

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, 1 July 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 25th June 2024

A handwritten signature in black ink that reads "Andrews". The signature is written in a cursive style with a large initial 'A'.

Gina Andrews
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting to be held on Monday, 1st July 2024 at 7.00pm
at South Kelsey Village Hall

AGENDA

Public Forum

Open Meeting – 15-minute public forum
Reports from District and County Councillors

Commence Formal Parish Council Meeting; Standing Orders invoked:

24/81 Apologies for absence and acceptance of any reasons given

24/82 Declarations of interest in accordance with the Localism Act 2011

24/83 Minutes:

Approve the minutes of the Meeting of the Parish Council held on 3 June 2024, whereby they be signed by the Chair as true and accurate record of the meeting.

24/84 Clerk's report on matters outstanding and correspondence

24/85 Finance

a) Accounting Statements & Unity Trust Bank Statement: To approve the Accounting Statements for the period ending 30 June 2024.

b) Schedule of Payments: To approve payments.

c) Incoming payments: To note and resolve accounting and payment transfer(s)

24/86 Planning for discussion:

WL/2024/00424 - 17 June 2024. Application for prior notification of proposed development by telecommunications code systems operators for 1no. omni at 13.45m mean mounted on proposed 12.0m pole, 1no. GPS antenna at 12m mean mounted on proposed pole, 1no. 3G omni antenna at 4.19m mean mounted on proposed pole, equipment enclosure to be installed on a roof foundation. Sewage Pump Station, South Pasture, South Kelsey LN7 6RF.

24/87 South Kelsey Park & Play Area

a) Update on Funding and Working Party Group

b) Review monthly inspection report for filing with the Clerk

24/88 Community Speed Watch – Report on Speed Awareness Cameras

24/89 IT Update – To discuss equipment/software requirement and resolve in post hoc ratification of lap top purchase

24/90 Charge Card – Report on charge/prepaid cards. Cllrs to resolve actions required.

24/91 Road and footpaths – To discuss issues and updates

24/92 Councillor resignation – to note and discuss any resolutions required

24/93 Agenda items for the Parish Council Meeting to be held on Monday 2nd September 2024.

24/94 Clerk and RFO – to discuss and resolve handover/recruitment during closed session.

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

**Draft Minutes of the Parish Council Meeting
held in the Village Hall on 3 June 2024 at 7pm**

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

Absent: N/A

In attendance: County Cllr Tom Smith, District Cllr Peter Morris, Gina Andrews (Clerk) and no members of the public

Update from County Councillors:

WLDC: Cllr Morris confirmed that due to the upcoming election there was very little to report, with administration being allocated election duties. District Cllr Morris reported that he had £500 within his Councillor Initiative Fund and that he would like to offer this to the Parish Council. This grant is to be added to the next agenda to resolve its use.

LCC: Cllr Smith confirmed that the issues with signage on highways and the safety issues are being looked at by LCC Head of Highways. The roadworks on Station Road, Moortown, along with parking on pavements have been raised as a concern, and Cllr Smith confirmed he will follow up ASAP.

Formal Parish Council Meeting commenced; Standing Orders invoked:

24/68 To receive apologies and reasons for absence:

None noted.

24/69 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.

24/70 To approve draft minutes of the Annual Meeting of Parish Council held on 7 May 2024:

It was proposed, seconded and RESOLVED that the minutes of the Annual Meeting of the Parish Council held on 7 May 2024 be accepted as true records and duly signed by the Chair.

24/71 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 no further action was required.

