

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of South Kelsey & Moortown Parish Council, which will be held at South Kelsey Village Hall on Monday 8 June 2026, commencing at 7 pm. The business to be dealt with at the meeting is listed on the agenda.

There will be a 15-minute public forum between 7 pm and 7.15 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

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

Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting of the Parish Council to be held at South Kelsey Village Hall on Monday 8 June 2026 at 7 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:

26/046 Apologies for absence and acceptance of any reasons given

26/047 Declarations of interest in accordance with the Localism Act 2011

26/048 Approve the minutes of the Annual Meeting of the Parish Council held on Monday 11 May 2026, whereby they be signed by the Chair as a true and accurate record of the meeting.

26/049 Finance and accounts for payment.

- a. Accounting Statements & Unity Trust Bank Statement: To approve the Bank Statements and Accounting Statements for the period ending 31 May 2026.
- b. Schedule of Payments: To approve payments.
- c. Incoming payments: To note and resolve accounting and payment transfer(s)

26/050 Clerk's report on matters outstanding and correspondence.

26/051 Three year plan

26/052 Emergency plan

26/053 Community Speed Watch:

- a) speed limit signs within village;
- b) speed indication device data;
- c) CSW additional traffic calming measure;
- d) update on additional poles/SIDs.

25/054 Moortown bus shelter

26/055 AGAR Section 3 External Audit and Report and Certificate 2024/25

26/056 Policies, new and for review:

- Code of Conduct: issued by WLDC reviewed date
- Complaints Policy updated, using LALC proforma.
- ICO Model Publications: updated existing Publication Scheme.
- Financial Risk Assessment, Risk Management Scheme: information duplicated across the policies, therefore consolidated into one.
- Risk Assessment Template: updated following meeting in May 2026.
- Grievance, Disciplinary, Data Breach, Dignity at Work, Equality and Diversity, Subject Access Request: missing from our policies.
- Accessibility Statement for the website, updated.

26/057 Intermediate Internal Audit Report 2025/26

26/058 Bank signatories

26/059 Personnel Committee Meeting

25/060 Document Storage

25/061 Workplace Pension

25/062 Agenda items for the Parish Council Meeting to be held on Monday 13 July 2026

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Email: Clerk@southkelseyandmoortown-pc.gov.uk

Draft Minutes of the Annual Parish Council Meeting held at 7.00 pm in South Kelsey Village Hall on 11 May 2026

Present: Cllr Nicola Hall (Chair), Cllr Julie Todd (Vice Chair), Cllr Garry Dickinson, Cllr Joe France, Cllr Martin Booth

Absent: Cllr Amanda Suddaby

In attendance: County Cllr James Bean, Christine Major (Clerk)

Update from County Councillors:

LCC Cllr James Bean: Regarding the problem of speeding in Moortown, Cllr Bean confirmed that he will try to support the Parish Council in their efforts to tackle speeding traffic, and report back to Cllr Dickinson. He suggested painted speed signs on the actual road, as this has been proven to be effective. Regarding the missing bollards on the B1434 near the junction with Smithfield Road Bollards, they are now available but waiting for staff to install.

Cllr Bean was pleased to advise that LCC have the lowest increase in council tax of all councils, bearing in mind they fund the fire service (LCC are spending £4.4 million on 9 new fire appliances). LCC saved £32 million last year through avoidance of duplication and unnecessary contract.

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, beginning with 26/036 and 26/037 then returning to the start of the Agenda: item 26/031 onwards. This is in accordance with Standing Orders and was RESOLVED

26/031 **Apologies and reasons for absence:** Apologies were received from Cllr Suddaby and District Cllr Morris, which were accepted.

26/032 **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.

26/033 **To approve draft minutes of the Meeting of the Parish Council held on Monday 13 April 2025:** It was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair.

26/034 **Finance Summary and Accounts for Payment:**

- a. **Accounting Statements & Unity Trust Bank Statement:** After review, it was RESOLVED that the Accounting Statements for 30 April 2026 be approved as true record, and that the

Unity Trust Bank list of transactions dated 30 April 2026 reconciles 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.

