


SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the Annual Meeting of South Kelsey & Moortown Parish Council, which will be held on Monday 12 May commencing at 6.30 pm, 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 6.30 pm and 6.45 pm 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 2 May 2025

A handwritten signature in black ink, appearing to read 'C Major', is written over a faint horizontal line.

Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Annual Meeting of the Parish Council to be held on Monday 12 May 2025 at 6.30 pm 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:

25/045 Election of the Chair 2025/26 and signing of Declaration of Acceptance of Office

25/046 Election of the Vice-Chair 2025/26 and signing of Declaration of Acceptance of Office

25/047 Apologies for absence and acceptance of any reasons given

25/048 Declarations of interest in accordance with the Localism Act 2011

25/049 Approve the minutes of the Meeting of the Parish Council held on 14 April 2025 whereby they be signed by the Chair as a true and accurate record of the meeting.

25/050 Finance and accounts for payment.

- a. Accounting Statements & Unity Trust Bank Statement: To approve the Accounting Statements for the period ending 30 April 2025
- b. Schedule of Payments: To approve payments.
- c. Contractual Payments List
- d. Incoming Payments

25/051 Clerk's report on matters outstanding and correspondence.

25/052 Policies, Forms and Terms of Reference Annual review of all Parish Council policies (as set out in the Schedule of Policies)

25/053 South Kelsey Park Project: COF update, awarded contract progress update, gate, pathways

25/054 Three-year Plan

25/055 Drainage on Station Road, Moortown

25/056 Use of South Kelsey Park by local football club

25/057 Use of South Kelsey Park by dog walkers

25/058 Agenda items for the Parish Council Meeting to be held on Monday 9 June 2025

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Email: Clerk@southkelseyandmoortown-pc.gov.uk

**Draft Minutes of the Parish Council Meeting
held in the Village Hall on 14 April 2025 at South Kelsey Village Hall**

Present: Cllr N Hall (Chair), Cllr Garry Dickinson (Vice Chair) arrived late, Cllr Amanda Suddaby, Cllr Peter Smith, Cllr Sandra Evans

Absent: Cllr Julie Todd, County Cllr Tom Smith

In attendance: District Cllr Peter Morris, Christine Major (Clerk)

Update from County Councillors:

WLDC Cllr Peter Morris: Little to report, partly because of the election. Cllr Morris had forwarded information about the National Planning Policy Framework and checked we had received it. He offered his support with any Parish Council issues but there were no requests from Councillors at this time.

Formal Parish Council Meeting commenced; Standing Orders invoked:

Cllr Hall moved that the order of Agenda items should be changed to reflect the requirements of the meeting. Items 25/040 and 25/041 to be moved to after 25/044. This is in accordance with Standing Orders and was RESOLVED.

25/035 **To receive apologies and reasons for absence:** Apologies received from Cllr Todd, which were accepted. Apologies were also accepted from County Cllr Smith, who advised he had little to report but was happy to receive any questions. He asked that it be noted it has been an honour and privilege to be the county councillor for south Kelsey and North Wold for the last four years.

25/036 **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.

25/037 **To approve draft minutes of the Annual Meeting of Parish Council held on Monday 14 April 2025:** It was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair and Vice-Chair.

25/038 **Finance Summary and Accounts for Payment:**

- a. Accounting Statements & Unity Trust Bank Statement: After review, it was RESOLVED that the Accounting Statements for be approved as true record, and that the Unity Trust Bank list of transactions dated 31 March reconcile against the accounting statements.
- b. Schedule of Payments: After review, it was RESOLVED to approve payments according to the Schedule of Payments and supporting invoices.

Ref	Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)	
1	5.3.25	GB-T1250085125	C Major/Microsoft	365 Business 20.2.25-19.3.25 Paid 25.3.25 to ratify	£ 2.06	£ 10.30	<input type="text"/>	<input type="text"/>
2	12.3.25	IIUKDN1104063538	HP Instant Ink/C Major	HP Ink 11.2.25-10.3.25 Paid 25.3.25 to ratify	£ 0.92	£ 5.49	<input type="text"/>	<input type="text"/>
3	31.3.25	10717	South Kelsey Village Hall	Hall Hire 10.3.25 Paid 25.3.25 to ratify		£ 16.00	<input type="text"/>	<input type="text"/>
4	31.3.25	10472	AJ Williams	Grass Cutting 11 and 26 March 2025	£ 26.26	£ 159.60	<input type="text"/>	<input type="text"/>

25/039 **Clerk's report on matters outstanding and correspondence**: no further action required.