24/72 Finance Summary and Accounts for Payment:

a) Accounting Statements & Unity Trust Bank Statement

After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/05/24 - 31/05/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank list of transactions dated 31 May 2024 reconciles against the accounting statements.

b) 2024/25 List of Contractual Payments

After review, it was proposed, seconded and RESOLVED to authorise the updated 2024/25 List of Contractual Payments (v2), as previously circulated to members.

c) Schedule of Payments:

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

- Outlook Microsoft Office standard business monthly subscription 20/05/24 reimbursement to Clerk - **£12.36 (inc. VAT)**
- Reimbursement to Clerk for stationery purchased (such order authorised 08/04/24 min. Ref. 24/41h). PAID 15/05/24 - **£32.72**

It was noted that the South Kelsey Village Hall invoice for May showed a discrepancy with the booking for 13/05/24 and that this would need to be rectified prior to payment. The 2.5 hrs for 07/05/24 was correct - **£40 estimate pending confirmation**

Contractual payments to authorise:

It was also proposed, seconded and RESOLVED that the following contractual obligations be noted, such payments authorised for settlement as set out in the 2024/25 List of Contractual Payments in accordance with the Financial Regulations:

- HP Inc UK Ltd May charges. SO to Clerk PAID 15/05/24 - **£5.49 (inc. VAT)**
- Clerk's wage May 2024 and WFH; PP2 PAID 28/05/24 (inc. April back pay authorised 7 May 2024) - **£452.79 / £26**
- Standing Order for authorisation to reimburse Clerk, 20th monthly until further notice, for the Microsoft Outlook 365 monthly subscription charges £10.30 plus VAT - **£12.36 (inc. VAT)**

Internal Funds Transfer:

It was also proposed, seconded and RESOLVED to transfer the Park reserves funds to the new instant access savings account - **£12,712.47**

d) Incoming Payments:

Members noted the incoming payment for allotment rent 2024/25 pro rata paid on 07/05/2024— **£22.50**

24/73 Policies for review, approval and adoption:

a) After discussion, it was proposed, seconded and RESOLVED that the NALC Model Financial Regulations (April 2024), as previously circulated to members, be approved for adoption with the following amendments/confirmation of inclusions:

- 4.3 - Budget. Include “along with a forecast for the following three financial years”.
- 6.7 & 6.8 - Banking and payments. Delete both items.
- 6.9 - Banking and payments. After “The Clerk and RFO” insert “in conjunction with the Chair have delegated authority to authorise payments in the following circumstances”.
- 6.9 - Banking and payments. ii Reduce the amount quoted from £2,000 to £500.
- 6.10 - Banking and payments. Include “The RFO shall present a schedule of payments” and replace “forming part of the agenda for the meeting” with “forming part of the supporting documentation to the meeting, together with the relevant invoices, to the council...” Note, to keep remainder of item as circulated.

- 10 - Petty Cash. Remove item in entirety.
- 13.6 - Income. Keep choice of wording “Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year”.
- 13.8 - Income. Remove item.
- Appendix 1 – Tender process. 5) Include reference of the council’s relevant standing order “reference 18 Financial Controls and Procurement”.

24/74 Planning:

148179 - 14 May 2024. Planning application to transfer surplus soil from one field and spread on a second field within the same ringfenced area. Hunger Hill Farm Kelsey Road Moortown Market Rasen LN7 6JB. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections.

24/75 South Kelsey Park & Play Area:

- a) Funding Updates. Cllr Hall reported that the Community Ownership Fund Team has confirmed that, as we have entered the pre-election period, there will be no further COF announcements. Cllr Hall further reported that funding applications have been made to the National Lottery for £15,000, Tesco for £15,000 and Coop for £500.

After discussion, it was proposed, seconded and RESOLVED to contact local businesses and companies operating within the community to inquire if they would like to contribute to the funding of the new play area.

- b) Inspection reports. Cllr Dickinson submitted park inspection reports for May and June 2024 for filing with insurance papers by the Clerk.
- c) Vandalism. Cllr Dickinson reported that on 13 May 2024 significant damage was inflicted on the goal post on the playing field due to vandalism. The goal post was lifted out, causing the frame twist and fall over. Cllr Dickinson confirmed that this incident was reported to Lincs Police, however with no evidence of culprits the crime report has now been closed. Cllr Dickinson confirmed he had been able to repair the damage.