	Date	Ref.	Payee	Details	VAT	Total	Auth	Auth
1	11.5.26		C Major	Pay for April 27.5 hrs + wfh		341.83		
2	21.4.26	738	Ian Moore	Grass Cut 18.4.26	23.00	138.00		
3	31.5.26	758	Ian Moore	Grass Cut 1.5.26	23.00	138.00		
4	15.4.26	07631	Elan City	2 x speed dev. Warranty 19/4-31/12/26	56.05	336.29		
5	11.4.26	27191783	HP Ink/C Major	HP Ink 11.3.26-10.4.26	1.08	6.49		
6	30.4.26	Apr 26	Unity Bank	Bank charges Apr. 2026 - DD		7.00		
7	23.4.26		HMRC	Pay deductions - DD		302.16		
				Total		£1269.77		

- c. Incoming Payments: After review, it was RESOLVED that incoming payment of the precept from West Lindsey District Council, of £18315.00 was correct.

26/035 **Clerk's report on matters outstanding and correspondence**: no further action required.

26/036 **Election of the Chair 2026/27 and signing of Declaration of Acceptance of Office**
Members RESOLVED to elect Cllr Nicola Hall as Chair for the year 2026/27 and the Declaration of Acceptance of Office was duly signed by Cllr Hall and the Clerk.

26/037 **Election of the Vice-Chair 2025/26 and signing of Declaration of Acceptance of Office**
Members RESOLVED to elect Cllr Garry Dickinson as Vice-Chair for the year 2025/26 and the Declaration of Acceptance of Office was duly signed by Cllr Dickinson and the Clerk.

26/038 **Village Hall Committee Representative**: after discussion, it was RESOLVED to defer the decision until the meeting June 2026 so the matter could be considered further.

26/039 **Review of Policies**: after minor modifications it was RESOLVED to approve the following Governance Policies, Policies and Forms. Clerk to upload onto the website. The remaining policies to be presented at the meeting in June.

<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Councillor Co-option Policy and Procedure • Co-option Application Form • Safeguarding Policy 	<ul style="list-style-type: none"> • Personnel Committee Terms of Reference • Planning Matters Policy • Playground / Play Areas Risk Policy
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<ul style="list-style-type: none"> • Data Protection Policy • Communications Policy • Social Media and Electronic Communications Policy • Anti-Fraud and Corruption Policy • Reserves Policy • GDPR Policy • Records Retention Policy • Appraisal and Training Policy 	<ul style="list-style-type: none"> • Playground Checklist for Children's Outdoor Play Areas and Equipment Forms • Procedure Following a Playground Accident and Accident Form Policy • Health and Safety Policy • Procurement Policy • Working Group Protocol Policy • Pre-Election Period Policy • Internet Banking Policy • IT Policy
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26/040 **Party in the Park:** in view of minimal public interest, and the limit to councillors' time, it was RESOLVED that no further action will be taken in respect of the proposed party in the park.

26/041 **Footpath along B1205 between Moortown crossroads and Skipworth Arms/Railway Crossing:** County Cllr Bean reported it had been identified that the pathway between Moortown and the Railway Crossing, adjacent to the B1205 had been inadvertently removed from LCC's asset management register. Cllr Bean assured that this had been rectified and the required cutting out of the path would be included in future work scheduling, and that work will begin when staff are available. It wasn't possible to give a precise date, but as it has become impassable, it will remain under regular review by the parish council.

26/042 **Meeting Schedule 2026-2027:** It was RESOLVED to meet on the second Monday of each month between June 2026 and May 2027, except January and August. Clerk to post notices on the notice boards and website.

26/043 **Planning applications:**

WL/2026/00366 Winghale Priory Farm, South Kelsey. Planning application to erect additional steel portal frame building. No comments.

