

Grimoldby and Manby Parish Council

To the Members of the Parish Council of Grimoldby and Manby:

You are hereby summoned to attend a meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 18th June 2025 in The Pavilion, Gibson Way, Manby at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7.30pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Council.

Any public wishing to speak, on an agenda item or “sit in” on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.



Mrs. L.M. Phillips

Clerk

Dated this 13th Day of June 2025

AGENDA

1. **Apologies for Absence**

To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

2. **Chairman's Remarks**

3. **Declarations of Interest / Dispensations**

To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members' Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.

4. **Council Minutes**

To approve as a correct record the draft Minutes of the Council Meeting held on 17th May 2023 and authorise the Chairman to sign the official minutes.

5. **Annual Grimoldby and Manby Parish Meeting 2024/25 Draft Minutes**

Council to receive the above and discuss any proposals made by members of the public.

6. **Finance**

To receive, note and duly resolve to authorise:

- a. The Financial Report for June, showing a closing balance on 13th May 2025 of £84,057.22 which agrees to the closing balance on the bank statement issued on 14th May 2025.
- b. Cheques for payment, listed on the Cheque Schedule 061825 totalling £3,494.75
- c. 2024/25 Final Accounts.
- d. 2024/25 Cashbook

7. **Annual Governance and Accountability Return (AGAR) 2024/25**

- a. To receive and note the report of the internal auditor.
- b. To approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2024/25 by the addition of ticks against 'Yes' in boxes 1 to 8, in box 9 a tick against 'N/A' should be entered and authorise signing by the Chairman and the Clerk.
- c. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2024/25 as certified by the RFO and authorise signing by the Chairman.
- d. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the AGAR and with this in mind, approve that the period for the exercise of public rights should be set from Friday 20th June 2025 to Thursday 31st July 2025.

Grimoldby and Manby Parish Council

8. Planning

a. Applications received by the Local Planning Authority

To consider current applications including those listed in the schedule (Plans_06_18_25) / ratify comments already made by the Planning Working Group. (No planning applications had been received at the time of publication).

b. Planning Decisions

- i. 02139/25/FUL – 13 Meadow Close, Grimoldby, LN11 8HY – ELDC approved 30th May 2025.

9. Review of Policies and Procedures

Council to note that the following have been reviewed. Documents which required more than a date change are attached here for your information or can be viewed on the website or in hard copy from the Clerk. Council to approve continued use of:

a. General Data Protection

- i. Data Protection Policy – no changes
- ii. Subject Access Requests Policy – no changes
- iii. Social Media and Electronic Communication Policy – no changes
- iv. Secure Disposal of Information Policy – no changes
- v. Retention of Documents Policy – no changes
- vi. General Privacy Notice – changes highlighted
- vii. Staff and Councillor Privacy Notice – no changes
- viii. Information Security Incident Policy – no changes
- b. Complaints Procedure – no changes
- c. Policy on Handling of Freedom of Information Requests – no changes
- d. Co-option Policy – no changes

10. Pavilion and Football Field Agreement

Council to undertake its annual review of the above, resolve upon amendments and approve for use in 2025/26.

11. Grimsby to Walpole Consultation – Stage 2

Further to receipt of details by email on the above, Councillors to resolve upon whether to make a corporate response.

12. The Great Grid Upgrade

Following receipt of information and discussion about the above on 21st May Council to receive an update and resolve upon the way forward.

13. Any Other Business

Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.

14. Next Meeting

Council to note that the date of the next scheduled meeting is Wednesday 16th July 2025.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 21st MAY 2025**

Present Councillor T. Knowles (TK) (in the chair)

Councillors: Mrs. E. Billings (EB), C. Fairburn (CF), N. Hind (NH), Mrs. L. Knowles (LK), R. Hampton (RH), T. Vamplew (TV)

Councillors not present: M. Bruce (MB), A. Bunting (AB), M. Starsmore (MS),

The Clerk, Mrs. L.M. Phillips was also present. No members of the public spoke in the public forum.

T1. Election of Chairman

It was proposed, seconded and **RESOLVED** by vote of the Council that Cllr. TK be elected Chairman of Grimoldby and Manby Parish Council to hold office until the Annual Meeting of the Council in 2026.

T2. Declaration of Acceptance of Office

Cllr. TK read out the official Declaration of Acceptance of Office and signed it. This was witnessed by the Clerk and he took the Chair.

T3. Election of Vice Chairman

It was proposed, seconded and **RESOLVED** that Cllr. CF be elected Vice Chairman of Grimoldby and Manby Parish Council, to hold office until the Annual Meeting of the Council in 2026.

T4. Declaration of Acceptance of Office

Cllr. CF signed the official Declaration of Acceptance of Office.

T5. Apologies for Absence

Apologies for absence were received from Cllr. MB.

T6. Declarations of Interest / Dispensations

a. Cllr. NH declared an interest in agenda item 22 as an allotment tenancy holder.

T7. Committees of the Council

It was proposed, seconded and **RESOLVED** that the following committees should be re-established as committees of Grimoldby and Manby Parish Council and that their terms of reference and delegated authority should be confirmed as per the Council's governing documents:

a. Finance Committee

Membership: Chairman of the Council, Vice Chairman of the Council, Cllrs. Mrs. EB and MB

b. Planning Committee

Membership: All members of the Council.

T8. Working Groups of the Council

It was proposed, seconded and **RESOLVED** that the following working group should be re-established as a working group of Grimoldby and Manby Parish Council and that its terms of reference and delegated authority should be confirmed as per the Council's governing documents:

a. Planning Working Group

Membership: All Councillors.

T9. Roles of the Council

The Council confirmed that its Young People's Advocate should be Cllr. TK, its Green Champions should be Cllr. MB and its Recreation Representative should be Cllr. Mrs. LK.

T10. Representation on External Bodies

It was proposed, seconded and **RESOLVED** that Cllr. TV should represent the Council on the Village Hall Committee and it was noted that if the Council wished to have any questions about the Committee answered it should ask Cllr. TV for an update.

T11. Council Minutes

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 16th April 2025.

T12. Chairman's Remarks

The Chairman reported that ELDC were making £4,000 available to each of the District Councillors to award as community grants. He asked that if anyone was aware of any worthy causes they please let him know. He also confirmed that he would be attending a meeting on 12th June re. Beech Grove and he would report back. Finally, he said that the Reform Party now had a little group of 3 on ELDC and in order to obtain a place on the planning committee this year, TK had joined them, as an independent annex, as he felt he was most useful to his community on the Planning Committee.

T13. Governance

It was proposed, seconded and **RESOLVED** to confirm that:

- a. Standing Orders were reviewed and adopted on 16th April 2025.
- b. Financial Regulations were reviewed and adopted on 16th April 2025.
- c. The Code of Conduct was reviewed and adopted on 19th March 2025.
- d. Policies including all those relating to GDPR had been reviewed in year.
- e. The Council reviewed its arrangements for risk management and internal control on 20th November 2024.

T14. Clerk's Delegated Powers

It was proposed, seconded and **RESOLVED** to confirm delegated authority to the Clerk as contained within Standing Orders and Financial Regulations.

T15. Council/Staff Membership of Other Bodies

It was noted that the Council or a member of staff was a member of the following bodies:

- a. Lincolnshire Association of Local Councils (LALC)
- b. National Association of Local Councils (NALC)
- c. The National Allotment Society
- d. Society of Local Council Clerks (SLCC)

T16. Asset Register

It was proposed, seconded and **RESOLVED** to confirm that the Councils Register of Assets was reviewed and adopted on 19th March 2025.

T17. Insurance

It was proposed, seconded and **RESOLVED** to appoint Zurich as the Council's insurer for the next three years. Further it was noted that a) a safeguarding policy would be required along with training and possibly DBS checks. b) inspection of the bus shelters might also need to be added to the Maintenance Schedule, in future.

T18. Meetings of the Council

It was proposed, seconded and **RESOLVED** that the Council should confirm that in 2025 it would endeavour to meet every third Wednesday of each month (except for August).

T19. Other Annual Council Business

It was proposed, seconded and **RESOLVED** to approve deferral of other Annual Council Business to the Council's next meeting in June 2025.

T20. Finance

It was proposed, seconded and **RESOLVED** to receive, note and authorise the following:

- a. The Financial Report for May, showing a closing balance on 14th April 2025 of £79,293.73 which agreed to the closing balance on the bank statement issued on 14th April 2025.
- b. The cheques listed on the Cheque Schedule 052125 – totalling £2,175.96.
- c. 2024/25 Draft Accounts.
- d. 2024/25 Cashbook to 31st March 2025.

