- ✓ Full details of the project or activity
- ✓ A copy of their last year end accounts and demonstration of a clear need for funding
- ✓ Evidence that the organisation has sought funding elsewhere and is not asking the Parish Council to be the full donor
- ✓ For new initiatives, a detailed business or project plan
- ✓ A copy of their constitution or details of their aim or purpose
- ✓ The number, or percentage, of members that belong to the organisation and that live within the South Kelsey and Moortown Parish Council Area
- ✓ Details of any restrictions placed on who can use/access their services
- ✓ Evidence that the project actively promotes equal access for all Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council. The Parish Council would like to know how much volunteer energy goes into our community projects. For this reason, please provide your best estimate as to how much volunteer time your project needs to achieve its objectives. We also need to understand the likely impact of your project, particularly at times when there is significant competition and not all grant requests can be met, so providing details of the outcomes will help us in determining priorities.

ASSESSMENT PROCEDURE

Each year, when the budget is set, an amount will be allocated from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council in accordance with the application procedure, and which it envisages may be granted. Any amount set aside within the budget in respect of applications received by the due date does not guarantee an award: a decision upon an award will remain for approval by the full Parish Council at the appropriate meeting.

An additional amount may be reserved in the budget from which other grant requests (those received after 1st November) may be made. A maximum award of £200 only for such unplanned applications will be considered.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will consider the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

CONDITIONS OF FUNDING

A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.

Acknowledgement of the grant must be made in all publicity, notices or other information citing 'South Kelsey and Moortown Parish Council' and where appropriate.

Any requests by the Parish Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.

If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from South Kelsey and Moortown Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for and evidence of expenditure should be supplied to the Parish Council as requested.

All applicants will be contacted in writing following the Council's decision. Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 or the Local Government Act 1972 Section 137.

This policy will be reviewed annually.

ADOPTED: TBC

DATE OF REVIEW: TBC

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

GRANT APPLICATION FORM

Date grant application form approved and adopted: TBC

Date of review: TBC

Please complete all questions, including signing the form.

A. Your organisation - Please give us the following information about your organisation.

Name of Organisation: _____

Address: _____

Post Code: _____

Description of your organisation's activities.

How long has your organisation been in existence?

B. Contact Details.

Name of contact: _____

Address: _____

Post Code: _____

Tel: _____ (daytime) _____ (mobile)

Email: _____

c. Your Application

Brief description of project or scheme for which grant is intended

Who will benefit from the proposed project or scheme?

Total cost of project or scheme: £_____

D. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

Signed: _____ Dated: _____

This form will be reviewed annually.

ADOPTED: TBC

DATE OF REVIEW: TBC

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

INTERNET BANKING POLICY

Date policy approved and adopted: TBC

Date of review: TBC

Background

This policy is based on the advice issued by the National Association of Local Council (NALC) relating to parish councils' use of online banking and the implications for the way in which the Parish Council operates with regards to the authorization of payments.

Banking arrangements have changed significantly in recent years, with more transactions being carried out online. As a result of this, the use of cheques is becoming rare. Many businesses prefer to receive payment by electronic means and are now discouraging the payment of invoices by cheques. This has become particularly apparent during the COVID-19 pandemic.

Legislation

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (SI2014/580) came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement (Local Government Act 1972 section 150(5) which states that "every cheque or other order for the payment of money shall be signed by two members of the council". The removal of this particular legal requirement enables the Parish Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

Internal Controls

The Parish Council must ensure that it maintains robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking Policy as part of its governance.

At all times the advice of NALC in relation to dual authorization will be followed: "Councils must not relinquish the "two member signatories" control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with the guidance noted from the NALC Finance and Audit Advisor "the overriding requirement resulting from the abolition of S150(5) is that each and every local council seeking to depart from the two signature rule must "implement and maintain robust controls on expenditure as an integrated part of their overall financial control system".

It is not a requirement that two people authorize electronic payments, however it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made. Councils must consider the appropriate systems, procedures and controls available by banking providers".

Banking position

The Parish Council has a bank account Unity Trust bank with internet banking facilities set up for the day-to-day payment of invoices and receipt of income on this current account. The Clerk reports

The Council will have a minimum of 2 Councillors as authorised signatories at any one time. With 2 further councillors in reserve who can authorise as required.

Policy

1. Wherever possible, payments will be made using online banking and should be initiated as per the procedures set out below within three days of being agreed at a council meeting.

2. Payment for items made by internet banking transfer must have evidence retained showing which members approved release of the payment.
3. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Administrator. The Clerk will operate a 'create and submit only' authorisation and will be able to transfer funds between accounts held at the same bank. The Clerk will be the only authorised person enabled to set up a beneficiary or a payment.
4. The Bank Mandate approved by the Council shall identify a minimum of 2 Councillors as Signatories who will be authorised to 'approve only' transactions on those accounts. Councillors will check the amount agreed for payment matches the transaction to be authorised.
5. Access to internet banking accounts will be directly to the banks log-in page and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this requirement will be treated as a very serious matter.
6. The Council, and those signatories using computers for the Council's internet banking, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
7. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the council.
8. New beneficiary details and changes to beneficiary details used for internet banking must be supported by hard copy or email notification for checking and supported by hard copy authority for change signed by the Clerk and a Signatory.
9. A programme of regular checks of standing data with suppliers will be followed.