24/76 Community Speed Watch:

Cllr Niven reported that, due to the continued delays with Moortown’s pole installation, Lincolnshire Road Safety Partnership will not be charging the Parish Council for the two speed awareness camera poles. After discussion, it was proposed, seconded and RESOLVED that the £600 instead be earmarked for park equipment and a note added to the Accounting Reports.

Cllr Dickinson reported that the speed awareness camera in South Kelsey is working well, that the reports created from the data are very informative and that he is looking into the best way to share the relevant information.

24/77 Annual Parish Meeting 13 May 2024:

Cllr Wiles reported that no members of the public were in attendance and requested that the 2023 minutes be forwarded to her for amendments.

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24/78 IT Update:

Cllr Dickinson reported that, after much time formatting and updating, he passed the Parish Council laptop to the Clerk on 29 May. The Clerk confirmed that she has commenced using the new business Microsoft 365/One Drive for creating and storing Parish Council documents and that all historic documents are to be transferred to the new laptop and backed up to Microsoft 365 One Drive as soon as possible. It was noted that this will likely take some time to complete in full.

24/79 Charge card:

After discussion, it was proposed, seconded and RESOLVED to instruct a special motion to revisit the previously resolved item concerning charge cards (April 2024, minute ref: 24/41). After further discussion it was proposed, seconded and RESOLVED that Cllr Dickinson investigate pre-payment cards and business credit cards, noting any charges.

24/80 Agenda items for the Parish Council meeting to be held on Monday 1 July 2024:

- Finance
- Planning
- South Kelsey Park update/inspection submissions
- Charge Card
- Roads and footpaths update
- Village planters
- Community Speed Watch update
- Notice board publications
- Councillor Initiative Fund

Parish Council meeting closed at 20.45

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday, 1 July 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 – 1 JULY 2024
South Kelsey and Moortown Parish Council

CORRESPONDENCE:

28 May 2024 INCOMING – email from Unity Bank “Bank Mandate”. Updated bank mandate received. On file.

3 June 2024 INCOMING – Letter from Deputy Local Returning Officer, West Lindsey District Council. “UK Parliamentary General Election – 4 July 2024”. Notice of Election for UK Parliamentary General Election.

6 June 2024 INCOMING – Email “Tesco Stronger Starts - In Store Vote Update!” Tesco Stronger Starts has been successful, and the project will be put forward to a customer vote in Tesco stores. Voting will commence in store from the first week in July 2024 until the end of September 2024.

6 June 2024 INCOMING – Email “Rights of Way survey” from LCC Senior Engagement Officer. Survey (<https://www.letstalk.lincolnshire.gov.uk/rights-of-way>) for representative bodies to complete to help set strategic and aspirational priorities in a draft plan for the next 10 years. Public to be consulted in due course.

6 June 2024 INCOMING - The National Lottery Community Fund.

11 June 2024 INCOMING – EMAIL “Tesco Grants” Stronger Starts Application, 12 July 2024, for the next round that would go into the Oct/Nov/Dec 2024 public vote.

11 June 2024 INCOMING - “Data logged – notification of exempt status “ PKF Littlejohn LLP. LI0334: Receipt of documents – notification of exempt status, 2024. Confirmation of notification of exempt status for the year ended 31 March 2024.

11 June 2024 INCOMING - “upcoming and completed highways jobs” Cllr Smith.

12 June 2024 INCOMING - “Grant application Reference number: CFG23-24 082” WLDC Funding. End of project form to be completed. Clerk’s draft with Councillors for review. ONGOING – draft shown with this report.

14 June 2024 INCOMING – email from Zurich Renewals Team with Proof of Liabilities Letter and Employers Liability Certificate, as requested by the Clerk on 10 June 2024.

19 June 2024 INCOMING – email. Councillor resignation.

20 June 2024 OUTGOING – email. WLDC Elections office re Councillor resignation

20 June 2024 INCOMING – email. Resident concerned re long grass on Station Road. Clerk investigating with AJ Williams grass-cutter. 21 June 2024 OUTGOING – email reply to resident confirming to report to LCC via <https://www.lincolnshire.gov.uk/faults-maintenance/report-grass-verge-safety-issue>. Report issued to LCC by SKMPC on behalf of resident 21 June 2024.