WL/2026/00369 Watermill Farm, Moortown. Planning application to erect bar building with terrace area, construction of 1 no. lake, conversion and internal alterations to existing reception/bar building to form office and associated site works. The Parish Council RESOLVED to object on the following grounds: 1) the drawings are incomplete; 2) the provision of one toilet is inadequate, and it's unclear what provision is allowed for disabled access; 3) the adopted Central Lincolnshire Local Plan states: "Policy S43: Sustainable Rural Tourism : ... they [proposals] will be supported where they: a) contribute to the local economy; b) benefit both local communities and visitors ..." Contrary to this, councillors noted that neither of the conditions is met: there appears no intention that any of the facilities proposed by Watermill Park will be available to the local community; and there is a local pub (Skipworth Arms) within a short walking distance from the site. Councillors noted that within a previous planning application, Highways had required that Watermill Park owners funded a footpath between their park entrance and the Skipworth Arms. When this was followed up by the Planning Officer, the owners of Watermill Park denied that this would be necessary: stating that it was preferred that owners of units use any on-site facilities, and should owners wish to patronise the local pub, they

could “do so at their own risk.” This directly conflicts with the Central Lincolnshire Local Plan, as there is clearly no intention to support the local economy, and on this basis Moortown Parish Council objects. Clerk to lodge comments on the planning portal.

26/044 **Lloyds Bank Account**: a letter has been drafted and sent to Lloyds bank to demand that they allow us to access an account which is in the name of the Parish Council so that the account can be closed. They are currently continuing to add charges to the account but will not allow access.

26/045 **Agenda items for the Parish Council Meeting to be held in June 2026:**

Three year plan
Emergency plan
Speeding
AGAR
Remaining and additional Policies

Parish Council meeting closed at 8.30 pm

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey on Monday 9 June at 7.00 pm

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 01/04/26 - 31/05/26

EXPENDITURE

EXPENDITURE 2026/27		EXPENDITURE												VARIANCE		
ITEM	ADMINISTRATION/ GENERAL	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	£
	VAT Lines 1-32		72.00	142.21											214.21	
1	Wages	4,339.00	315.83	220.70											536.53	3,802.47
1.5	HMRC		302.16												302.16	-302.16
2	Working from home a/l	360.00	26.00												26.00	334.00
3	Overtime	748.00		143.50											143.50	604.50
4	Travel	100.00													0.00	100.00
5	Clerk Training	216.00													0.00	216.00
6	LALC Annual Training Scheme	151.00	130.00												130.00	21.00
7	Councillor Training	150.00													0.00	150.00
8	Expenses	150.00													0.00	150.00
9	IT	150.00	5.41	5.41											10.82	139.18
10	Stationery + Postage	30.00													0.00	30.00
11	Publishing & Events	1,500.00													0.00	1,500.00
12	Hall Hire	250.00		16.00											16.00	234.00
13	Liability insurance	563.00													0.00	563.00
14	LALC Membership	211.00	206.00												206.00	5.00
15	ICO	55.00													0.00	55.00
16	Audit	637.00													0.00	637.00
17	Unity Bank Charges	84.00	7.00	7.00											14.00	70.00
18	Speed Reduction	5,600.00													0.00	5,600.00
	SUB TOTAL	15,294.00	1,064.40	534.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,599.22	14,103.99
	VILLAGE MAINTENANCE	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	VARIANCE
19	Grass Cutting	2,500.00	230.00	230.00											460.00	£2,040.00
20	Grounds Person	1,500.00													0.00	£1,500.00
21	Parish Maintenance	2,500.00													0.00	£2,500.00
22	Defibrillators maintenance	231.00		190.00											190.00	£41.00
23	Speed Reduction maintenance	400.00	280.24												280.24	6,081.00
	SUB TOTAL														930.24	
	TOTAL EXPENDITURE	15,294.00	1,064.40	534.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,529.46	£20,184.99

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/26 - 31/05/26**

RESERVES

	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
24	CONTINGENCY RESERVES														
25	3 month operating costs	3472.31												0.00	
	Elections	4,906.00												0.00	
	SUB TOTAL	8,378.31	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
	DEPRECIATION	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
26	Defibrillators (replacement)	600.00												0.00	£600.00
27	Laptop (replacement)	105.00												0.00	£105.00
28	Printer (replacement)	120.00												0.00	£120.00
29	Park Depreciation	5,000.00												0.00	5,000.00
	SUB TOTAL	5,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,825.00
	EARMARKED RESERVES	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
30	CILCA Qualification	300.00												0.00	£300.00
31	Sec. 137 Community	2,500.00												0.00	2500.00
32	CILS	729.00												0.00	£729.00
	SUB TOTAL	3,529.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,529.00
	TOTAL RESERVES	17,732.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,354.00
	TOTAL	33,026.31	1,064.40	534.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,529.46	TOTAL SPEND