Procedure

The actual process of operating the online account will be the subject to the rules and security authorisation process of the agreed bank:

1. All orders for payment will be verified for accuracy by the Parish Clerk and included on the payment schedule.
2. The schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be signed by the Clerk as Responsible Financial Officer and Chairman of the meeting.
3. The Parish Clerk will initiate payment.
4. Two of the four authorised Councillors will confirm the payments online (from the list of authorised Councillors held by Unity Trust Bank. Councillors are expected to authorise payment requests within two days of the payment being initiated by the Parish Clerk.
5. Where a councillor is to be reimbursed for expenditure, they should not be an authoriser (in the case of internet payments), or a signatory (in the case of cheque payments).

ADOPTED: TBC

DATE OF REVIEW: TBC

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

24/41 a

1/3

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/2023 - 31/03/2024**

EXPENDITURE

EXPENDITURE 2023/24

ITEM	ADMINISTRATION/ GENERAL	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV 23	ACTUAL DEC 23	ACTUAL JAN 24	ACTUAL FEB 24	ACTUAL MAR 24	TOTAL £	VARIANCE £
1	Clerks' Wage	3,944.30	1,987.78	322.64	436.67	471.16	278.24	278.24	393.80	4,168.53	-224.23
2	Working from home a/l	312.00	156.00	26.00	26.00	26.00	26.00	26.00	26.00	312.00	0.00
3	Expenses	127.50	94.83	4.88	0.00	9.24	4.50			113.45	14.05
4	Travel	0.00	0.00	0.00	0.00	0.00				0.00	0.00
5	Clerk Training	77.04	0.00	20.72	0.00	25.68	25.68			72.08	4.96
6	LALC Annual Training Scheme	120.00	96.00	0.00	0.00	0.00				96.00	24.00
7	Councillor Training	100.00	0.00	60.00	0.00	0.00				60.00	40.00
8	Councillor Expenses	60.00	16.20	0.00	0.00	0.00				16.20	43.80
9	IT	287.44	0.00	0.00	191.98	0.00			14.47	206.45	80.99
10	Laptop	175.00	0.00	0.00	175.00	0.00				175.00	0.00
11	Publishing	150.00	0.00	0.00	0.00	0.00			33.26	33.26	116.74
12	Hall Hire	288.00	162.00	20.00	20.00	20.00	20.00	20.00	8.00	270.00	18.00
13	Liability insurance	437.00	437.00	0.00	0.00	0.00				437.00	0.00
14	LALC Membership	174.13	0.00	0.00	0.00	0.00				0.00	174.13
15	ICO	40.00	0.00	0.00	35.00	0.00				35.00	5.00
16	Internal Audit	200.00	0.00	0.00	0.00	0.00			192.00	192.00	8.00
17	Unity Bank Charges	42.00	0.00	0.00	0.00	14.67			18.00	32.67	9.33
18	Grants & Charity Donations	220.00	0.00	0.00	0.00	0.00				0.00	220.00
	SUB TOTAL	6,754.41	2,949.81	454.24	884.65	566.75	354.42	324.24	685.53	6,219.64	534.77

	VILLAGE MAINTENANCE SPENDS	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV23	ACTUAL DEC 23	ACTUAL JAN 24	ACTUAL FEB 24	ACTUAL MAR 24	TOTAL	VARIANCE
19	Grass Cutting	1197	958.50	79.80	0.00	0.00	0.00	0.00	0.00	1,038.30	£158.70
20	Grounds Person	1,086.00	1,086.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.00	£0.00
21	Defibrillators	200.00	100.00	0.00	0.00	0.00	0.00	0.00	200.00	300.00	-£100.00
22	Anglian Water	40.00	29.75	0.00	0.00	17.51	0.00	0.00	0.00	47.26	-£7.26
23	Community Speed Reduction	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£4,500.00
	SUB TOTAL	7,023.00	2,174.25	79.80	0.00	17.51	0.00	0.00	200.00	2,471.56	4,551.44

TOTAL EXPENDITURE	13,777.41	5,124.06	534.04	884.65	584.26	354.42	324.24	885.53	8,691.20	£5,086.21
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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/2023 - 31/03/2024**

RESERVES

	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV23	ACTUAL DEC 23	ACTUAL JAN 24	ACTUAL FEB 24	ACTUAL MAR 24	TOTAL	BALANCE
24	CONTINGENCY RESERVES									
	3 month operating costs	1539.061	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£1,539.06
25	Park Parish Repairs	750	0.00	0.00	0.00	0.00	0.00	456.00	456.00	£294.00
	SUB TOTAL	2,289.06	0.00	0.00	0.00	0.00	0.00	456.00	456.00	1,833.06