25/040 **South Kelsey Park Project: Open tenders for park project work received and record details**. Two tenders were received and opened during the meeting.

25/041 **Evaluate tenders and award contract**: The tenders were assessed against the weighted criteria. The scores were applied calculated and although there was only a small margin between the tenders, the successful contractor was identified and it was RESOLVED to notify contractors tomorrow. Owing to delays with allocation of COF funding, the order will not be processed until funds have been paid into the PC bank account. It was noted that this may affect the timescale set out in the project plan.

25/042 **Culvert outside South Kelsey Park**: Cllr Hall requested a groundwork company visit the park and Cllrs Hall, Dickinson and Suddaby attended. Company dug into the verge and there was no apparent culvert. The company submitted a quote for the entrance to the park and footpaths. Clerk will contact LCC approved contractors to try to obtain further quotes: crushed compacted granite and granite dust, culvert, clear ditch and tarmac.

25/043 **Drainage on Station Road, Moortown**: No update received at present. It was resolved to add this item to the agenda for the next meeting.

25/044 **Agenda items for the Annual Meeting of the Parish Council to be held on Monday 12 May 2025**:

Election of Chair
 South Kelsey Park Project: COF update, awarded contract progress update, gate, pathways
 AGAR
 Review of Policies
 Three-year Plan
 Drainage on Station Road, Moortown

Parish Council meeting closed at 8.20 pm.

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday 12 May at 6.30pm

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

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/25 - 31/4/2025

EXPENDITURE

EXPENDITURE 2025/26																	
ITEM	ADMINISTRATION/ GENERAL	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £	
1	Wages	4,113.00	301.84												301.84	0.00	
2	Working from home a/l	324.00	26.00												26.00	0.00	
3	Overtime	748.00													0.00	0.00	
4	Travel	180.00													0.00	0.00	
5	Clerk Training	216.00													0.00	0.00	
6	LALC Annual Training Scheme	140.00													0.00	0.00	
7	Councillor Training	250.00													0.00	0.00	
8	Expenses	150.00													0.00	0.00	
9	IT	300.00	17.85												17.85	0.00	
10	Stationery + Postage	80.00													0.00	0.00	
11	Publishing & Events	750.00													0.00	0.00	
12	Hall Hire	400.00	24.00												24.00	0.00	
13	Liability Insurance	532.00													0.00	0.00	
14	LALC Membership	192.00													0.00	0.00	
15	ICO	60.00													0.00	0.00	
16	Audit	500.00													0.00	0.00	
17	Unity Bank Charges	80.00	6.00												6.00	0.00	
	SUB TOTAL	9,015.00	369.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.69	0.00	
VILLAGE MAINTENANCE																	
	SUB TOTAL	5,164.70	379.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	379.60	3.00
18	Grass Cutting	1,355.70	159.60												159.60	£0.00	
19	Grounds Person	1,086.00													0.00	£0.00	
20	Park Maintenance	2,500.00													0.00	£0.00	
21	Defibrillators (maintenance)	223.00	220.00												220.00	£3.00	
	TOTAL EXPENDITURE	14,179.70	749.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	755.29	£3.00	

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/25 - 31/4/2025

RESERVES

	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD	
22	CONTINGENCY RESERVES														£4,799.31	
23	3 month operating costs	1,200.00												0.00	£3,481.00	
	Elections	0.00												0.00		
	SUB TOTAL	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,280.31	
	DEPRECIATION	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
24	Defibrillators (replacement)	200.00													0.00	£200.00
25	Laptop (replacement)	30.00													0.00	-£23.00
26	Printer (replacement)	30.00													0.00	£60.00
27	Park Depreciation	1,000.00													0.00	1,000.00
	SUB TOTAL	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,237.00
	EARMARKED RESERVES	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
28	CILCA Qualification	100.00													0.00	£100.00
29	Sec.137 Community	2,500.00													0.00	0.00
30	CILS	0.00													0.00	£0.00
	SUB TOTAL	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
	TOTAL RESERVES	5,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,617.31
	TOTAL	19,239.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	755.29	TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