OTHER:

Clerk to process VAT Reclaim for Q1 after 1 July 2024

Clerk's Handover – document detailing systems used and protocols with recommended timeline.

West Lindsey Community Grants



Evaluation Form

As part of our grant process we ask you to complete this evaluation form to help provide details about the outcomes achieved and insight into your project.

We always welcome feedback so that we can continually work to improve our service to grant recipients and local communities.

Submit completed forms by e-mail to: funding@west-lindsey.gov.uk

Or return by post to:

Community Services, Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Grant Scheme:

Organisation:

Our Reference:



1. Your Project

Name of project:

Please enter the name of your project as listed on your original application form.

Tell us about the people who have benefited. Did the project benefit a particular type of group such as older/younger people, disabled, disadvantaged, not in education etc...?

Describe any outcomes that your project delivered. This could include the difference to people's lives or positive changes that have been made.

Include details of any comments and feedback you received from participants, volunteers or users of your project.

Tell us about the benefits achieved for your organisation such as increased sustainability or new skills acquired.

How has your project benefited the wider community?
What outcomes have been achieved?

How did the funding benefit your organisation?



Did you encounter any issues delivering your project?
What would you have done differently?

Tell us about any problems you encountered such as delays or unforeseen issues.

How did you resolve any issues to deliver your project?

Describe what you would have done differently to avoid any issues or improve the project.

2. Volunteers

If you don't have exact records please provide a realistic estimate of the hours volunteered.

Have your volunteers gained new skills or increased their experience and confidence?

How many volunteers are in your organisation?

How many were directly involved in the project?
(E.g. planning/running/implementing)

How many hours did they volunteer for the project?

How have your volunteers benefited from delivering the project?



3. Funding Feedback

To improve the service we offer we welcome feedback on your funding experience.

How easy was it to find information about our funding and how to apply?

Very Poor	Poor	Average	Good	Very Good

How user friendly did you find the application form and guidance notes?

Very Poor	Poor	Average	Good	Very Good

How useful did you find any support provided by our officers?

Didn't contact them	Very Poor	Poor	Average	Good	Very Good

Overall based on your experience how would you rate our funding process?

Very Poor	Poor	Average	Good	Very Good

Do you have any other comments or feedback about our funding process?

Once completed please return this form via e-mail or post to the details on the front page.

Full Name:

Position within organisation:

Date:

Thank you for completing this evaluation form.

Your feedback is valuable information that helps us improve our service and evidence the importance of funding projects such as yours.

Clerk's Handover Notes and Recommendations

Intended to assist with handover of Clerk and RFO duties and provide recommendations of timelines/dates available. There may be items missing, please let me know.

The diary of actions shows a rough timeline that Clerk attempts to adhere to.

Systems Used:

System	Frequency	Handover requirements*	Notes
Unity On-line	Weekly – account monitoring Monthly – payments and statements	Payments set up? Change administrator, payments inputter and update mandates Last working day or earlier TBC	Is a review required for this? Clerk due to set up payments for July on Monday 8th July.
Clerk's .gov.uk email - Stack mail	Daily	Last working day Log in and change password Update signature as necessary	Sign in details to be passed to Chair
Cloud Next domain and email hosting	As and when for: Forwarding emails Creating inboxes Removing inboxes	Review processes Administrator change over: Last working day	Log in, change administrator details and change password
Microsoft 365 / One Drive	Daily for: Files management Meeting paperwork Accounting records Other PC documentation	File familiarisation. Administrator change over: After last day	Log in, change administrator details and change password. Payment details to be updated.