	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV23	ACTUAL DEC 23	ACTUAL JAN 24	ACTUAL FEB 24	ACTUAL MAR 24	TOTAL	BALANCE
	EARMARKED RESERVES									
26	Elections	2,600.00	116.28	0.00	0.00	0.00	0.00	0.00	116.28	£2,483.72
27	Defibrillators (replacement)	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£100.00
28	Laptop (replacement)	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£100.00
29	Printer (replacement)	30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£30.00
30	Earmarked CILS	4,016.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£4,016.56
31	Park Charity *	12,712.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£12,712.47
32	CiLCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
33	Comminity	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£400.00
	SUB TOTAL	19,959.03	116.28	0.00	0.00	0.00	0.00	0.00	116.28	19,842.75

TOTAL RESERVES	22,248.09	116.28	0.00	0.00	0.00	0.00	0.00	456.00	572.28	21,675.81
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TOTAL	36,025.50	5,240.34	534.04	884.65	584.26	354.42	324.24	1,341.53	9,263.48	
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TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS

FOR THE PERIOD 01/04/2023 - 31/03/2024

3/3

INCOME

Income	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV 23	ACTUAL DEC 23	ACTUAL JAN 24	ACTUAL FEB 24	ACTUAL MAR 24	TOTAL
Precept	12,139.00	12,139.00	0.00	0.00	0.00	0.00	0.00	0.00	12,139.00
CIL Payments	0.00	97.47	0.00	0.00	0.00	0.00	0.00	0.00	97.47
Allotment Rent	30.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	30.00
** VAT Reclaim	566.49	566.49	0.00	0.00	0.00	0.00	0.00	0.00	566.49
Bank Interest	0.00	11.97	2.92	0.00	0.00	0.00	0.00	0.00	14.89
* Park Charity Funds	0.00	0.00	0.00	0.00	0.00	2,189.64	395.45	0.00	2,585.09
Grants from local authorities	0.00	175.00	0.00	0.00	3,500.00	0.00	0.00	0.00	3,675.00
TOTAL INCOME	12,735.49	12,989.93	2.92	30.00	3,500.00	2,189.64	395.45	0.00	19,107.94

SUMMARY

Summary - Income

	£
Opening Balance (cash at bank)	15,888.80
Income to date	19,107.94
TOTAL	34,996.74

Summary - Outgoing

Expenditure to date	8,691.20
Spend from reserves to date	572.28
TOTAL	9,263.48

Summary - cash at bank

Allocated Reserves Balance 2023/24	21,675.81
Available spend (funds minus reserves)	4,057.45
Closing Bank Balance 29 Feb 2024	25,733.26

* Park Charity Funds

	£	
Cash at bank	10,140.79	Chq from Lloyds paid 16 Feb 2024
PayPal (donations)	382.04	Funds to Unity 13 Feb 2024
Fundraising	1,689.64	Cash paid into Unity
Donation from PC	500	26 Jan 2024
TOTAL	12,712.47	

Accounting activities for the period 01/04/2023 - 31/03/2024

Presented at the meeting held on 8 April 2024

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Schedule of Payments – 8 April 2024

24/41b

Accounts payable for approval:

Invoice No.	Invoice Date	Payment/ Due date	Payee	Description of Payments	Nett £	VAT £	Total £
1	TBC	ASAP	South Kelsey Village Hall	Hall hire 4 March 2024 2.5 hours @ £8 per hour	20.00	0.00	20.00
2	TBC	ASAP	South Kelsey Village Hall	Hall hire 16 March 2024 4 hours @ £8 per hour	32.00	0.00	32.00
3	08/04/24	ASAP	Tina Wiles Payments made to Tesco and Aldi	Reimbursement to TW Refreshments for event 16 Mar-24	20.01	0.53	20.54
4	29/03/24	ASAP	AJ Williams	Grass cutting 28 Mar-24	66.50	13.30	79.80

Contractual Payments

In accordance with the Financial Regulations item 5.6

Invoice No.	Invoice Date	Payment date	Payee	Description of Payments	Nett £	VAT £	Total £
5	26/03/24	26/03/24	G Andrews	Clerk's Wage & WFH PP12: Basic £278.24 Overtime £115.56 Exps WFH £26, Overtime auth. 04/03/24	393.80 26.00	0.00	419.80
6	04/03/24	31/03/24	Unity Trust Bank	Bank Charges 05/12/23 – 04/03/24 Automated payment	18.00	0.00	18.00

Payments made - to be ratified

In accordance with the Financial Regulations item 5.6

Invoice No.	Invoice Date	Payment date	Payee	Description of Payments	Nett £	VAT £	Total £
7	29/02/24	15/03/24	South Kelsey Village Hall	Hall hire 12 Feb 2024 1 hour @ £8 per hour	8.00	0.00	8.00
8	16/03/24	19/03/24	G Andrews	HP Instant Ink Mar-24 £5.49 Reimbursement to Clerk	4.57	0.92	5.49

Contractual payments authorised per the List of Contractual Payments, 8 January 2024
in accordance with the Financial Regulations item 5.6

Accounts payable/paid are approved for settlement

Signed: _____

Council meeting dated: 08 April 2024
Ref: 24/41b


Need help?

 us@unity.co.uk

 0345 140 1000

 www.unity.co.uk/account-management-faqs

Account management: submission form

 Authorising your new mandate - Download and print a copy of this form, carefully following the signing instructions. Once complete, this form can be uploaded using the link* we sent to you via email. This is the quickest way to get the changes over to us. *This link is one time access only: ensure the form is fully completed before accessing the online portal.