Ms Christine Major
11 Foxglove Close
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DN20 8FF

✉ Unity Trust Bank plc
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Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

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Account Statement

01 May 2026 to 31 May 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20486879
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£250.57	£283.00	£2,000.00	£1,967.57

Your arranged overdraft limit is £0.00



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T1 account 20486879

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/04/2026		Balance brought forward	£0.00	£0.00	£250.57
16/05/2026	Transfer	Transfer from 20506348	£0.00	£2,000.00	£2,250.57
18/05/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£2,112.57
18/05/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£1,974.57
31/05/2026	Fee	Service Charge	£7.00	£0.00	£1,967.57

Financial Services Compensation Scheme

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £120,000 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 **www.unity.co.uk/fscs**

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 **0800 652 3839**.

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.

Additional Information

A copy of our interest rates can be found on our website **www.unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

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Ms Christine Major
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WV1 9DG

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Pre-notification statement

01 May 2026 to 31 May 2026

Account Name: South Kelsey And Moortown Parish Council

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 01/05/2026 and 31/05/2026.

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

The charges for this billing period are:**

Total charges	£7.00
Total debit interest	£0.00
To be debited from your account on	30/06/2026



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Pre-notification of account charges

Type	Count	Charge
Automated Payments	—	£0.00
Faster Payments	2	£0.00
Manual	—	£0.00
Account Fee	—	£7.00

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.

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 **0800 652 3839**.

What happens when something goes wrong?

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Additional Information

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Account Statement

01 May 2026 to 31 May 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20506348
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£33,431.78	£2,000.00	£0.00	£31,431.78

The credit interest rate is 1.95% AER as of your statement date.



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Transactions for Instant Access account 20506348

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/04/2026		Balance brought forward	£0.00	£0.00	£33,431.78
16/05/2026	Transfer	Transfer to 20486879	£2,000.00	£0.00	£31,431.78

Financial Services Compensation Scheme

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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS 8 June 2026 – Minute Ref. 26/049b

<u>Ref./Date</u>	<u>Ref</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>	<u>Total</u>
	<u>Authx2</u>				
1 15.5.26	Inv782	Ian Moore Contracting	Grass cut 14.5.26		23.00
	£138.00				
2 29.5.26	Inv810	Ian Moore Contracting	Grass cut 29.5.26		23.00
	£138.00				
3 9.4.26	1907033936	WLDC Defibrillator Maintenance	Moortown	19.00	£114.00
4 9.4.26	1907033935	WLDC Defibrillator Maintenance	S. Kelsey	19.00	£114.00
5 11.5.26		C Major	May 26 22hrs+10hrsOT+WFH		£338.20
6 31.5.26	10783	SK Village Hall Cttee.	Hall hire 11.5.26		£16.00
7 11.5.26	41505	HP Ink/C Major ink	11.4.26-10.5.26	1.08	£6.49
Total:					£864.69

Clerk's Report 8 June 2026 Minute Ref. 26/050

29.5.26 Email from WLDC concerning redacting parish councillor addresses to comply with current legislation. Passed to PC.

28.5.26 Letter from Lloyds Bank advising they are experiencing a high volume of complaints, so they aim to respond to our complaint within 4 weeks, but if they can't manage that, they'll let us know.

3.6.26 Unity Bank are doing quarterly banking forums – signed up for one in September.

19.5.26 email from Phonely advising landline phones will be disappearing in 2027 with information for residents -shared on Facebook.