Basic PAYE	Monthly	Review processes. Create final submission for employee. Once finalised, change HMRC password	Clerk aims to complete July submission: Tuesday 9th July
JADU	Statutory requirements & as and when	Review processes: <ul style="list-style-type: none"> • Agendas - Tuesday before meeting) Minutes - ASAP after meeting (before 1 calendar month) • Policies as and when • Notices/planning as and when 	Clerk aims to publish ASAP after meeting, w/c 8 July Contact WLDC to change access – contact, Alison Hickie. Change contact details on website
Charity Commission	Yearly	Log-in details: Before YE	Change administrator and registered details
Information Commissioners Office	Yearly	Log-in details: Before November	Change named officer and registered details. Obtain updated certificate
LALC	As and When	Review processes: Portal access	Contacts and log-in will need updating
Facebook	Weekly/as and when	Change ownership of page: ASAP (after minutes published?)	Process page handover/administrator when required
WLDC	As and when	Confirm new registered address and contact prior to last day.	Not a system as such. Registered office and contact details to be updated.

PC Property and Equipment with Clerk: DELL Laptop, HP Printer, Stationary (Inc. Unity)
Files 2022-2024, Litter picker sets, Speed signs x2, Keys

Diary of actions by month (excludes Meeting statutory requirements):

Function	Diary	Notes
Submit Precept paperwork	January	WLDC will provide submission date
Internal Audit	January (arrange prior)	Contact LALC

Year end – Accounting records and AGAR prep	March	External auditor will email all requirements as and when
Fixed Assets Register	March	Ensure up-to-date for accounts/AGAR (insurers has a separate asset – also to check)
Year Start – prep accounting records	March	Account files One Drive
Annual Parish Meeting	1 March – 1 June inclusive	7 days' notice for publishing
Insurance renewal	Apr/May for June	Renewal 1 June YYYY, resolve at AGM
Insurance renewal	Apr/May for June	Renewal 1 June YYYY, resolve at AGM
VAT Reclaim	April	Complete at least once a year (April for the previous April to March)
CIL Report	April	Complete and send to WLDC and publish on website
Annual Meeting of the Parish Council	May	In an election year the meeting must be held between 4 and 14 days after polling day
Policies Review	May	During Annual Meeting of the Parish Council
Budget – preparing sheets	August/September	Account files One Drive
Budget – 6 months actual / 6 month forecast	October	Account files One Drive
ICO review	October	Review before yearly subscription (November)
Finalise meeting dates and book SKVH	November	Booking form saved on desktop
Finalise Budget / precept	December	Account files One Drive

* Possible dates for reviews:

Mon/Tues 8/9 July - 10.30am (accounts payable/website publishing)

Mon/Tues 15/16 July - 10.30am (accounts updates/website publishing remaining policies)

Mon/Tues 22/23 July - 10.30am

Final working day

Holiday entitlement balance = 4.63 hours (4 hours 37 minutes) Payment = £60.47

OR take the remaining hours off end date. Leaving a balance of 1.87 hours (1 hour 52 minutes) to complete handover on Monday 29 July 2024

Holiday entitlement	Last working day
Work through with renumeration	<p>Monday 29 July – 10.30am - 12.45pm 2.17 working hours (previous weeks all 6.5 hours – TOTAL 28.17 hours – see Clerk’s timesheet July)</p> <p>Note: W/c 1 July, 8 July, 15 July and 22 July – 6.5 hours W/c 29 July – 2.17 TOTAL – 28.17 hours</p>
Take holiday entitlement	Deduct holiday balance of 4.63 hours w/c 22 July – 4 hours work: 22 July 10.30-12.30 23 July 10.30 -12.30 last working day

Month	wk 1	wk 2	wk 3	wk 4	wk 5	TOTAL
Plan	6.5	6.5	6.5	6.5	2.17	28.17
	hours	hours	hours	hours	hours	hours

w/c 1-Jul 8-Jul 15-Jul 22-Jul 29-Jul

or

Month	wk 1	wk 2	wk 3	wk 4	wk 5	TOTAL
Plan	6.5	6.5	6.5	4 (2.5 A/L)	2.17 (A/L)	28.17
	hours	hours	hours	hours	hours	hours