About this form

Please print and complete this form ensuring section 2 is signed in line with your current bank mandate and all new signatories have signed in section 3 only. Upload the form and any supporting documentation listed on page 2 via the link we sent you in your confirmation email. If you need a new link, simply visit apply.unity.co.uk/resume-submission

Alternatively, you can scan the completed forms along with any additional required documentation and email to us@unity.co.uk or post copies of the documents required with this completed form to PO Box 7193, Planetary Road, Willenhall, WV1 9DG.

What happens next

Once we have received your documents, we'll start to make the changes you've submitted to us. As part of this process, we carry out checks and procedures and if we need further information, we'll be in contact via email. We look to make these changes within **10 to 14 working days**.

To help us, please ensure all the information requested is provided as any missing or incomplete details may delay your request.

1. Your application summary information

Reference:	APP-382379	Date application form submitted online:	19/03/2024
Organisation name:	South Kelsey and Moortown Parish Council		
Account number:	20486879		
Email address:	clerk@southkelseyandmoortownparishcouncil.gov.uk		

2. Declarations

On behalf of **South Kelsey and Moortown Parish Council** you confirm that:

- ✓ You have read and acknowledged that you are bound by the [Terms and Conditions](#) for the bank's accounts.
- ✓ You have agreed to the resolution.
- ✓ You have agreed to the telephone and Internet Banking declaration.
- ✓ You have agreed to the declaration.

The following boxes must be signed using **black ink** by existing signatories in line with your current bank mandate

Signer 1

Print name:	Sign:	Date:
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Signer 2

Print name:	Sign:	Date:
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Signer 3

Print name:	Sign:	Date:
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3. New or updated signatories/Internet Banking users

We can only proceed with the account changes submitted if the signatures and documents requested below are provided. **Please complete this section in *black ink*.**

Need help?

 0345 140 1000

 unity.co.uk

 us@unity.co.uk

Additional account application form

Using this form

Before we can start to process the application form you submitted electronically, we need you to print this form and sign in **BLACK INK** in accordance with your existing bank mandate.


Any information not provided will be blank.

What happens next

Once we have received this signed application form we can start to process your application.

We need to carry out certain checks and procedures. We will contact you via email if we need further information or are unable to provide you with an account.

Please ensure you provide all of the information requested, as any missing or incomplete details may result in your application being delayed or returned.

 Please send your completed application form, ensuring it is signed in accordance with your existing bank mandate, plus an initial deposit (if required) to: **Customer Accounts Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG.**

1. Your organisation

Organisation name:	<input type="text" value="South Kelsey and Moortown Parish Council"/>
Account number:	<input type="text" value="20486879"/>
Relationship Manager:	<input type="text"/>

2. Your new account(s)

T1 Current Account

No. applied for:	
Fee:	£6 per month
Charged:	Quarterly
Opening Deposit:	Minimum £500*
Interest:	No credit interest paid

*You will need to provide your initial deposit for us to be able to open your account.

T2 Current Account

No. applied for:	
Fee:	£6 per month plus 15p per individual credit or debit
Charged:	Quarterly
Opening Deposit:	Minimum £500*
Interest:	No credit interest paid

*You will need to provide your initial deposit for us to be able to open your account.

T3 Current Account

No. applied for:	
Fee:	Variable
Charged:	Quarterly
Opening Deposit:	Minimum £500*
Interest:	No credit interest paid

*You will need to provide your initial deposit for us to be able to open your account.

Have you agreed pricing with your Relationship Manager?

What is your preferred method of communication?

No. of standing orders into your account

No. of standing orders out of your account

Other automated credits

Direct debits and other automated debits

Cheques paid into the account

Cheques issued

Manual bank GIRO credits (BCGs)

Internet bill payments



Savings Account

No. applied for:	1	
Fee:	Free	
Interest:	Net Rate* 2.20%	Net Rate is the amount of interest you will receive if your organisation pays tax at source.
	Gross Rate** 2.75%	Gross Rate is the contractual rate of interest payable before the deduction of income tax.

AER***

2.77%

AER stands for Annual Equivalent Rate and illustrates what the interest would be if interest was paid and compounded each year.

You can find out more information on our charges in our Service Tariffs leaflet at [unity.co.uk/charges](https://www.unity.co.uk/charges)

3. Your account management

Do you require any of the following to operate your account?

Cheque book not required
Paying-in book required

Statements are sent monthly.

Statements are sent electronically to your key contact, if you would prefer paper statements please tick the box:



Would you like to transfer funds from your existing account to your new account upon opening?



Amount:

£12,712.47

Account Name:

20486879

Transfer Instructions:

4. Your resolution and declaration

Financial Services Compensation Screen (FSCS)

- ✓ I have read and understood the [FSCS information sheet](#)

Your resolution

- ✓ We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening [Terms and Conditions](#).
- ✓ We accept Unity's [Terms and Conditions](#) and appoint them as our Bankers.
- ✓ We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.
- ✓ We will provide Unity with instructions and changes in line with the mandate.
- ✓ Unity should rely on this Mandate until we send future amends.
- ✓ We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
- ✓ We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- ✓ Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

- ✓ **I agree to the resolution**

Your telephone and internet banking declaration

- ✓ I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- ✓ I/We agree to use the Internet Banking Service in accordance with the [Terms and Conditions](#).
- ✓ The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
- ✓ The trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- ✓ Responsibility for all transactions performed on our internet banking service lies with the final authorising user.