T21. Planning

a. Applications received by the Local Planning Authority

The Council considered current applications including those listed in the schedule (Plans_05_21_25). It was proposed, seconded and **RESOLVED** to comment as follows:

- i. 02139/25/RES – No objection.
- ii. 02005/25/RES – Despite objections from Parish Council and residents outline planning permission was granted and in those circumstances the Parish Council cannot support the current application. There are observations over which the Parish Council have concerns:
 - 1. It is noted that the current application is for 3 two storey houses when the outline application intimated there were to be 3 bungalows - ELDC will need to decide if this is acceptable development and design.
 - 2. No tree survey has been submitted with the application as required.
 - 3. ELDC will need to ensure there are appropriate schemes in place to deal with: a) the parking of vehicles, unloading of materials and storage within the site. b) the setting of appropriate hours for the working/use of machinery. c) the setting of times and movement of vehicles along Mill Lane which is narrow and without passing places so as to avoid any significant impact on the residents along and abutting Mill Lane.
 - 4. The Archaeological survey and the scheme for the disposal of surface water is still needed./ratify comments already made by the Planning Working Group. (Attached).

b. Planning Decisions to Note

The Council noted the following planning decisions:

- i. N/113/02009/24 – The Gatehouse, Manby Park, Manby, LN11 8UT – ELDC Approved.
- ii. 00389/25/FUL – 21 Church Lane, Manby, LN11 8HL – ELDC Approved.

T22. Allotments

The Council received an update which confirmed that most of the mud pile located against a wooden fence at the back of plot 3 had now been removed. It was agreed to defer a decision re. fencing until the July meeting.

T23. Pavilion

It was proposed, seconded and **RESOLVED** to approve the installation of a new sink by the Chairman of Manby FC at a cost to the Council of £450.

T24. The Great Grid Upgrade

The Council received information from National Grid about its Eastern Green Link 3 and 4 proposals for two offshore high voltage electricity links, with associated primarily underground onshore infrastructure, between Scotland and England. It was agreed that the Clerk should see if any other local council's were objecting to this consultation.

T25. Closed Session Items

At 8.15pm it was proposed, seconded and **RESOLVED** that the Council should move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party, commercial and confidential nature in relation to:

a. .gov Domain Name and Email Addresses

The Council considered quotes and resolve to ask SCIS to arrange and supply .gov services.

At 8.20pm it was proposed, seconded and **RESOLVED** to move back into open session.

T26. Any Other Business

Cllr. Mrs. EB asked if there had been any progress by developers with the Biodigester. There was not that anyone was aware of.

T27. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 18th June 2025.

The meeting closed at 8.25pm

Signed _____ (Chairman) Dated _____

**MINUTES OF THE GRIMOLDBY AND MANBY ANNUAL PARISH MEETING
HELD IN THE VILLAGE HALL, GRIMOLDBY
ON WEDNESDAY 21st MAY 2025**

Present

Councillor T. Knowles (in the chair)

Parish Councillors: T. Vamplew (TV), N. Hind (NH), Mrs. L. Knowles (LK), C. Fairburn (CF) and The Parish Clerk, Mrs. L.M. Phillips were present.

1. Welcome by the Chairman

The Chairman welcomed those present to the meeting.

2. Minutes of the Grimoldby and Manby Annual Parish Meeting 2024

It was **RESOLVED** that the notes of the Grimoldby and Manby Annual Parish Meeting which took place on 15th May 2024 should be signed by the Chairman as a correct record of that meeting.

3. Annual Report by the Chairman of the Parish Council

The Chairman of the Parish Council, Cllr. TK informed those present that hard copies of his report were available to view. He ensured that everyone had one which read as follows:

Introduction by the Chairman

It is an honour for me, as Chairman to once again give the Council's Annual Report.

Council and Committees

Grimoldby and Manby Parish Council has now completed year 2 of a 4-year term. This year it has co-opted 1 Councillor and has seen one Councillor leave. The Council is currently comprised of: Councillors Emma Billings, Michael Bruce, Ant Bunting, Chris Fairburn, Richard Hampton, Noel Hind, Terry Knowles, Linda Knowles, Mike Starsmore and Terry Vamplew. When full, the Council comprises 14 Councillors. Currently there are 4 vacancies.

The Council takes overall responsibility for all decisions but can choose to delegate authority to a Committee or to a Council Officer, it can never delegate authority to a Councillor.

To be more effective, the Council has a Finance Committee which meets to go through the draft budget and makes recommendations to full Council and a Planning Working Group which makes comments on planning applications when ELDC deadlines do not sync with Council meetings. These comments are then ratified by Council at the next opportunity. The purpose of these is to spread the workload and review issues in more detail. Additionally, the Council also appoints a Young People's Advocate, a Village Hall Representative, a Recreation Representative and a Green Champion.

The Council met on 11 occasions in 2024/25. The Council does not hold a meeting in August. Additionally, the Finance Committee met on 1 occasion in 2024/25.

In 2024/25 the Council continued to object to controversial proposals by National Grid to install pylons from Grimsby to Walpole, one possible route coming very close to the villages. It ensured that the S106 agreement between the developers of a biodigester site on Manby Airfield and LCC contained clauses regarding traffic routing through the village and that a community liaison group would be set up between the developers of the site and interested parties. It responded to proposals regarding the Ossian Wind Farm, Transmission Infrastructure to support those parishes who would be directly affected. It was consulted by ELDC on a Town and Parish Scrutiny survey and it responded to an LCC Rights of Way Improvement Plan survey. It objected strongly to proposals to site a Nuclear Waste Storage Facility in nearby environs.

Planning

The Parish Council is a planning consultee and has no power to approve or refuse applications, it simply gives an opinion. The Planning Authority that determines Planning Applications is East Lindsey District Council.

Grimoldby and Manby Planning Working Group receives all applications by email and members email their comments back to the Clerk and the working group Chairman who collate them. If ELDC's deadline for comments is before the next meeting of the Council and cannot be extended the comments are submitted to ELDC and those comments are ratified by the Council at the next opportunity. If the next Council meeting is before the deadline for comments the comments are considered by the Council, resolved upon and submitted.

This year the Council considered 14 planning applications as opposed to 15 in 2023/24 and 26 in 2022/23 and in each case the Council decided to support, object or comment. Objections were supported by the relevant planning reasons. In some cases, the Committee's opinion was conditional. Full details of both our decisions and ELDC's corresponding decisions are contained on ELDC's website or can be found in the minutes of this Council. ELDC notified the Council of 14 decisions it had made on planning applications.

The Council also receive notification of road closures/traffic restrictions, proposed works to trees and appeal decisions etc. In 2024/25 the Council received 3 notifications of road closures/traffic restrictions, commented on 4 proposed works to trees and 1 appeal. It was also notified by ELDC that enforcement action was being taken against a local business premises.

Finance Committee

The Finance Committee comprises 4 Councillors including the Chairman and Vice Chairman. This Committee has responsibility for examining and monitoring the Council's expenditure and for considering the setting of the precept each year. In 2024/25 the Committee met to consider budget proposals for recommendation to Council and it resolved to propose that a precept of £21,634.00 be levied in 2025/26 which equated to an increase on 2023/24 of 7% or £1,351.06 and an annual cost to a band d ratepayer of £32.92. (However, the Committee noted that these calculations were based on 2024/25 tax base figures which meant they would decrease further when up to date tax base figures were released by ELDC).

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, Council can resolve to pay its members an allowance. How much is decided by a specialist independent review panel. However, Grimoldby and Manby Parish Councillors choose not to receive an allowance and, therefore, allowance rates for 2024/25 remained at £0.

Members

Members in 2024/25 were: Councillors Bernard Adams (resigned mid year), Mrs. Emma Billings, Michael Bruce, Ant Bunting, Chris Fairburn, Noel Hind, Mrs. Linda Knowles, Terry Knowles, Mike Starsmore, Richard Hampton (co-opted June) and Terry Vamplew.

Grants

In 2024/25 the Council set aside £600 to award in grants, £200 at a time, to successful applicants. Only one application was received and it awarded Grimoldby and Manby Village Hall £200.

General Report

The Council is in a healthy financial position and has set aside money for future projects and to offset future risks, in specified earmarked reserves. It undertook an in depth review of its earmarked reserves this year and resolved to adopt both an Investment Policy and a Reserves Policy. The Council maintains a General Reserve which it can use in case of emergency or for unbudgeted items of expenditure.

Internal Audit reviewed the Council's Internal Controls for 2023/24 and no concerns were raised. The Council's Internal Audit for 2024/25 will shortly take place. In June 2024 the Council approved its Annual Governance and Accountability Return for 2023/24 and this was submitted to the external auditor for review. In September the External Auditors comments were received. The Council received an unqualified audit.