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **South Kelsey & Moortown Parish Council - LI0334**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 1, Box 9 and Section 2 Boxes 11a and 11b of the AGAR have not been completed. The smaller authority has confirmed that it is not a sole managing trustee, and the responses should be ‘N/A’, ‘No’, ‘N/A’ respectively.
- Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9. The Guide states that where assets are gifted at zero cost to the authority, they should be recorded at a nominal value of £1. Assets should be recorded in the fixed asset register net of VAT, please restate the prior year Section 2, Box 9 in the 2025/26 AGAR after updating the fixed asset register.
- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £13,840 and £32,878 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/09/2025



Internal Audit Report.

Council:	South Kelsey and Moortown Parish Council
Internal Auditor:	Lydia Hopton
Year Ending:	31 st March 2026
Date of Report	20/05/2026

This internal audit has been conducted in accordance with SAPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils
Internal Audit Report.

To the Chairman of South Kelsey and Moortown Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to be 'unsatisfactory' I have provided recommendations to improve the weakness identified.

Yours sincerely



Lydia Hopton
Internal Auditor
Lincolnshire Association Local Councils

Date: 20 May 2026

Area of work checked	Outcome
Implementation of previous auditor recommendations	Not applicable
Implementation of previous AGAR weaknesses/ recommendations	Not applicable
Key Governance Review	Weaknesses identified
Transparency	Weaknesses identified
Accounting	Not audited
Budget	Weaknesses identified
Income Control	Not audited
Bank Reconciliation	Not audited
Petty Cash	Not applicable
Asset Control	Not audited
Risk Management	Evidence Produced
General Administration	Not applicable
Proper Process/Practice	Weaknesses identified
Payroll/HR	Not audited
Information and Data Compliance	Weaknesses identified
Transaction spot checks	Not audited
Year-end process	Not audited
Allotments	Not applicable
Cemetery/burials	Not applicable
Charities	Not applicable
Community Buildings	Not applicable
Markets	Not applicable

Recommendations from Intermediate Audit

Governance and Policies

1. Ensure agendas and minutes clearly list all policies reviewed and approved.
2. Update the Complaints Policy to reflect current committee
3. Review the Code of Conduct.

Transparency

4. Publish full meeting papers alongside agendas in line with the Transparency Code.
5. Publish councillor responsibilities on the website.

Budget and Financial Control

6. Ensure the precept amount is clearly minuted when approved.
7. Consider establishing a Section 137 budget for community grants.
8. Review bank signatories annually to ensure resilience and increase number of signatories

Risk and Asset Management

9. Upload the current insurance certificate to the website.
10. Confirm Land Registry status of council-owned land and assets.
11. Implement annual safety inspections for street furniture.
12. Improve document storage arrangements (e.g. fireproof storage for key documents).

Governance and Proper Practice

13. Ensure new councillors complete Register of Interests within 28 days.
14. Ensure the Chair signs Declaration of Acceptance of Office annually.
15. Avoid recording reasons for absence in minutes (data protection consideration).

Procurement and Financial Processes

17. Issue council debit card to the Clerk to reduce personal expenditure and reimbursements.
18. Publish Personnel Committee agendas and minutes where meetings occur.

HR and Compliance

20. Implement Disciplinary and Grievance Policy
21. Implement Equality and Diversity Policy
22. Ensure right-to-work checks are completed and recorded.
23. Review and update job descriptions periodically.
24. Clerk to complete Display Screen Equipment (DSE) assessment.

Pensions Compliance

23. Ensure a workplace pension scheme is available.

Information Governance

25. Review and update the Accessibility Statement.
26. Implement Subject Access Request procedure
27. Implement Data Breach Policy
27. Adopt the ICO Model Publication Scheme.
28. Adopt an IT Policy.

Conclusion (Intermediate Audit)

The council demonstrates a generally sound framework of governance and internal control, with up-to-date core policies (Standing Orders and Financial Regulations), effective risk management arrangements, and evidence of compliance with key statutory requirements

Some governance and transparency weaknesses were identified, primarily relating to documentation clarity, publication of information, and policy completeness. These require timely action to ensure:

- Full compliance with proper practices
- Transparency obligations are met
- Readiness for year-end audit and AGAR completion

I would like to thank the clerk for their assistance during the audit and for their openness and commitment to reviewing the council's governance arrangements.

-End of Internal Auditor's Report-