- ✓ **I agree to the declaration**

Your declaration

- ✓ I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- ✓ I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- ✓ We confirm that we have read the [Terms and Conditions](#) for the bank's accounts and agree to and acknowledge that we will be bound by them.

- ✓ **I agree to the declaration**

This form must be signed in accordance with your existing bank mandate

If more signature boxes are required, please re-print this page.

Title:

Forename:

Middle Initial(s):

Surname:

Signature:

Date Signed:

Title:

Forename:

Middle Initial(s):

Surname:

Signature:

Date Signed:

Title:

Forename:

Middle Initial(s):

Surname:

Signature:

Date Signed:

Application number: APP-382383

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

1 of 2

Assets Information as at Y/E 2023-2024

Street Furniture							
Description	Location	Date purchased	Purchase Price	Replace/insurance Value	Image Ref	Notes	
1 bench	Cross roads Moortown	unknown	£ 1,887.00	£ 600.00		£1887 quoted on 2017 insurance paperwork (inc. concrete and timber seats)	
1 bench	Brigg Road South Kelsey	unknown	£ -	£ 600.00		included in above - split unknown	
1 bench	Waddingham Road South Kelsey Park	2023	£ 500.00	£ 600.00			
Village Sign*	Cross roads Moortown	2003	£ 1.00	£ 2,500.00		Donations from Moortown Residents	
Salt bin	South Kelsey Church Waddingham Road	unknown	£ 260.00	£ 150.00		Rubbish Bins £260 quoted on 2017 Insurance paperwork schedule	
Rubbish bin	South Kelsey Park Waddingham Road	unknown	£ -	£ 150.00		see above.	
Parish Notice Board	South Kelsey Cross roads	2021	£ 1,201.60	£ 800.00			
2 Wooden Planters	Moortown Outside	2003	£ 1.00	£ 300.00		Donated. Both rotten and in need of replacing (2024)	
Defibrillator	Skipworth Arms Pub Station Road Moortown	unknown	£ 1.00	£ 1,000.00		Donated.	
Defibrillator	Outside SK Village Hall Thorton Road, South Kelsey	unknown	£ 1.00	£ 1,000.00		Donated.	
Buildings							
Description	Location	Date purchased	Purchase Price	Replace/insurance Value	Image Ref	Notes	
Bus-stop	Cross roads Moortown	unknown	£ 3,060.00	£ 3,060.00		Purchase taken from 2017 Zurich insurance papers Structure is subsiding (2024)	
Play Equipment							
Description	Location	Date purchased	Purchase Price	Replace/insurance Value	Image Ref	Notes	
2 flat seat swings	Wadding Road South Kelsey Park	unknown				Taken out of service due to unsafe condition. Grant application for replacement ongoing (2024)	
2 Baby Swings	Wadding Road South Kelsey Park	unknown				Taken out of service due to unsafe condition. Grant application for replacement ongoing (2024)	
1 climbing frame	Wadding Road South Kelsey Park	unknown				Taken out of service due to unsafe condition. Grant application for replacement ongoing (2024)	
1 small double slide	Wadding Road South Kelsey Park	unknown				Taken out of service due to unsafe condition. Grant application for replacement ongoing (2024) Purchase price taken from 2017 Insurance paperwork schedule - SPLIT UNKNOWN	
PARK EQUIPMENT			£ 8,160.00	£ 34,000.00		Amount quoted on Insurance renewals with Zurich 2022-2023, 2023-2024	
Goal Post	Wadding Road South Kelsey Park	Apr-17	£ 411.00	£ 450.00		Only 1 post - no net (2024)	
Wooden Fencing	Wadding Road South Kelsey Park	unknown	£ 3,774.00			£3773 quoted on 2017 Insurance paperwork schedule Needs replacing as rotten in places (2024) Seeking replacement cost/funding	
Single metal hand gate and posts	Wadding Road South Kelsey Park	unknown	£ 235.00	£ 500.00		£235 quoted on 2017 Insurance schedule for x2 metal gates - SPLIT UNKNOWN Needs repair/replacing as post are leaning towards each other causing issues with gate shutting	
Metal farm gates for tractor access	Wadding Road South Kelsey Park	unknown				See above line - metal gate Replacement through Woodland Trust	

Land

Description	Location	Date purchased	Purchase Price	Replace/insurance Value	Image Ref	Notes
Allotment 1/4 acre	Brigg Road South Kelsey	unknown	£	3,750.00		Replacement cost based on £15,000 per acre Note Asset value of £30 rent per year
Park (in trust)	Waddingham Road South Kelsey		£	60,000.00		Given to residents of South Kelsey in Trust to Parish Council May 1922. Replacement cost based on £15,000 per acre. Currently held as a charitable trust, with parish councillors as trustees