The Council will receive draft accounts for 2024/25 shortly. Following signing of the Annual Governance and Accountability Return the Financial records of the Council will be open to public inspection for a period of 30 working days. The accounts will be subject to external audit in July 2025 and the Council will formally publish the audited accounts no later than 30th September 2025. The Annual Return will show the actual position and this and other financial information will be posted on the website once approved by Council.

As required, in year, the Council has reviewed its Governance Documents: Financial Regulations, Standing Orders, Code of Conduct, Risk Management Schedule, its GDPR policies and its Asset Register. After the introduction of new legislation it also adopted a Sexual and General Harassment Policy. Its Clerk undertook training in the following areas: Internal Audits, Playpark Inspection, Sexual Harassment Training, Emergency Planning, Clerks Networking Day, Fire Safety Essentials, Time Management Essentials, Procurement Act 2023, End of Year Audit Process, Allotments and Accelerate Climate Action in your Council. |

In September 2024, in order to safeguard the Council for the future the Council purchased its on laptop for use by the Clerk.

Street Furniture

After advertising, the Council entered into a year long agreement with a local contractor for the undertaking of village maintenance work in 2024/25. This involved reviewing the work it required in the village, how often that needed to take place and how many hours that might take. The whole year's work was then averaged out so that an equal payment per month could be made. The schedule was reviewed again at the back end of 2024/25 and again the Council advertised for a contractor/self employed person to undertake the work for 2025/26.

The Council also requested that LCC clean or replace the village sign located on the B1200 as you approach Manby from Louth.

Tennis Courts and Play Park

The Council formally took ownership of these facilities in 2022/23 rather than just leasing them. They not only allow for the playing of tennis but also football. The Council's Recreation Representative inspects the two areas on a regular basis and makes notes. They also empty the bins and keep the area generally tidy. In 2024/25 the Council engaged a tree surgeon to cut the hedge in front of the Tennis Court on Carlton Road down to a height of 5ft. This made the area more visible to the public and hopefully less likely to attract unwanted behaviour.

In 2024/25 following the Play Park's annual inspection the Council ordered a number of repairs to take place to bring the area into line with legislation and it erected new signs to assist users in the event of an emergency.

Amenity Grass Verges and Parish Paths

For the past few years the Council has undertaken the cutting of amenity grass verges and it again agreed to do so in 2024/25. It also agreed to carry on in 2025/26 and confirmed that it would ensure that even more verge was cut. The Council will have approximately 14,429m² to look after in 2025/26. An increase of 8,127m².

The Council also instructs a local firm to clear and maintain the pathways in Grimoldby and Manby for public use, as required. This involves litter picking, strimming and mowing of paths.

Safety

The Council recognises that a safe environment makes for a happy environment and therefore, it maintains a good relationship with the local police. It also owns and maintains a defibrillator which the Village Hall kindly allow us to site on the outside wall of their premises (electricity paid for by the Council) and it owns a reactive speed sign which in 2024/25 was taken down, charged and put up again, moving around the two villages, by the Village Maintenance Contractor. In 2024/25, following concerns raised by a member of the public, the Council wrote to the Police, ELDC, the Lincolnshire Road Safety Partnership and LCC about the prevalence of lorries travelling through the village, how pedestrians felt like they would be sucked under them as they passed by and traffic's general adherence to the speed limit. It asked ELDC if there were any S106 monies that could be used to help mitigate the problem. It asked the Police if they could increase speed checks in the area. It asked LCC if it could review the speed limits, consider introducing another crossing on the B1200 and consider changes to the footpath. It also asked the Lincolnshire Road Safety Partnership to undertake a speed survey in the area to see if there was any evidence to support the introduction of a static speed camera. Unfortunately, in the end it was mostly met with negatives. Although, the Police do carry out speed checks frequently in the area now.

Bins

In 2024/25 as a result of a review of the bins in the villages the Council obtained permission to site, purchased and installed 4 new bins in the following areas: 1) Corner of Manby Middlegate and Tinkle Street, 2) Corner of Manby Middlegate and Gibson Way/Manby Fields, 3) Next to the cut through from Manby Middlegate to Gauntlet Road/Bulldog Crescent, 4) Corner of Amelia Wood Way and B1200.

Tedder Park

Following the relocation of ELDC on 23rd January 2023 and the sale of their buildings and car park to a private buyer the Council has kept a close eye on the situation. The Chairman has been in regular contact with the new owner and owners of other buildings on the site. Plans for the site are still in the air but the Chairman will continue to update the Council as and when any movement occurs.

Allotments, Pavilion and Football Field

The Council took ownership of the Manby Fields allotments in 2019/20, a sports field and a pavilion for use by the community. The football field and Pavilion are predominantly used by Manby FC who have agreed terms for a licence (reviewed and amended slightly in 2024/25) to use the site and who currently pay £250 rent per year. This year, they also cut the football field to ensure that it was kept to the standard required and they invoiced the Council for that work. A local Thai Chi group rents a room regularly within the Pavilion for use and the Parish Council now also meet here each month. All of the allotments are currently rented out. There have been many discussions on the allotments throughout the year and permission has been granted to holders for a number items e.g., polly tunnels, wooden structures etc. If you are interested in renting an allotment please contact the Clerk who can place you on a waiting list.

Conclusion

The Council continues its work to ensure improvements are made throughout Grimoldby and Manby for the benefit of its residents.

Going forward it intends to look to purchase and install two new decorative village signs. It is also to have the iconic Jet Provost village sign repaired and revamped. It will continue to consider any issues that the public brings to it's attention and it will represent the views of residents as required and on controversial issues, ensuring that residents are given a chance to voice their opinions in a public arena. It will continue to work closely with the District Council and with the County Council on any issues which might affect the villages striving for outcomes that residents want.

Please do not hesitate to contact your Councillors as follows:

List of Councillors and Contact Details as at 12th May 2025:

Mrs. Emma Billings	-	01507 327445	-	manbycllr1@outlook.com
Mr. Michael Bruce	-	07772591282	-	grimoldbycllr7@outlook.com
Mr. Ant Bunting	-	07515354119	-	grimoldbycllr6@outlook.com
Mr. Chris Fairburn	-	07816953167	-	grimoldbycllr2@outlook.com
Mr. Richard Hampton	-	07907099565	-	manbycllr4@outlook.com
Mr. Noel Hind	-	07723018170	-	grimoldbycllr3@outlook.com
Mrs. Linda Knowles	-	01507 601739	-	manbycllr2@outlook.com
Mr. Terence Knowles	-	01507 601739	-	grimoldbycllr1@outlook.com
Mr. Mike Starsmore	-	01507 327428	-	grimoldbycllr4@outlook.com
Mr. Terence Vamplew	-	01507 327235	-	grimoldbycllr5@outlook.com

4. Public Forum

No members of the public spoke in the public forum.

The meeting closed at 7.10pm

Signed _____ (Chairman)

Dated _____

Financial Report - June 2025

£

£

Opening balance as at 14th April 2025

79,293.73

ADD receipts

BGC	ELDC	Precept 1st Installment	10,817.00	
FPI	Smith YC	Pavilion Rent	126.00	
			<u>90,236.73</u>	

LESS payments

1535	Wicksteed Leisure Ltd	Play Park Repairs	4,733.35	
1538	National Allotment Society	Annual Membership	84.00	
1539	G&M1	Employer Costs March	683.66	
1540	HMRC	Employer Costs March	236.42	
1541	Mr. K. Towler	Village Maintenance March	433.33	
1542	Mr. K. Towler	Village Maintenance August (replacing chq 1494 (lost in post, now stopped at bank))	433.33	
1543	Mr. K. Towler	Village Maintenance January (replacing chq 1526 (lost in post, now stopped at bank))	433.33	
1544	LALC	Allotments Training & Annual Membership	539.88	
1545	G&M1	Employer Costs April	683.66	
1546	HMRC	Employer Costs April	236.42	
1547	Mr. K. Towler	Village Maintenance April & Pavilion Downpipe Repair	568.00	
1548	Information Commissioners Office	Data Protection Fee	52.00	
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1550	G&M1	Employer Costs May	683.46	
1551	HMRC	Employer Costs May	236.62	
1552	British Gas Trading Ltd	Pavilion Electric	120.32	
1553	Mr. K. Towler	Village Maintenance May	520.00	
1554	Dave Skells Traffic Management Ltd	Grass Cutting April and May	492.00	
1555	Zurich Municipal	Insurance	1,402.35	
1556	J. Cooper	Internal Audit	40.00	
	Lloyds	Bank charges ref 454751252	8.75	
			<u>12,716.88</u>	<u>77,519.85</u>