w/c 1-Jul 8-Jul 15-Jul 22-Jul 29-Jul

$$2.5 + 2.17 = 4.67 \quad \text{A/L}$$

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 30/06/24**

EXPENDITURE

EXPENDITURE 2024/25																
ITEM	ADMINISTRATION/ GENERAL	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £
1	Wages	4,414.80	283.01	452.79	367.90										1,103.70	3,311.10
2	Working from home a/l	312.00	26.00	26.00	26.00										78.00	234.00
3	Expenses	60.00													0.00	60.00
4	Travel	110.25		2.25											2.25	108.00
5	Clerk Training	191.80													0.00	191.80
6	LALC Annual Training Scheme	132.00	132.00												132.00	0.00
7	Councillor Training	100.00													0.00	100.00
8	Councillor Expenses	60.00													0.00	60.00
9	IT	501.36	5.49	5.49	30.21										41.19	460.17
10	Stationery	75.00		32.72											32.72	42.28
11	Publishing & Events	150.00	25.24												25.24	124.76
12	Hall Hire	440.00	74.00	20.00	40.00										134.00	306.00
13	Liability insurance	465.41		437.00											437.00	28.41
14	LALC Membership	186.86	186.86												186.86	0.00
15	ICO	42.60													0.00	42.60
16	Internal Audit	213.00													0.00	213.00
17	Unity Bank Charges	72.00			18.00										18.00	54.00
18	Grants	110.00													0.00	110.00
19	Charitable donations	110.00													0.00	110.00
	SUB TOTAL	7,747.08	732.60	976.25	464.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,190.96	210.97
	VILLAGE MAINTENANCE SPENDS	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	VARIANCE
20	Grass Cutting	1,355.70	79.80	159.60	159.60										399.00	£956.70
21	Grounds Person	1,086.00													0.00	£1,086.00
22	Defibrillators	212.00													0.00	£212.00
23	Anglian Water	50.00		34.91											34.91	£15.09
24	Community Speed Reduction	4,500.00		5,400.00											5,400.00	-£900.00
	SUB TOTAL	7,203.70	79.80	5,594.51	159.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,833.91	1,369.79
	TOTAL EXPENDITURE	14,950.78	812.40	6,570.76	623.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,024.87	£1,580.76

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 30/06/24**

RESERVES

															CARRY FORWARD
CONTINGENCY RESERVES	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	
25 3 month operating costs	1799.31													0.00	£1,799.31
26 Park Parish Repairs	1,000.00		50.16											50.16	£949.84
SUB TOTAL	2,799.31	0.00	50.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.16	2,749.15
															CARRY FORWARD
EARMARKED RESERVES	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	
27 Elections	3,481.00													0.00	£3,481.00
28 Defibrillators (replacement)	200.00													0.00	£200.00
29 Laptop (replacement)	200.00													0.00	£200.00
30 Printer (replacement)	60.00													0.00	£60.00
31 Earmarked CILS	4,016.56													0.00	£4,016.56
32 Park Charity *	12,712.47													0.00	£12,712.47
33 CiLCA	100.00													0.00	£100.00
34 Community	2,398.00		106.36											106.36	£2,291.64
SUB TOTAL	23,168.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.36	23,061.67
TOTAL RESERVES	25,967.34	0.00	50.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.52	25,810.82
TOTAL	40,918.12	812.40	6,620.92	623.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,181.39	TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 30/06/24**

INCOME

Income	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Precept	13,940.00	13,940.00												13,940.00
CIL Payments	0.00													0.00
Allotment Rent	22.50		22.50											22.50
VAT Reclaim	579.06													0.00
Bank Interest	0.00													0.00
Grants and Funding	1,000.00			20,000.00										20,000.00
TOTAL INCOME	15,541.56	13,940.00	22.50	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,962.50

SUMMARY

Summary - Income	£
Opening Balance 01/04/24	25,733.26
Income to date	33,962.50
TOTAL	59,695.76

Summary - Outgoing	£
Expenditure to date	8,024.87
Spend from reserves to date	156.52
TOTAL	8,181.39