Office Equipment

Description	Location	Date purchased	Purchase Price	Replace/insurance Value	Image Ref	Notes
Laptop	Held by the Parish Clerk	2023	£ 175.00	£ 500.00		Replacement cost built into budget Purchased refurbished
Printer	Held by the Parish Clerk	2023	£ 171.26	£ 200.00		Replacement cost built into budget

TOTAL			£	19,838.86		
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* Village sign - believed to have purchase price of £2040 (quoted in 2017 insurance schedule) included in Assets Total - Asset register updated to reflect this was donated, with price shown as £1

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL
 Revenue Expenditure Items - 2023/24 Year End Summary Report - Forecast Financial Year 2024/25

		Year 2023/24					Year 2024/25
		Budget	Actual	Underspend	Overspend	Carry over	Next Year
		£	£	£	£	£	Budget
							£
ADMIN/GENERAL							
2	Clerks' Wages	3,944.30	4,168.53		224.23	0	4126.32
3	Working From Home	312.00	312	0.00		0	312.00
4	Expenses	127.50	113.45	14.05		0	60.00
5	Travel in above	0.00	0.00	0.00		0	110.25
6	Clerk Training	77.04	72.08	4.96		0	391.80
7	LALC ATS	120.00	96	24.00		0	132.00
8	Councillor Training	100.00	60	40.00		0	100.00
9	Coucilllor Expenses	60.00	16.2	43.80		0	60.00
10	IT	287.44	206.45	80.99		0	501.36
11	Laptop	175.00	175	0.00		0	75.00
12	Publishing	150.00	33.26	116.74		0	150.00
13	Hall Hire	288.00	270	18.00		0	440.00
14	Liability Insurance	437.00	437	0.00		0	465.41
15	LALC Membership	174.13	0	174.13		0	186.86
16	ICO	40.00	35	5.00		0	42.60
17	Internal Audit	200.00	192	8.00		0	213.00
18	Unity Bank Charges	42.00	32.67	9.33		0	72.00
19	Grants	220.00	0	220.00		0	220.00
		6,754.41	6,219.64	759.00	224.23	534.77	7,658.60
VILLAGE MAINTENANCE							
19	Grass cutting	1197	1038.3	158.70		158.7	1,355.70
20	Grounds Person	1086	1086	0.00		0	1,086.00
21	Defibrillators	200	300		100.00	30	212.00
22	Anglian Water	40	47.26		7.26	0	50.00
28	Community Speed Reduction	4500	0	4,500.00		4,500	4,500.00
		7023	2471.56	4658.7	107.26		7203.7
TOTAL EXPENDITURE		13,777.41	8,691.20	5,417.70	331.49		14862.30
CONTINGENCY RESERVES							
24	3 month operating costs	1539.06	0	-1,539.06		£1,539.06	£1,888.11
25	Park Parish Repairs	750	456.00	-294.00		£0.00	£1,000.00
EARMARKED RESERVES							
26	Elections	2,600.00	116.28			2483.72	3481
27	Defibrillators (replacement)	100				100	200
28	Laptop (replacement)	100				100	200
29	Printer (replacement)	30				30	60
30	Earmarked CILS	4,016.56				4,016.56	4016.56
31	Park Charity *	12,712.47				12,712.47	12712.47
32	CILCA	0.00				0	100
33	Community	400.00				400	2398
TOTAL CONTINGENCY/RESERVES		22,248.09	572.28				26,056.14

£127.80 increase to £132 (per recent inv)

Recommend increasing budget by £240 (£20 per mnth) £261 plus additional Change to "Stationary" & allocate funds Original budget £0 Change to "Publishing & Events" or "Community Engagement" Note March's hall hire will be paid 2024/25 6.5% forecast increase - likely too low £185.45 increase to 186.86 (per recent inv)

£1197 plus £158.70 carry over

from £100 to £106 per defib as of 1 Apr-24 Recommend adding budget for WAVE final bill - Originally £0 budget stated zero - spending pushed over to 2024/25 (speed radar cameras)

carry over plus £349.05 newly allocated No carry over

£2483.72 carried over plus 997.28 carry over plus £100 carry over plus £100 carry over plus £30 Budget forcast £2,500 coming out for poles and VAT, and £1,000 required prior to grant balance total carried over no carry overs £1998 plus £400 carry over £400 originally meant for Dog fouling/ bus shelter - reallocate/amend?

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Revenue Expenditure Items - 2023/24 Year End Summary Report - Forecast Financial Year 2024/25

£		£	
Opening bank balance 1 Apr-23	15888.80	Opening bank balance 1 Apr-24	25733.26
Inc. Reserves carried over 22/23		Inc. Reserves carried over 23/24	
RECEIPTS 2023/24		RECEIPTS 2024/25	
Precept	12139.00	Precept	13939.60
Other	3293.94	VAT Reclaim (pending)	579.07
Grants	3675.00	Grants (pending)	1000.00
Total available	34996.74	Total available	41251.93
PAYMENTS 2023/24		PAYMENTS 2024/25	
OUTGOING	BUDGET	ACTUAL	BUDGET
Expenditure	£ 13777.41	£ 8691.20	£ 14862.30
BUDGET		BUDGET	
Contingency & Reservec	£ 22248.09	£ 572.28	£ 26056.14
BUDGET		BUDGET	
OUTGOING	£	ACTUAL	£
TOTAL PAYMENTS	£ 36025.50	£ 9,263.48	£ 40918.44
BUDGET		BUDGET	
BALANCE	£ -1028.76	£ 25733.26	£ 333.49