ADD Uncleared Cheques

1541	Mr. K. Towler	Village Maintenance March	433.33	
1542	Mr. K. Towler	Village Maintenance August (replacing chq 1494 (lost in post, now stopped at bank))	433.33	
1544	LALC	Allotments Training & Annual Membership	539.88	
1545	G&M1	Employer Costs April	683.66	
1546	HMRC	Employer Costs April	236.42	
1547	Mr. K. Towler	Village Maintenance April & Pavilion Downpipe Repair	568.00	
1548	Information Commissioners Office	Data Protection Fee	52.00	
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1550	G&M1	Employer Costs May	683.46	
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1554	Dave Skells Traffic Management Ltd	Grass Cutting April and May	492.00	
1555	Zurich Municipal	Insurance	1,402.35	
1556	J. Cooper	Internal Audit	40.00	
			<u>6,537.37</u>	

Closing balance as at 13th May 2025

84,057.22

Cheque Schedule 061825

June 2025							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1550	G&M1	Employer Costs May	683.46	683.46	-	683.46	
1551	HMRC	Employer Costs May	236.62	236.62	-	236.62	
1552	British Gas Trading Ltd	Pavilion Electric	120.32	120.32	5.73	114.59	Inv 7/6/25
1553	Mr. K. Towler	Village Maintenance May	520.00	520.00	-	520.00	27
1554	Dave Skells Traffic Management Ltd	Grass Cutting April and May	492.00	492.00	82.00	410.00	DSTM 1014
1555	Zurich Municipal	Insurance	1,402.35	1,402.35	-	1,402.35	544320093
1556	J. Cooper	Internal Audit	40.00	40.00	-	40.00	Inv 9/6/25
TOTALS			3,494.75	3,494.75	87.73	3,407.02	

Accounts 2024/25															
Budget 2024/25 + CFs / Gen Res Top															
Ups	Actual Spend £	Variance £	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £	Total £
Opening Balance	79,941.56														
INCOME															
Precept	20,282.94	-	10,141.47	-	-	-	-	10,141.47	-	-	-	-	-	-	20,282.94
VAT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grasscutting cont's from LCC	-	1,157.06	-	-	-	-	-	-	-	-	-	-	-	-	-
HMRC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Allotment rent	250.00	(5.00)	230.00	25.00	-	-	-	-	-	-	-	-	-	-	250.00
Pavilion Rent	600.00	469.00	131.00	56.00	-	-	63.00	56.00	56.00	154.00	-	-	42.00	42.00	255.00
Football Club rent	250.00	250.00	-	-	-	-	-	-	-	-	250.00	-	-	-	469.00
Cltr. T. Knowles	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Playpark	-	(285.00)	-	-	-	-	-	-	-	285.00	-	-	-	-	285.00
Write back of uncashed cheques from 23/24 no. 1420 £40 re. mileage and 1450 £139.20 re. SLCC subs	-	(179.20)	(179.20)	-	-	-	-	-	-	-	-	-	-	-	179.20
Total	22,540.00	818.86	10,371.47	81.00	-	-	63.00	10,197.47	341.00	154.00	250.00	42.00	42.00	179.20	21,721.14
EXPENDITURE															
DAY TO DAY															
Clerk's Salary	8,000.00	205.51	627.75	627.55	627.75	627.75	627.55	627.75	627.55	627.75	797.24	650.80	651.00	651.00	7,794.49
PAYE/NIC	2,000.00	(4.70)	160.46	160.66	160.46	160.46	160.66	160.46	160.66	160.46	199.40	170.47	170.27	170.47	2,004.70
Rent (MTGs)	100.00	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Play Park/Tennis Courts	1,500.00	(90.00)	-	205.00	-	-	-	-	-	-	-	150.00	90.00	1,145.00	1,590.00
Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grasscutting/maintenance of right of way footpaths	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Seats	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bus Shelters	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	800.00	652.44	147.56	55.00	-	-	453.44	-	-	-	144.00	-	-	-	652.44
Grants	600.00	200.00	400.00	-	200.00	-	-	-	-	-	-	-	-	-	200.00
Publications and Training	300.00	172.50	127.50	-	-	-	-	100.00	71.50	-	-	-	-	-	172.50
Insurance	1,300.00	1,267.95	32.05	1,267.95	-	-	-	-	-	-	-	-	-	-	1,267.95
Audit	250.00	250.00	-	-	40.00	-	-	-	-	-	210.00	-	-	-	250.00
Wreaths	40.00	40.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Speed Sign	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Strut/hedge/noticeboard etc Maintenance in G&M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debrillator	50.00	68.25	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrons	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Allotments/Football Field/Pavilion	2,500.00	706.79	317.00	70.00	121.69	500.00	-	213.54	180.00	-	129.76	83.00	-	178.22	1,793.21
Amenity Grasscutting	1,200.00	(50.00)	-	-	250.00	-	-	250.00	500.00	-	125.00	125.00	-	125.00	1,250.00
General Reserve	-	3,134.80	(3,134.80)	-	-	-	996.85	-	360.00	1,150.00	-	-	387.95	240.00	3,134.80
Platinum Jubilee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VAT	-	(2,048.58)	72.60	55.00	56.08	56.08	299.37	-	76.68	408.92	-	73.49	30.00	880.85	2,048.58
Village Maintenance	5,200.00	4,766.63	433.37	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	4,766.63
Admin Equipment/IT	1,500.00	1,012.12	487.88	-	-	-	-	-	1,012.12	-	-	-	-	-	1,012.12
Bank Charges	-	(6.75)	-	-	-	-	-	-	-	-	-	-	-	-	6.75
Total Day to Day Running	25,340.00	(2,672.42)	1,332.81	2,819.49	1,889.31	3,471.20	1,221.54	1,861.76	3,755.08	2,723.97	1,792.85	1,517.60	1,838.14	3,898.67	28,012.42
Of Which Precepted For															
EARMARKED RESERVES															
EMR War Memorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Specialist Gov email addresses/IT	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Speed Sign	2,500.00	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Play Park	4,350.00	1,550.54	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Elections	2,500.00	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Audit	200.00	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Allotment/Football Field/Pavilion	6,000.00	6,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Defibrillator	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Tennis Courts	5,000.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Grasscutting (verges and Bulldog Crescent)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Streetlights	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Contingency	4,000.00	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Noticeboards	2,507.34	2,507.34	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Filing Cabinets/Office Equipment	500.00	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Future Commitments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Community Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Green Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Green Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Earmarked Reserves	30,557.34	27,757.88	-	-	-	-	-	-	-	-	-	-	-	-	-
Of Which Total Earmarked Reserves Precepted For															
Expenditure Total	22,540.00														
Precept (expenditure minus income)	20,282.94													2,799.46	2,799.46
Closing Balance	70,850.82														
Total Uncleared cheques @ 31/03/25 (= cashbk shaded figs.)	7,268.36														
Bank Closing Balance at 31st March 2025	78,119.18														
Closing balance + uncleared Cheques	78,119.18														
General Reserve	40,293.48													2,799.46	2,799.46