3/3

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/25 - 31/4/2025

INCOME														
	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Income														
Precept	16,440.00	16,440.00												16,440.00
CIL Payments	0.00	0.00												0.00
Allotment Rent	22.50													0.00
VAT Reclaim	0.00													0.00
Bank Interest	0.00													0.00
Grants and Funding	0.00													0.00
TOTAL INCOME	16,462.50	16,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,440.00

31
32
33
34
35

SUMMARY	
Amends to Note:	

	£
Summary - Income	
Opening Balance 01/04/24	25,173.08
Income to date	16,440.00
TOTAL	41,613.08

Summary - Outgoing	
Expenditure to date	755.29
Spend from reserves to date	0.00
TOTAL	755.29

Summary - cash at bank	
Allocated Reserves Balance 2025/26	6,617.31
Available balance	
(closing balance minus reserves balance)	4,309.06
Closing Balance Unity T1 current a/c 20486879	391.25
Closing Balance Unity Instant Access 20506348	25,173.08
Total Balance (across accounts)	10,926.37

Accounting activities for the period 01/04/25 - 31/04/25
Presented at the meeting held on 12/05/2025

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

Date: 30/04/2025

Account Name: South Kelsey And Moortown
Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20486879

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2025		Balance brought forward	£0.00	£0.00	£6,562.55
01/04/2025	Credit	WEST LINDSEY DISTR	£0.00	£16,440.00	£23,002.55
04/04/2025	Transfer	Transfer to 20506348	£22,000.00	£0.00	£1,002.55
07/04/2025	Faster Payment Debit	B/P to: LALC	£191.90	£0.00	£810.65

Page number 1 of 3

Statement number 024

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
07/04/2025	Faster Payment Debit	B/P to: LALC	£144.00	£0.00	£666.65
25/04/2025	Direct Debit	Direct Debit (HMRC SDDS)	£269.40	£0.00	£397.25
30/04/2025	Fee	Service Charge	£6.00	£0.00	£391.25

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your pre-notification statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11, Foxglove Close
Brigg, Lincolnshire
United Kingdom
DN20 8FF

Date: 30/04/2025

Page number 1 of 3

Account Name: South Kelsey And Moortown Parish Council

Statement number: 024

Sort Code: 608301

Account Number: 20486879

Dear Ms Christine Major,

This letter outlines charges relating to the transactions and debit interest on your account between 01/04/2025 and 30/04/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£6.00
Total debit interest	£0.00
To be debited from your account on	31/05/2025

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	2	£0.00
Faster Payments	2	£0.00
Manual	—	£0.00
Account Fee	—	£6.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

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Thanks

Your Unity Team

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INVESTORS IN PEOPLE
We invest in people Gold



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Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

Date: 30/04/2025

Account Name: South Kelsey And Moortown
Parish Council

Swift Code (BIC): NWBKGB2L

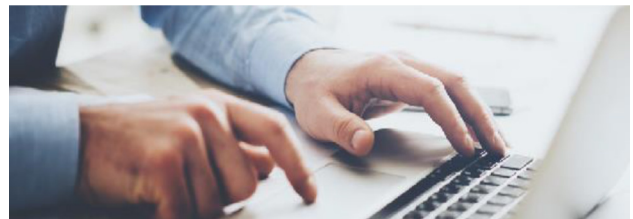
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20506348

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.50% AER as of your statement date.



Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2025		Balance brought forward	£0.00	£0.00	£3,173.08
04/04/2025	Transfer	Transfer from 20486879	£0.00	£22,000.00	£25,173.08

Sending or Receiving Currency

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Clerk's Report 9.5.25

10.4.25 Email from HP Instant Ink – price increase to £6.49 per month for 100 pages.

14.4.25 Email from local Army Cadets co-ordinator asking us to publicise opportunities to local children and adults. Posted on Facebook and added a poster to the notice boards.

2.5.25 Email from the person who runs the u7 Market Rasen football club, asking if he could use the field. Unfortunately my response was refused by his email – message said his mailbox was full.

2.5.25 Email from WLDC with information about the upcoming West Lindsey Churches Festival (10th – 11th May and 17th -18th May). Posted on Facebook.