Summary - cash at bank	£
Allocated Reserves Balance 2024/25	25,810.82
Available balance as at 31 May 2024 (closing balance minus reserves balance)	25,703.55
Closing Balance Unity current a/c 20486879	38,801.90
Closing Balance Unity Instant Access 20506348)	12,712.47
Total Balance (accross accounts)	51,514.37

Amends to Note:
7 May 2024 - Minute ref: 24/57b Budget amends - item 1, 5 & 25 effective 1 April 2024 [£200 from 5, £88.80 from 25, £288.80 to 1]
3 June 2024 - Minute ref: 24/76 LCC waived £600 for x2 speed radar camera poles. Due to be paid out of CILs. Resolved to earmark this amount for play area equipment (before CILs 5 year deadline - check reports published on website)
18 June 2024 minute ref 24/72c * Funds transferred to Instant Access Account 20506348

Currently showing short fall - pending WLDC grant
balance £1000 is paid / 2023/24 VAT reclaim
balance check 1 July post June final payments cleared

Accounting activities for the period 01/04/24 - 30/06/24
Presented at the meeting held on 1 July 2024



South Kelsey And Moortown Parish Council

Instant Access

60-83-01 • 20506348

Gross interest rate

2.75 % 

Balance

£ 12,712.47

Available

£ 12,712.47

Balances are correct as of 13:16 on 24 Jun 2024.

 Date	Description	Paid in	Paid out	Balance
18/06/24	Transfer from 20486879	12,712.47		12,712.47

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)
20.06.24	1	Clerk / Microsoft 365	Business Standard monthly payment PAID 20.06.24 Ratify	£ 2.06	£ 12.36	<input type="checkbox"/> <input type="checkbox"/>
31.05.24	2	South Kelsey Village Hall	Room Hire 7th May 2.5hrs 13th May 2.5hrs PAID 18.06.24 Ratify	£ -	£ 40.00	<input type="checkbox"/> <input type="checkbox"/>
12.06.24	3	Clerk / HP Instant Ink	Ink Replacement Service monthly payment PAID 14.06.24 Ratify	£ 0.92	£ 5.49	<input type="checkbox"/> <input type="checkbox"/>
26.06.24	4	Clerk	Wages and WFH PP3 S/O 26.06.24 Ratify	£ -	£ 393.90	<input type="checkbox"/> <input type="checkbox"/>
30.06.24	5	Unity Trust Bank	Charges 05.03.24 - 03.06.24 Automated 30.06.24 Ratify		£ 18.00	<input type="checkbox"/> <input type="checkbox"/>
19.06.24	6	Reimbursement - Lincolnshire Computer Surgery	DELL Laptop - Parish Council IT Equipment		£ 200.00	<input type="checkbox"/> <input type="checkbox"/>
22.06.24	7	AJ Williams	Grass cutting 4 and 20 June 2024 £66.50 + VAT per cut Grounds maintenance 50% of £905 + VAT	£ 117.10	£ 702.60	<input type="checkbox"/> <input type="checkbox"/>
10.06.24	8	West Lindsey District Council	Defib Maintenance Skipworth Arms	£ 17.67	£ 106.00	<input type="checkbox"/> <input type="checkbox"/>
10.06.24	9	West Lindsey District Council	Defib Maintenance South Kelsey Village Hall	£ 17.67	£ 106.00	<input type="checkbox"/> <input type="checkbox"/>
TOTAL:					£ 1,584.35	

Authorised Signatory _____ Print name _____ Date 1 July 2024

Authorised Signatory _____ Print name _____ Date 1 July 2024

Chair of the Parish Council _____ Print name _____ Date 1 July 2024

Minute Reference 24/85b

Transaction details

Account **Current T1**
60-83-01 • 20486879

Amount **£ 20,000.00**

Transaction date 21 Jun 2024

Reference

Serial number

Description 1 MAIN GRANTS

Description 2 300008 02976120 MAIN GRANTS

Description 3 SOUTH KELSEY AND 608301 20486879 300008 02976120 738407 99

Submitted by

Approved by