Cashbook 2024/25

OUT							IN			
Chq. No.	Date	PAYEE	Cheque Total	Total	VAT	Net	Ref	Date	PAYEE	Amount
			£	£	£	£				£
1465	17/04/2024	G&M1	627.75	627.75	-	627.75	FPI	02/04/2024	Plot 5	25.00
1466	17/04/2024	HMRC	160.46	160.46	-	160.46	FPI	08/04/2024	Plot 2	25.00
1467	17/04/2024	GRS Signs	369.60	369.60	61.60	308.00	FPI	08/04/2024	Plot 4	25.00
1468	17/04/2024	Mrs. L. Phillips	9.00	9.00	-	9.00	FPI	08/04/2024	Plot 6	25.00
1469	17/04/2024	NSALG	66.00	66.00	11.00	55.00	FPI	08/04/2024	Plots 7 & 8	50.00
							FPI	08/04/2024	Plot 10	25.00
							FPI	09/04/2024	Plot 3	30.00
							FPI	09/04/2024	Plot 10	25.00
							BGC	19/04/2024	Precept installment 1	10,141.47
April Totals			1,232.81	1,232.81	72.60	1,160.21				10,371.47
1470	15/05/2024	G&M1	627.55	627.55	-	627.55	FPI	07/05/2024	Plot 9	25.00
1471	15/05/2024	HMRC	160.66	160.66	-	160.66	FPI	28/05/2024	Smith YC	56.00
1472	15/05/2024	Mr. T. Knowles re. GRS	246.00	246.00	41.00	205.00				
1473	15/05/2024	Zurich Municipal	1,267.95	1,267.95	-	1,267.95				
1474	15/05/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1475	15/05/2024	Adrip Plumbing Ltd	84.00	84.00	14.00	70.00				
May Totals			2,819.49	2,819.49	55.00	2,764.49				81.00
1476	19/06/2024	G&M1	627.75	627.75	-	627.75				
1477	19/06/2024	HMRC	160.46	160.46	-	160.46				
1478	19/06/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1479	19/06/2024	British Gas Trading Ltd	127.77	127.77	6.08	121.69				
1480	19/06/2024	Dave Skells Traffic Management Ltd	300.00	300.00	50.00	250.00				
1481	19/06/2024	Grimoldby and Manby Village Hall	200.00	200.00	-	200.00				
1482	19/06/2024	Mrs. J. Cooper	40.00	40.00	-	40.00				
June Totals			1,889.31	1,889.31	56.08	1,833.23				
1483	17/07/2024	G&M1	627.55	627.55	-	627.55				
1484	17/07/2024	HMRC	160.66	160.66	-	160.66				
1485	17/07/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1486	17/07/2024	LALC	453.44	453.44	-	453.44				
1487	17/07/2024	Bridge McFarland LLP	600.00	600.00	100.00	500.00				
1488	17/07/2024	Broxap Ltd	1,196.22	1,196.22	199.37	996.85				
July Totals			3,471.20	3,471.20	299.37	3,171.83				
1489	21/08/2024	Employer Costs August	627.75	627.75	-	627.75	FPI	02/08/2024	Smith YC	63.00
1490	21/08/2024	Employer Costs August	160.46	160.46	-	160.46				
1491	21/08/2024	Village Maintenance August	433.33	433.33	-	433.33				
August Totals			1,221.54	1,221.54	-	1,221.54				63.00
1492	18/09/2024	G&M1	627.55	627.55	-	627.55	FPI	16/09/2024	Smith YC	56.00
1493	18/09/2024	HMRC	160.66	160.66	-	160.66	BGC	17/09/2024	Precept Instalment 2	10,141.47
1494	18/09/2024	Mr. K. Towler (Cancelled as lost in post, replacement issued April 25)	433.33	433.33	-	433.33				
1495	18/09/2024	LALC	120.00	120.00	20.00	100.00				
1496	18/09/2024	Dave Skells Traffic Management Ltd	300.00	300.00	50.00	250.00				
1497	18/09/2024	Manby FC	80.00	80.00	-	80.00				
1498	18/09/2024	British Gas Trading Ltd	140.22	140.22	6.68	133.54				
September Totals			1,861.76	1,861.76	76.68	1,785.08				10,197.47
1499	16/10/2024	G&M1	627.75	627.75	-	627.75	FPI	07/10/2024	Smith YC	56.00
1500	16/10/2024	HMRC	160.46	160.46	-	160.46	FPI	23/10/2024	Wilkin Chapman	285.00
1501	16/10/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1502	16/10/2024	LALC	87.00	87.00	14.50	72.50				
1503	16/10/2024	Dave Skells Traffic Management Ltd	600.00	600.00	100.00	500.00				
1504	16/10/2024	Manby FC	80.00	80.00	-	80.00				
1505	16/10/2024	Adrip Plumbing Ltd	120.00	120.00	20.00	100.00				
1506	16/10/2024	Foxhall Construction Ltd	432.00	432.00	72.00	360.00				
1507	16/10/2024	SCIS UK Ltd	1,214.54	1,214.54	202.42	1,012.12				
October Totals			3,755.08	3,755.08	408.92	3,346.16				341.00
1508	20/11/2012	G&M1	797.24	797.24	-	797.24	FPI	11/11/2024	Smith YC	70.00
1509	20/11/2027	HMRC	199.40	199.40	-	199.40	FPI	25/11/2024	Smith YC	84.00
1510	20/11/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1511	20/11/2024	SLCC	144.00	144.00	-	144.00				
1512	20/11/2024	MG Ubique Ltd	1,150.00	1,150.00	-	1,150.00				
November Totals			2,723.97	2,723.97	-	2,723.97				154.00
1513	18/12/2024	PKF Littlejohn LLP	252.00	252.00	42.00	210.00	DEP 500141	17/12/2024	Manby FC	250.00
1514	18/12/2024	G&M1	650.80	650.80	-	650.80				
1515	18/12/2024	HMRC	170.47	170.47	-	170.47				
1516	18/12/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1517	18/12/2024	Dave Skells Traffic Management Ltd	150.00	150.00	25.00	125.00				
1518	18/12/2024	British Gas Trading Ltd	136.25	136.25	6.49	129.76				
December Totals			1,792.85	1,792.85	73.49	1,719.36				250.00
1519	15/01/2025	G&M1	651.00	651.00	-	651.00	FPI	23/01/2025	Smith YC	42.00
1520	15/01/2025	HMRC	170.27	170.27	-	170.27				
1521	15/01/2025	Mr. K. Towler	433.33	433.33	-	433.33				
1522	15/01/2025	Wicksteed Leisure Ltd.	180.00	180.00	30.00	150.00				
1523	15/01/2025	Darryl J. Stones	83.00	83.00	-	83.00				
January Totals			1,517.60	1,517.60	30.00	1,487.60				42.00
1524	19/02/2025	G&M1	650.80	650.80	-	650.80	FPI	26/02/2025	Smith YC	42.00
1525	19/02/2025	HMRC	170.47	170.47	-	170.47				
1526	19/02/2025	Mr. K. Towler (Cancelled as lost in post, replacement issued April 25)	433.33	433.33	-	433.33				
1527	20/02/2025	Mr. T. Knowles re. GRS	108.00	108.00	18.00	90.00				
1528	20/02/2025	Broxap Ltd	465.54	465.54	77.59	387.95				
February Totals			1,828.14	1,828.14	95.59	1,732.55				42.00
1529	04/03/2025	Bank Charges	6.75	6.75	-	6.75		31/03/2025	Writing back of uncashed cheques from 23/24 no. 1420 E40 re. mileage and 1450 E139.20 re. SLCC subs	179.20
1530	19/03/2025	G&M1	651.00	651.00	-	651.00				
1531	19/03/2025	HMRC	170.27	170.27	-	170.27				
1532	19/03/2025	Mr. K. Towler	433.33	433.33	-	433.33				
1533	19/03/2025	British Gas Trading Ltd	104.22	104.22	4.96	99.26				
1534	19/03/2025	D. Skells TM Ltd	150.00	150.00	25.00	125.00				
1535	19/03/2025	Mrs. L. Phillips	8.96	8.96	-	8.96				
1536	19/03/2025	Wicksteed Leisure Ltd.	4,733.35	4,733.35	788.89	3,944.46				
1537	19/03/2025	Foxhall Construction Ltd	288.00	288.00	48.00	240.00				
1538	19/03/2025	G&M Village Hall	68.25	68.25	-	68.25				
1539	19/03/2025	National Allotment Society	84.00	84.00	14.00	70.00				
March Totals			6,698.13	6,698.13	880.85	5,817.28				179.20
Yearly Totals			30,811.88	30,811.88	2,048.58	28,763.30	Yearly Totals			21,721.14

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2024/2025

I have carried out the audit of Grimoldby and Manby Parish Council for the year 1st April 2023 to 31st March 2024 and make the following observations and notes:

A ACCOUNTS	Accounts are kept on a spreadsheet clearly showing income and expenditure, including cheque numbers, albeit very small print !
B FINANCIAL REGS/INVOICES	The council has in place substantial Regulations, which are reviewed periodically and confirmed by council. Invoices are properly recorded and VAT properly accounted for and claimed.
C RISK ASSESSMENT	The Council has in place substantial Risk Management and all policies, including Standing Orders, Financial Regulations and Code of Conduct were reviewed and adopted during the financial year.
D PRECEPT/PROGRESS	Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting
E INCOME/VAT	Expected income was received and recorded on the spreadsheet.
F PETTY CASH	There is no petty cash held.
G SALARIES	Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk
H ASSETS	The Asset Register is up to date and reviewed in March 24.
I RECONCILIATIONS	There are monthly bank reconciliations and reports to council done throughout the year.
J ACCOUNTING BASIS	The correct accounting basis has been used and supported by audit trail and bank statements.
K LIMITED ASSURANCE	The Council was not exempt from limited assurance review.
L WEBSITE	The required information was published on the website.
M EXERCISE RIGHTS	The Council carried out its publication requirements for exercise of rights.
N PUBLICATION	The Council has complied with the requirements for the 23/24 AGAR

I have no concerns to raise regarding the Council's financial management and the Clerk has kept all records in good order, with good audit trails in place. She should be congratulated on presenting good information for Audit and for undertaking and ensuring good practice throughout the year.