**SOUTH KELSEY AND MOORTOWN PARISH COUNCIL
SCHEDULE OF PAYMENTS 12.5.25 REF. 25/050B**

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)	
9.4.25	1907025433	WLDC	Defibrillator Maintenance 25/26 Skipworth Arms	£ 18.33	£ 110.00	<input type="text"/>	<input type="text"/>
9.4.25	1907025432	WLDC	Defibrillator Maintenance 25/26 SKVH	£18.33	£ 110.00	<input type="text"/>	<input type="text"/>
5.4.25	T12501228074	Microsoft / C Major	Office 365 20.3.25-19.4.25	£ 2.06	£ 12.36	<input type="text"/>	<input type="text"/>
30.4.25	10523	AJ Williams	Grass Cutting 9+23 April 2025	£ 26.26	£ 159.60	<input type="text"/>	<input type="text"/>
12.4.25	11UKDN1105892636	HP Instant Ink / C Major	Printer Ink 11.3.25-10.4.25	£ 0.92	£ 5.49	<input type="text"/>	<input type="text"/>
5.5.25		C Major	Pay for April 22hrs + WFH		£ 267.64	<input type="text"/>	<input type="text"/>
30.4.25	12-May	South Kelsey Village Hall	Kerr Room hire 24.4.25 3 hrs		£ 24.00	<input type="text"/>	<input type="text"/>
						<input type="text"/>	<input type="text"/>
						<input type="text"/>	<input type="text"/>
						<input type="text"/>	<input type="text"/>
						<input type="text"/>	<input type="text"/>
						<input type="text"/>	<input type="text"/>
				£		<input type="text"/>	<input type="text"/>

Chair of the Parish Council _____ Print name _____ Date _____

Minute
Referenc
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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

2025/26 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
Appointed Clerk	Clerk's Salary and Expenses	<p>Wage and work from home allowance paid monthly in accordance with the Contract of Employment. Basic hours 23.83 hrs per month (5.5 hours/week - 286 hours/year). 1 April 2024 LC1-SP9 £13.72 per hour. - Work from home allowance £26 per month. PAID by bank transfer to the Clerk on or around 27th monthly until further notice</p> <p>Overtime and training due to the Clerk are to be approved at the next available council meeting and paid by BACS - with PAYE submission in the appropriate payment period.</p> <p>Mileage and other expenses are to be approved at the next available council meeting and paid by BACS</p>
AJ Williams	Grass cutting and Grounds Person Contract	<p>5 Year Contract 2021-2025 Commencing 1 April 2021 – Terminating 31 March 2026</p> <p>Grass cutting - £66.50 plus VAT (per cut) - invoiced monthly Grounds Person £905 plus VAT (per annum) - invoiced twice yearly at 50%</p>
ICO	Registration Fee	Fee of £60 (assuming anticipated 32.7% increase) paid yearly (November) by Direct Debit (authorised date)
Unity Trust Bank	Bank charges	Monthly fee of £6 paid by automatic payment (account opened September 2023) Subject to other fees for ad hoc services
HP Inc UK Ltd/ C Major	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 account Reimbursed by bank transfer.
Microsoft 365/ C Major	Microsoft 365 Standard Business suite Subscription charge May 2024 - May 2025	Account plan £12.36 inc VAT per month Paid by Direct Debit from the Clerk's personal account. Reimbursed by bank transfer
HMRC	PAYE Tax and National Insurance payments from the Clerk's pay	Paid by direct debit quarterly

2025/26 contractual payments authorised in accordance with the Financial Regulations item 6.6.
All payments made to be reported at the next available council meeting.

Signed: _____

Council meeting dated: 12 May 2025
Ref: 25/050c

Updates

Version	Description	Date and minute reference
1		
2		
3		

SOUTH KELSEY AND MOORTOWN

PARISH COUNCIL

Schedule of Policies and Documents

Policy doc No.	Policy Title	Published Website: Council Business/Policies & Documents:	Date Adopted & Review	Next Review Date	Policy Source	Named Officer
01	Code of Conduct	Governance Policies	Reviewed 07/05/24	May 2025 (Annual Mtg)	WLDC	WLDC
02	Standing Orders	Governance Policies	Adopted 10/10/22, Reviews: 6.6.23, 7.5.24	May 2025 (Annual Mtg)	NALC	Proper Officer & Chair
03	Financial Regulations	Governance Policies	07/08/23 NALC update Apr 24, reviewed 03/06/24	May 2025 (Annual Mtg)	NALC	RFO Chair
04	Councillor Co-option Policy and Procedure	Policy Documents	Adopted 15/05/23 Reviewed 07/05/24 Reviewed 12.5.25	May 2025 (Annual Mtg)	LALC	
05	Safeguarding Policy (Child and Vulnerable Adults Protection)	Policy Documents	3 July 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		Cllr Tina Wiles
06	Data Protection Policy	Policy Documents	Adopted 3 July 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		Proper Officer
07	Communications Policy	Policy Documents	7 August 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		
08	Social Media Policy	Policy Documents	7 August 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)	LALC	
09	Complaints and Appeals	Policy Documents	7 August 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		Clerk