RFO RECOMMENDATIONS

Rename "Publishing" to "Publishing & Events" or "Community Engagement"	Flyers, refreshments - and carry over all unspent
Rename "Laptop" to "Stationary"	Office supplies (files etc. Inc, Fire proof filing bag) Reallocate £75 to new "Stationary" line
IT	Reallocate additional £240 to "IT" estimate £20 per month on software
"Community" Y/E Balance £400 not spent yet - bus shelter / dog fouling	& part to IT (to recalculate IT costs to include accurate software costings)
Carry over grassing cutting - safety net on 24/25 cost	In case the March 2024 cut is moved to 2024-25 F/Y
Anglian Water - Wave	Recommend £50 added to budget - for final bill
LALC payments	Recommend amendments to budget now that invoices have been received for 2024/25
Remaining Forecast Balance	Small safety net - Insurance likely to be under budgetted

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

2024/25 List of Contractual Payments

List of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, contracts or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like.

Beneficiary	Payment	Details
G Andrews	Clerk's Salary and Expenses	Wage and work from home allowance paid monthly in accordance with the Contract of Employment. Basic hours 21.67 hrs per month. 1 April 2024 LC1-SP9 £13.06 per hour. Work from home allowance expense £26 per month. Overtime, training and expenses/mileage due to the Clerk are to be approved at the next available council meeting and included in the next available wage monthly payment period.
AJ Williams	Grass cutting and Grounds Person Contract	5 Year Contract 2021-2025 Commencing 1 April 2021 – Terminating 31 March 2026 Grass cutting - £66.50 plus VAT (per cut) - invoiced monthly Grounds Person £905 plus VAT (per annum) - invoiced twice yearly at 50%
ICO	Registration Fee	Fee of £35 paid yearly (November) by Direct Debit (authorised 6 November 2023)
Unity Trust Bank	Bank charges	Monthly fee of £6 paid quarterly - by automatic payment (account opened September 2023) Subject to other fees for ad hoc services
HP Inc UK Ltd/ Parish Clerk	Ink replacement service Parish Council's printer in Clerk's home office	Account plan £5.49 inc VAT (100 pages per month) Paid by Direct Debit from the Clerk's personal bank account. Reimbursed monthly via Standing Order 14th monthly, commencing 14 April 2024

2024/25 contractual payments authorised in accordance with the Financial Regulations item 5.6.
All payments made to be reported at the next available council meeting.

Signed: _____

Council meeting dated: 8 April 2024
Ref: 24/41 f

Updates		
Version	Description	Date
1	Financial Year 2024/25	08/04/2024

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Park Working Group Terms of Reference

Members of a local council must understand that decisions relating to any matter of the park at South Kelsey cannot be delegated to individual councillors, including the Chairman.

If members of the Park Working Group need support to develop their knowledge and understanding to assist in the management of the Park, they should attend training specific to this subject.

Membership	<ul style="list-style-type: none">• A minimum of three members, including a minimum of two members of the council. <p>Current membership consists of:</p> <ul style="list-style-type: none">• Cllr Nicola Hall• Cllr Alan Niven• Cllr Carol Niven• Cllr Garry Dickinson <p>Chair to be elected & members of the public to be invited</p>
Primary purpose	<p>The Park Working Group formed from both councillors and members of the public is to meet to discuss issues, explore options and develop plans for the management of Park at South Kelsey and then report back to the Council with recommendations.</p> <p>Subsequently, Working Groups may be tasked to deliver their plans.</p>
Meetings	<p>They have no decision-making powers but simply present the Council with their findings at the next available council meeting.</p> <p>However, their ability to give particular topics that much more time outside agenda-driven meetings has proved to be invaluable.</p>
Budget responsibility	No.
Quorum	A quorum for any meeting of the Park Working Group will be three members, at least one of whom must be a councillor.
Accountability	The Park Working Group will report back directly to the full council.
Review arrangements	The appointment of the Park Working Group will be considered at a Parish Council meeting, which may decide to alter or dissolve the Park Working Group as required.
Role of full council to Park Working Group	The role of the Council is to consider and question the recommendations put to it by the Working Group before a decision is taken.

South Kelsey and Moortown Parish Council

PURDAH COMPLIANCE POLICY

1. Introduction

This guidance note is intended to detail the restrictions that apply to official Parish Council organised publicity in the run up to local/national elections in our Parish. The relevant guidance is contained in the Code of Recommended Practice on Local Authority Publicity and South Kelsey and Moortown Parish Council is required by the Local Government Act 1986 to have regard to this guidance.

2. Objectives

This guidance applies to all Parish/ national elections; however, there may also be occasions throughout the year when a by-election is called in one particular ward. Whilst this guidance also applies to by-elections, there may be more flexibility in respect of certain types of publicity and events in other areas of the parish where the by election is not taking place. The Clerk and Councillors should ensure caution is exercised during this period and further advice sought during the run up to any by election. The general legal principle set out in the code is that a local authority must not at any time publish any material that in whole or in part appears to be designed to affect support for a political party or a candidate. The run up to an election is a particularly sensitive time and the period is referred to as Purdah.