Annual Internal Audit Report 2024/25

Grimoldby and Manby Parish Council

<https://grimoldby-manby.parish.lincolnshire.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

9/6/25

Name of person who carried out the internal audit

J. Cooper

Signature of person who carried out the internal audit

[Signature]

Date

9/6/25

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Grimoldby and Manby Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://grimoldby-manby.parish.lincolnshire.gov.uk/>

Section 2 – Accounting Statements 2024/25 for

Grimoldby and Manby Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	72,395	79,942	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	22,542	20,283	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,360	1,438	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	8,429	9,799	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	10,926	21,013	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	79,942	70,851	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	79,942	70,851	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	289,250	291,263	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

EM Phillips

Date

06/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Grimoldby and Manby Parish Council

DATA PROTECTION POLICY

Introduction

Grimoldby and Manby Parish Council needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately– whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 1998.

The following list below of definitions of the technical terms we have used and is intended to aid understanding of this policy.

Data Controller – The person who (either alone or with others) decides what personal information Grimoldby and Manby Parish Council will hold and how it will be held or used.

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act 1998

Data Subject/Service User – The individual whose personal information is being held or processed by Grimoldby and Manby Parish Council (for example: a client, an employee, a supporter)

‘Explicit’ consent – is a freely given, specific and informed agreement by a Data Subject (see definition) to the processing* of personal information* about her/him. Explicit consent is needed for processing sensitive* data

* See definition

Notification – Notifying the Information Commissioner about the data processing activities of Grimoldby and Manby Parish Council, as certain activities may be exempt from notification.

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Grimoldby and Manby Parish Council.

Grimoldby and Manby Parish Council

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject's offences

Data Controller

Grimoldby and Manby Parish Council is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

Disclosure

Grimoldby and Manby Parish Council may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Data Subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Grimoldby and Manby Parish Council to disclose data (including sensitive data) without the data subject's consent.

These are:

1. Carrying out a legal duty or as authorised by the Secretary of State
2. Protecting vital interests of a Data Subject or other person
3. The Data Subject has already made the information public
4. Conducting any legal proceedings, obtaining legal advice or defending any legal rights
5. Monitoring for equal opportunities purposes – i.e. race, disability or religion
6. Providing a confidential service where the Data Subject's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.

Grimoldby and Manby Parish Council

Grimoldby and Manby Parish Council regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Grimoldby and Manby Parish Council intends to ensure that personal information is treated lawfully and correctly.

To this end, Grimoldby and Manby Parish Council will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Grimoldby and Manby Parish Council will, through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information,
- Meet its legal obligations to specify the purposes for which information is used,
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
- Ensure the quality of information used,
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - The right to be informed that processing is being undertaken,
 - The right of access to one's personal information

Grimoldby and Manby Parish Council

- The right to prevent processing in certain circumstances and
- The right to correct, rectify, block or erase information which is regarded as wrong information),
- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information.

Data collection

Informed consent

Informed consent is when

- A Data Subject clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- and then gives their consent.

Grimoldby and Manby Parish Council will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Grimoldby and Manby Parish Council will ensure that the Data Subject:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Has received sufficient information on why their data is needed and how it will be used

Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Grimoldby and Manby Parish Council

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Grimoldby and Manby Parish Council responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

Data access and accuracy

All Data Subjects have the right to access the information Grimoldby and Manby Parish Council holds about them. Grimoldby and Manby Parish Council will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Grimoldby and Manby Parish Council will ensure that:

- Everyone processing personal information understands that they are contractually responsible for following good data protection practice,
- Everyone processing personal information is appropriately trained to do so,
- Everyone processing personal information is appropriately supervised,
- Anybody wanting to make enquiries about handling personal information knows what to do,
- It deals promptly and courteously with any enquiries about handling personal information,
- It describes clearly how it handles personal information,
- It will regularly review and audit the ways it holds, manages and uses personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Clerk of Grimoldby and Manby Parish Council

Data Control Officer:

Mrs. L. Phillips, 9 Alexandra Road, Louth, LN11 0ND or email: grimoldbyandmanbypc@outlook.com

Grimoldby and Manby Parish Council

SUBJECT ACCESS REQUESTS POLICY

All Subject Access Requests (SAR's) must be received in writing and should be forwarded immediately to the Data Control Officer and Clerk.

1) Upon receipt of a SAR

The Data Control Officer will:

- a) Verify whether Grimoldby and Manby Parish Council are the controller of the data subject's personal data. If Grimoldby and Manby Parish Council is not the controller, but merely a processor, Grimoldby and Manby Parish Council will inform the data subject and refer them to the actual controller.
- b) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- c) Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- d) Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
- e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- f) Verify whether Grimoldby and Manby Parish Council process the data requested. If it does not process any data, inform the data subject accordingly.
- g) At all times make sure the internal SAR policy is followed and progress can be monitored.
- h) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- i) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2) Responding to a SAR

The Data Control Officer will:

- a) Respond to a SAR within one month after receipt of the request.
- b) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
- c) If the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- d) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
- e) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
 - i) the purposes of the processing;
 - ii) the categories of personal data concerned;
 - iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - vi) the right to lodge a complaint with the **Information Commissioners Office ("ICO")**;
 - vii) if the data has not been collected from the data subject: the source of such data;
 - viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
 - ix) Provide a copy of the personal data undergoing processing.

Grimoldby and Manby Parish Council

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves. The Council has a website and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements. The Council Website intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;

Parish/Town Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish Council email

The Clerk to the council has their own council email address:
grimoldbyandmanbypc@outlook.com

The email account is monitored periodically through the week, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Grimoldby and Manby Parish Council

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Grimoldby and Manby Parish Council

SECURE DISPOSAL OF INFORMATION POLICY

Confidential electronic and paper information must be disposed of securely to minimise the risk of unwanted disclosure. Staff and Councillors must be sure to handle information securely. Achieving and demonstrating good standards of information handling is particularly important. Confidential information is information which if improperly disclosed or lost could cause harm or distress. This includes personal data as defined by the Data Protection act, i.e. information about a living individual from which that individual could be identified, and other valuable or sensitive information not in the public domain.

Procedures

Appropriate procedures must be followed when disposing of information, whether it is in paper or electronic form, to minimise the risk of unwanted disclosure.

Precautions must be taken when control of a device that may have information stored locally is to be reassigned to someone else. (Such devices include: computers, mobile phones, USB drives, cameras, rewritable CDs/DVDs etc.)

When devices that store confidential information are to be repaired, then that information should first be removed. However, if removal of the information prior to repair is not possible the work should be carried out by a company subject to a suitable agreement.

In general, locally installed licensed software should be removed from IT equipment before disposal or transfer of control. Not doing so may breach the terms of the licence.

Disposing of paper information

Dispose of unwanted paper documents that do not contain any confidential information by recycling.

Where documents contain confidential information, assess whether the disclosure of the information could cause harm. If so, or if you are uncertain, place the documents in a shredding bag and store the bag securely pending shredding.

Grimoldby and Manby Parish Council

Disposing of electronic information

In general, Councillors and staff are advised not to save any documents relating to Council business on their devices. Copies of 'live' documents should be available on the Council's website, for perusal.

However, Councillors and staff should ensure that locally stored confidential information is removed as appropriate before a device is reassigned to another person. This should be done routinely using a secure file or drive level deletion tool – see below.

In the case of Grimoldby and Manby Parish Council owned Councillor email accounts, upon a Councillor ceasing service with Grimoldby and Manby Parish Council, control of these will be taken back by the Clerk who will ensure that data is deleted, as required, before reallocation of the email account.

Secure data deletion tools

The standard method of deleting a data file, on many types of system, may leave its contents recoverable. This is helpful if a mistake has been made, however, it is insecure if the intention is to prevent anyone else being able to "un-delete" and read the file. (Tools for recovering files deleted in the standard way are available for various systems.)

Entire PC hard drives can be "securely wiped", such that the data is made unrecoverable, using a free utility such as "Boot and Nuke". Specific files and folders can be deleted under Windows using the free tool "SDelete". These tools can be downloaded from the Internet.

However, whilst some Councillors and staff may feel confident to obtain and use such tools others needing to ensure that confidential data has been deleted are advised to seek assistance from the Clerk.

Grimoldby and Manby Parish Council

RETENTION OF DOCUMENTS AND RECORDS POLICY

This policy details the minimum retention time required for Council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed. This document has been compiled using NALC Legal Topic Note 40.

DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Re: Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> Application to hire Lettings diaries Copies of bills to hire Record of tickets issued 	6 years	VAT
Re: Allotments		
<ul style="list-style-type: none"> Register and plans 	Indefinite	Audit, Management

Grimoldby and Manby Parish Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Grimoldby and Manby Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Other local authorities, e.g., East Lindsey District Council & Lincolnshire County Council
- Lincolnshire Police
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Churches
- Insurers
- Legal representatives
- Banks
- Lincolnshire Association of Local Councils
- National Association of Local Councils

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

Grimoldby and Manby Parish Council

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Grimoldby and Manby Parish Council

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email or telephone;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

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- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

Grimoldby and Manby Parish Council

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

Grimoldby and Manby Parish Council

- 4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on: <https://grimoldby-manby.parish.lincolnshire.gov.uk> This Notice was last updated in June 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:
The Data Controller, Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND. Email: grimoldbyandmanbypc@outlook.com

Grimoldby and Manby Parish Council

PRIVACY NOTICE FOR STAFF*, COUNCILLORS AND ROLE HOLDERS**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Grimoldby and Manby Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

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- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.