	Procedure		Reviewed and Adopted 12.5.25	Mtg)		
Policy doc No.	Policy Title	Published Website: Council Business/Policies & Documents:	Date Adopted & Review	Next Review Date	Policy Source	Named Officer
10	Anti-Fraud and Corruption	Policy Documents	Adopted 10 Feb 2025	May 2025 (Annual Mtg)		
11	Reserves Policy	Policy Documents	4 Sept 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		
12	GDPR Policy	Policy Documents	4 Sept 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		Clerk
13	Data Retention Policy	Policy Documents	4 Sept 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		
14i	Appraisal and Training Policy (see 14ii below)	Employment Policies And Procedures	6 Nov 2023 Reviewed 07/05/24.	May 2025 (Annual Mtg)		
15	Planning Matters Policy	Policy Documents	4 Dec 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)		
16	Playground / Play Areas Risk Management Policy	Policy Documents	4 Dec 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)	TW	Nominated Cllr Garry Dickinson
17	Procedure Following a Playground Accident & Accident Form	Policy Documents	4 Dec 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)	TW	

18	Publication Scheme	Policy Documents	4 March 2024 Reviewed 07/05/24	May 2025 (Annual Mtg)	TW	
19	Financial Risk Assessment	Policy Documents	4 March 2024 Reviewed 07/05/24	May 2025 (Annual Mtg)	TW	
20	Health and Safety Policy	Policy Documents	4 March 2024 Reviewed 07/05/24	May 2025 (Annual Mtg)	TW	
Policy doc No.	Policy Title	Published Website: Council Business/Policies & Documents:	Date Adopted & Review	Next Review Date	Policy Source	Named Officer
21	Procurement Policy	Policy Documents	4 March 2024	May 2025 (Annual mtg)	TW	
22	Working Group Protocol	Policy Documents	4 March 2024	May 2025 (Annual mtg)	TW	
23.	Risk Management Scheme	Policy Documents	4 March 2024	May 2025 (Annual mtg)	TW	
24.	Grant Awarding Policy	Policy Documents	8 April 2024	May 2025 (Annual mtg)	LALC template? Pre 2022 draft	
25	Internet Banking Policy	Policy Documents	8 April 2024	May 2025 (Annual mtg)		
26	Pre-Election Period Policy	Policy Documents	8 April 2024	May 2025 (Annual mtg)	TW	

Forms relating to Polices

Relates to Policy number:	Policy Title	Date Adopted	Review Date	Named Officer/Notes
1	Code of Conduct Guidance Notes Published: Governance Policies	Reviewed May-24	May 2025 (Annual Mtg)	
4i	Co-option Application Form Published: Forms or request from Clerk	15 May 2023	May 2025 (Annual Mtg)	
14ii	Personnel Committee Terms of Reference Published - Employment Policies And Procedures	November 2023 Reviewed 07/05/24	May 2025 (Annual Mtg)	Cllr Nicola Hall Cllr Carol Niven Cllr Garry Dickinson
16	Playground Checklist for Children's Outdoor Play Areas & Equipment Published: Governance Policies	4 December 2023	May 2025 (Annual Mtg)	Published under "forms"
17	Accident Form - part of the Procedure Following a Playground Accident Published: Policy Documents (included with Procedure)	4 December 2023	May 2025 (Annual Mtg)	Published with Policy
23	Risk Assessment Template Published: Forms	4 March 2024	May 2025 (Annual Mtg)	
24	Grant Awarding Application Form Published: Forms	8 April 2024	May 2025 (Annual Mtg)	Drafted by Clerk Mablethorpe Sutton TC basis

All adopted policies are published on the website:

<https://south-kelsey-moortown.pariah.lincolnshire.gov.uk/council-business>