3. Elections, Referendums & Petitions

The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other Councillors involved directly in the election. Publicity should not deal with controversial issues or report views, proposals, or recommendations in such a way that identifies them with individual councillors or groups of councillors. It is however acceptable for the Parish Council to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political.

Councillors holding key Political or Civic positions should be able to comment in an emergency or where there is a genuine need for a member level response to an important event outside the Parish Councils control. Proactive events arranged in this period should not involve councillors likely to be standing for election.

4. Publicity in the Pre-Election period guidance.

The following points summarise the guidance for Councillors, the Parish Clerk and Senior Parish Officers.

GREEN LIGHT: Acceptable Practice

- Usual Business Matters: Publicity with Parish Council quotes from Parish Clerk only.
- Reactive publicity can include Councillors commenting in an emergency or a major news event outside the Council's control.
- Councillors can create their own individual, non-political publicity.
- Councillors can attend events arranged by other organisations,

but the same restrictions apply about quoting such events in any Council publicity.

- Decision-making will continue as usual, and the decisions will be publicised, subject to the restrictions about quotes.

AMBER LIGHT: Acceptable Practice; Proceed with Caution/ Seek advice

- Quotations (direct / indirect): Councillors not involved in the election may make quotes or may be quoted if there are no political tones or references contained within the quotes.
- Avoid proactively scheduling events attracting public and media interest. Events that are unavoidable should not publicise individual councillors or their respective political parties and policies.

RED LIGHT: Unacceptable Practice; Do not Proceed

- Councillors involved in the election will not be quoted in proactive news releases issued by the Parish Council.
- Councillors involved in the election should not attend any events organised by the Parish Council that may attract significant numbers of members of the public, or media interest.
- Councillors due for election will not have access to the Parish Office for the use or preparation of any materials including paper or printing.
- No election materials, political posters or leaflets must be displayed on any of our Parish notice boards, within directly managed Parish premises such as Community Centres or property such as on our bins or bus shelters.

5. Frequently Asked Questions

Q: When do the restrictions apply?

A: The restrictions apply six weeks before an election and up to and including the day of the election.

Q: What happens to press releases during this period?

A: The Code of Recommended Practice on Local Authority Publicity provides that: Particular care needs to be taken to ensure that publicity could not be perceived as seeking to influence public opinion or to promote the public image of a particular candidate or group of candidates. Publicity should not be issued which deals with controversial issues or which reports views on policies in a way that identifies them with individual councillors or groups of councillors. Councillors involved in the election may not be quoted in any pro-active news releases issued. The Council's communication spokesperson (Parish Clerk) follows a policy of avoiding mention of any Councillor who is seeking re-election.

Q: Are all Councillors in the same position?

A: No; the guidance applies to publicity about all Councillors who are involved directly in the election whether as a candidate or in some other capacity. SK and MTPC interprets this to mean those Councillors who are standing: as a candidate; or acting as an agent. Other Councillors may be quoted, but great care must be taken with the contents of any quotes, to ensure that they do not have any party-political flavour. There may be circumstances where individual councillors are so closely

associated with party political issues that it would be impossible to quote them without giving the press release a political slant. Advice should firstly be sought from the Parish Clerk.

Q: What about publicity for events?

A: The word “publicity” has the widest possible meaning, and the restrictions apply to events organised by the Council that attract significant numbers of the public, or media interest. Councillors who are standing as candidates should not be involved in such events. Other Councillors who are involved in the election should not use such events to publicise themselves, their parties, or the policies or candidates they support. It is better to avoid proactively scheduling PR events and photo opportunities during this period if possible.

Q: What about events that cannot be re-scheduled for operational reasons?

A: If a Council event cannot be postponed until after the election it is vital it is organised in such a way to minimise the likelihood of criticism arising that the real purpose of the event is to publicise one particular party. For example, if a candidate or representative from one party is to attend, then representatives of other parties and independent members should also be invited, and all should be asked not to use the event for political purposes.

Q: Can Councillors attend events organised by other organisations?

A: Councillors can attend events but the same restrictions apply about quoting them in any council publicity.

Q: What happens to Council business during this period?

A: Decision-making will continue as usual, decisions made by any Council are made in a democratic way (by a majority vote by those Members in attendance and voting) and are decisions made as a ‘Corporate Body’. Decisions will be publicised as per normal (on the Parish Council website.)

Q: What are the rules for Parish Officers?

A: Council staff must always be careful not to give the impression of supporting any political party, policies or candidate. They must not engage in political activity during working hours or with Council facilities. Parish Officers are not generally employed in formally restricted Politically Restricted roles.

Q: What about posters and leaflets?

A: No election materials, political posters or leaflets must be displayed on any Parish Council premises or property (including street furniture, notice boards, market stalls, web-site etc.). No Councillor is allowed to circulate any such materials before, during, or after, any meeting of the Council during this period.

Date agreed

Date reviewed