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- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer Councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.

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- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Grimoldby and Manby Parish Council

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

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- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2. The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3. The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <http://parishes.lincolnshire.gov.uk/GrimoldbyandManby/>. This Notice was last updated in June 2025.

Grimoldby and Manby Parish Council

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND or email: grimoldbyandmanbypc@outlook.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://grimoldby-manby.parish.lincolnshire.gov.uk> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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INFORMATION SECURITY INCIDENT POLICY

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1 Purpose

- 1.1 This document defines an Information Security Incident and the procedure to report an incident

2 Scope

- 2.1 This document applies to all Councillors, Committees, Departments Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Grimoldby and Manby Parish Council purposes.

3 Definition

- 3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

- 5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

6 Action on becoming aware of the incident

- 6.1 Follow the information security procedure, according to the type of incident.

7 How to report

- 7.1 The Data Control Officer must be contacted by email or telephone. They will log the incident and forward it on to the relevant departments.
- 7.2 The Data Control Officer will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- Contact name and number of person reporting the incident
 - The type of data or information involved
 - Whether the loss of the data puts any person or other data at risk
 - Location of the incident

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- Inventory numbers of any equipment affected
- Date and time the security incident occurred
- Location of data or equipment affected
- Type and circumstances of the incident.

7.3 Your line manager must also be informed to enable them to investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Data Control Officer for inclusion in the incident details for investigation.

8 What to Report

8.1 All Information Security Incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

9.1 Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

9.2 Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters – Including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records, Inappropriate destruction of records
- Denial of Service, for example damage or interruption to Grimoldby and Manby Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

9.3 Access Violation

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens

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- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing Unauthorised Physical access to secure premises e.g. server room, scanning facility, dept area.

9.4 Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lightning etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

9.5 Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

9.6 Theft / loss Incident

- Theft / loss of data – written or electronically held
- Theft / loss of any Grimoldby and Manby Parish Council equipment including computers, monitors, mobile phones, Blackberries, Memory sticks, CDs.

9.7 Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Escalation

- 10.1 Serious incidents will be escalated via the national WARP scheme if determined to be of national value.

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COMPLAINTS PROCEDURE

To determine whether a complaint procedure is appropriate:

- 1) It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. The Council will need to refer or use procedures / bodies in respect of the following types of complaint:

<i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i>	<i>The relevant principal authority Monitoring Officer should be contacted – East Lindsey District Council has responsibility for such matters</i>
<i>Alleged financial irregularity</i>	<i>Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)</i>
<i>Alleged criminal activity</i>	<i>The Police</i>

- 2) A member of the public may also consider a criticism about a service (e.g. an untidy park area or unclean public toilet) or a fee (e.g. the level of charge for an allotment) to be a complaint, but these do not fall within the formal complaints procedure unless the Council has acted improperly and should be treated as normal service requests.
- 3) It is to be noted that staff members are not responsible for any works or maintenance carried out by any Town Council appointed contractor(s); such complaints must be made in writing to the Council. Person(s) who make such complaints 'personal' against staff members may be subject to restrictions within other Town Council Policies.

Before the meeting

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 9 Alexandra Road, Louth, LN11 0ND.
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be marked confidential and addressed to the Chairman of the Council.
3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 1998 at all times to safeguard against the unlawful disclosure of personal data.
5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.

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6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

At the meeting

1. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.
2. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.
3. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
4. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.
5. The complainant will be offered the opportunity to summarise their position.
6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
7. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
8. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

After the meeting

1. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
2. The Council's decision on the matter will be final, and no further appeal process will be offered.

Grimoldby and Manby Parish Council

POLICY ON HANDLING OF FREEDOM OF INFORMATION REQUESTS

- Grimoldby and Manby Parish Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.
- Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.
- A request for information must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.
- Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.
- The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.
- If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
- If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be given details of which public authority is believed to hold the information.
- Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.
- Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.
- Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.

CO-OPTION POLICY

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Grimoldby and Manby Parish Council (G&M PC). The Co-option procedure is entirely managed by G&M PC and this policy will ensure that a fair and equitable process is carried out.

Co-option

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

G&M PC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. G&M PC will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, G&M PC is able to co-opt a volunteer.

Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will advertise the vacancy on Council notice boards and/or website.

G&M PC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a particular ward be left partially or fully under-represented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of G&M PC.

Eligibility of Candidates

G&M PC is able to consider any person to fill

- a vacancy provided that:
- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualification's for election, of which the main are:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, which will assist the Council in making its decision.
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix A).

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the candidates applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent an agenda of the meeting at which they are to be considered for appointment. Candidates will also be informed that they will be invited to speak about their application at the meeting.

At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of G&M PC. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix B and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. The vote will be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.

In order for a candidate to be elected to G&M PC, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

After the votes have been counted, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, they may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

Co-option Eligibility Form

1. In order to be eligible for co-option as a Grimoldby and Manby Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- 1. I am registered as a local government elector for the parish; or
- 2. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- 3. My principal or only place of work during those twelve months has been in the parish; or
- 4. I have during the whole of twelve months resided in the parish or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- 1. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- 2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- 3. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- 4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I..... hereby confirm that I am eligible for the vacancy of Grimoldby and Manby Parish Councillor, and the information given on this form is a true and accurate record.

Signature..... Date.....

Grimoldby and Manby Parish Council is duty bound to treat this information as strictly confidential.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects • Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	

DATED

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AGREEMENT

relating to

The Sports Pavilion and Grounds on the east side of Gibson Way, Manby, Louth

between

GRIMOLDBY AND MANBY PARISH COUNCIL

and

RICHARD HAMPTON

who is the current trustee of

MANBY FC

(an unincorporated association)

This Agreement is dated 1ST SEPTEMBER 2024

Parties

- (1) GRIMOLDBY AND MANBY PARISH COUNCIL care of Mrs L Phillips, 9 Alexandra Road, Louth LN11 0ND
(Licensor)
- (2) RICHARD HAMPTON care of 5 Church Lane, Manby LN11 8HL who is the current trustee of MANBY FC
(an unincorporated association) (Licensee)

BACKGROUND

- (A) The parties wish to establish a relationship to further their joint interests in using the facilities at The Sports Pavilion and Grounds at Gibson Way, Manby.

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions:

Accessways: the entrance lobby on the Pavilion, the pedestrian ways, driveways, and car parks within the Estate.

Default Interest Rate: 4% per annum above the Interest Rate.

Estate: the land being the Sports Pavilion and Grounds on the east side of Gibson Way, Manby, Louth shown edged red on the Estate Plan.

Estate Plan: the plan attached to this Agreement and marked 'Estate Plan'.

Football Field: that part of the Estate marked out and to be used for the playing of football.

Interest Rate: the base rate from time to time of Lloyds Bank plc, or if that base rate stops being used or published then a comparable commercial rate reasonably determined by the Licensor.

Licence Fee: £250.00.

Licence Fee Payment Date: 1st September 2024.

Licence Period: the period from the 1st September 2024 to and including 31st August 2025 or the date on which this Agreement is determined in accordance with clause 8.

Licensee's Business: the business of running an amateur football club (including those activities normally associated with doing this).

Pavilion: that part of the Estate shown edged blue on the Pavilion Plan.

Pavilion Plan: the plan of the Pavilion attached to this Agreement and marked 'Pavilion Plan'.

Utilities: electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Pavilion and the Football Pitch.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 Clause and paragraph headings shall not affect the interpretation of this Agreement.
- 1.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.4 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use reasonable endeavours to prevent that thing being done by another person.
- 1.5 References to clauses are to the clauses of this Agreement.
- 1.6 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.7 Unless expressly provided otherwise, the obligations and liabilities of the Licensee under this Agreement are joint and several.
- 1.8 A reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.9 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 1.10 A reference to **writing** or **written** excludes fax and e-mail.
- 1.11 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.12 Unless the context otherwise requires, a reference to one gender shall include a reference to the other gender.
- 1.13 Any words following the terms **including**, **include**, **in particular**, for **example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. Licence to occupy

- 2.1 Subject to clause 4 and clause 8, the Licenser permits the Licensee during the Licence Period to:
 - (a) use the Pavilion, the Football Pitch and utilities for the purpose of carrying out the Licensee's Business;
 - (b) pass along the Accessways for access to and egress from the Pavilion and the Football Pitch; and
 - (c) use the car parking spaces on the Estate in connection with carrying out the Licensee's Business but for no other purpose; and

- (d) to provide and attach a defibrillator on the outside of the Pavilion subject to the Licensee keeping the defibrillator in working order and maintain it as needed.

2.2 The Licensee acknowledges that:

- (a) the Licensee shall occupy the Pavilion and the Football Pitch as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this Agreement;
- (b) the Licensee shall not be entitled to any statutory protection when this Agreement terminates;
- (c) the Licensor retains control and possession of the Pavilion and the Football Pitch and the Licensee has no right to exclude the Licensor from the Pavilion and the Football Pitch;
- (d) at any time when the Licensee is not using the Pavilion and the Football Pitch the Licensor may use the Pavilion and the Football Pitch in connection with the Licensor's own business; and
- (e) the licence to occupy granted by this Agreement is personal to the Licensee and is not assignable, and the rights given in clause 2.1 may only be exercised by the Licensee and its members and guests.
- (f) in the event of the Licensee's death this Agreement will terminate immediately.

3. Status

Nothing in this Agreement shall render the Licensee an agent or partner of the Licensor and the Licensee shall not hold themselves out as such.

4. Licensee's obligations

The Licensee agrees and undertakes:

- (a) to pay to the Licensor the Licence Fee without any deduction in advance by standing order on the Licence Fee Payment Date; and
- (b) to use the Pavilion and the Football Pitch solely for the Licensee's Business;
- (c) to keep the Pavilion and the Football Pitch tidy and clear of any rubbish and weeds and to leave the Pavilion in reasonable condition following its use;
- (d) to maintain and repair that part of the Pavilion in their use
- (e) to ensure that the Pavilion is secured and locked at all times when not in use.
- (f) to provide the Licensor with a list of fixtures prior to the start of the Licence Period.
- (g) not to cause any damage to the Pavilion and the Football Pitch and the other possessions of the Licensor nor to alter the Pavilion and the Football Pitch in any way;
- (h) not to do or permit to be done in the Pavilion or on the Football Pitch anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or any owner or occupier of neighbouring property;
- (i) not to cause or permit to be caused any damage to the Pavilion and the Football Pitch or any neighbouring property;
- (j) not to obstruct the Accessways;

- (k) to comply with all relevant health and safety legislation and to observe any reasonable rules relating to behaviour, hygiene, health and safety that the Licensor imposes in respect of the use of the Pavilion and the Football Pitch;
- (l) to keep proper accounting records relating to the Licensee's Business;
- (m) not to do anything that will or might vitiate in whole or in part any insurance arranged by the Licensor in respect of the Pavilion and the Football Pitch or increase the insurance premium;
- (n) to:
 - (i) be responsible for maintaining insurance in respect of the Licensee's own goods and belongings;
 - (ii) maintain public liability and, if relevant, employer's liability insurance in respect of the death of, or damage or other loss caused to, any person or their possessions in connection with the Licensee's Business for at least £5,000,000;
 and the Licensee will provide the Licensor with a copy of such insurance policies upon request;
- (o) to leave the Pavilion and the Football Pitch in a clean and tidy condition and to remove the Licensee's possessions at the end of the Licence Period, and to provide the Licensor with contact details when this Agreement terminates;
- (p) to indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) any breach of the Licensee's undertakings or warranties contained in this Agreement;
 - (ii) the acts or omissions of the Licensee or any person under the Licensee's control; and/or
 - (iii) the exercise of any rights given in clause 2 ; and
- (q) to pay to the Licensor interest on the Licence Fee or other payments due under this Agreement at the Default Interest Rate from time to time calculated on a daily basis from the due date until payment if the Licensee shall fail to pay the Licence Fee or any other payments due under this Agreement within 5 days of the due date (whether such interest is formally demanded or not).
- (r) to keep the defibrillator in working order and maintained as necessary.

5. Licensor's obligations

The Licensor agrees and undertakes:

- (a) to arrange and pay for the grass cutting of the Football Field;
- (b) to pay up to £1,000 per year towards the maintenance and repair of the Pavilion (which shall include the maintenance and repair of the water boiler serving the Pavilion) and the calculation of such sum and its payment [even if costs exceed £1,000] shall be at the discretion of the Council and its decision shall be final;
- (c) to arrange insurance for the Pavilion and the Football Pitch and to provide the Licensee with a copy of the policy upon request;
- (d) to provide the Licensee with a statement of any monies payable by the Licensee to the Licensor (together with details of the Licensor's VAT registration number if appropriate);

- (e) not to do or permit to be done in the Pavilion or the Football Pitch anything which is illegal or which may be or become a nuisance, (whether actionable or not) damage, annoyance, inconvenience or disturbance to the Licensee, the Licensee's members or guests;
- (f) to indemnify the Licensee and keep the Licensee indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) any breach of the Licensor's undertakings or warranties contained in this Agreement; and/or
 - (ii) the acts or omissions of the Licensor or the Licensor's employees or agents (except where such persons are subject to the Licensee's control).

6. Warranties

Each party warrants to the other that there is nothing that prevents them from entering into this Agreement.

7. Further rights and undertakings

- 7.1 Each party shall have ultimate command and authority over all aspects of their respective Businesses and shall be readily identified as having such authority.
- 7.2 Each party shall be responsible for the finances of their respective Businesses.
- 7.3 Neither party shall have, nor represent that they have, any authority to bind the other in any way, and neither party accepts liability for the other.
- 7.4 The Licensor may give the Licensee a notice of any breach of any of the obligations in clause 4 of this Agreement relating to the condition of the Pavilion or the Football Pitch. The Licensee shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Licensor, in default of which the Licensor may carry out the works needed. The costs incurred by the Licensor in carrying out any works pursuant to this clause (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Licensee to the Licensor and payable on demand. Any action taken by the Licensor pursuant to this shall be without prejudice to the Licensor's other rights under this Agreement.

8. Termination

- 8.1 This Agreement shall end on the earliest of:
 - (a) 31st August 2025;
 - (b) the expiry of not less than two weeks' notice given by the Licensor to the Licensee if the Licensee breaches any of the Licensee's obligations under this Agreement;
 - (c) the expiry of not less than two weeks' notice given by the Licensee to the Licensor if the Licensor breaches any of the Licensor's obligations under this Agreement; and
 - (d) the expiry of not less than four weeks' notice given by either party to the other.
- 8.2 Termination of this Agreement shall not affect the rights of either party in connection with any breach of any obligation under this Agreement which existed at or before the date of termination.

- 8.3 If this Agreement terminates in accordance with clause 8.1 within 14 days of the date on which this Agreement terminates, the Licensor shall refund to the Licensee the relevant proportion of any sums already paid by the Licensee relating to the Licence Fee in respect of the period after this Agreement terminates, as calculated on a daily basis.

9. Limitation of Licensor's liability

- 9.1 Subject to clause 9.2, the Licensor is not liable for:

- (a) the death of, or injury to, the Licensee or the Licensee's members or guests;
- (b) damage to, or theft of, any possessions of the Licensee or the Licensee's members or guests;
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee's members or guests resulting from the exercise or purported exercise of the rights granted by clause 2;
- (d) the losses that the Licensee may incur due to damage or destruction of the Pavilion or the Football Pitch.

- 9.2 Nothing in clause 9.1 shall limit or exclude the Licensor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees; or
- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

10. VAT

- 10.1 As far as the Licensor is aware no VAT is chargeable in the sums payable under this Agreement however all sums payable by the Licensee are exclusive of any VAT that may be chargeable. The Licensee shall pay VAT in respect of all taxable supplies made to it in connection with this Agreement on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.

- 10.2 Every obligation on the Licensee, under or in connection with this Agreement, to pay the Licensor or any other person any sum by way of a refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Licensor or other person, except to the extent that the Licensor or other person obtains credit for such VAT under the Value Added Tax Act 1994.

11. Third party rights

A person who is not a party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

12. Notices

- 12.1 Any notice or other communication given to a party under or in connection with this Agreement shall be in writing and shall be given by hand or by pre-paid first-class post or other next working day delivery service to the relevant party as follows:

- (a) to the Licensor at: 9 Alexandra Road, Louth LN11 0ND; and
- (b) to the Licensee at: 5 Church Lane, Manby LN11 8HL;

or as otherwise specified by the relevant party by notice in writing to each other party.

12.2 If a notice or other communication complies with the criteria in clause 12.1, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice or other communication is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

12.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

12.4 A notice or other communication given under this Agreement is not valid if sent by e-mail or fax.

13. **Governing law**

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

14. **Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

This Agreement has been entered into on the date stated at the beginning of it.

Signed by LYNDA PHILLIPS

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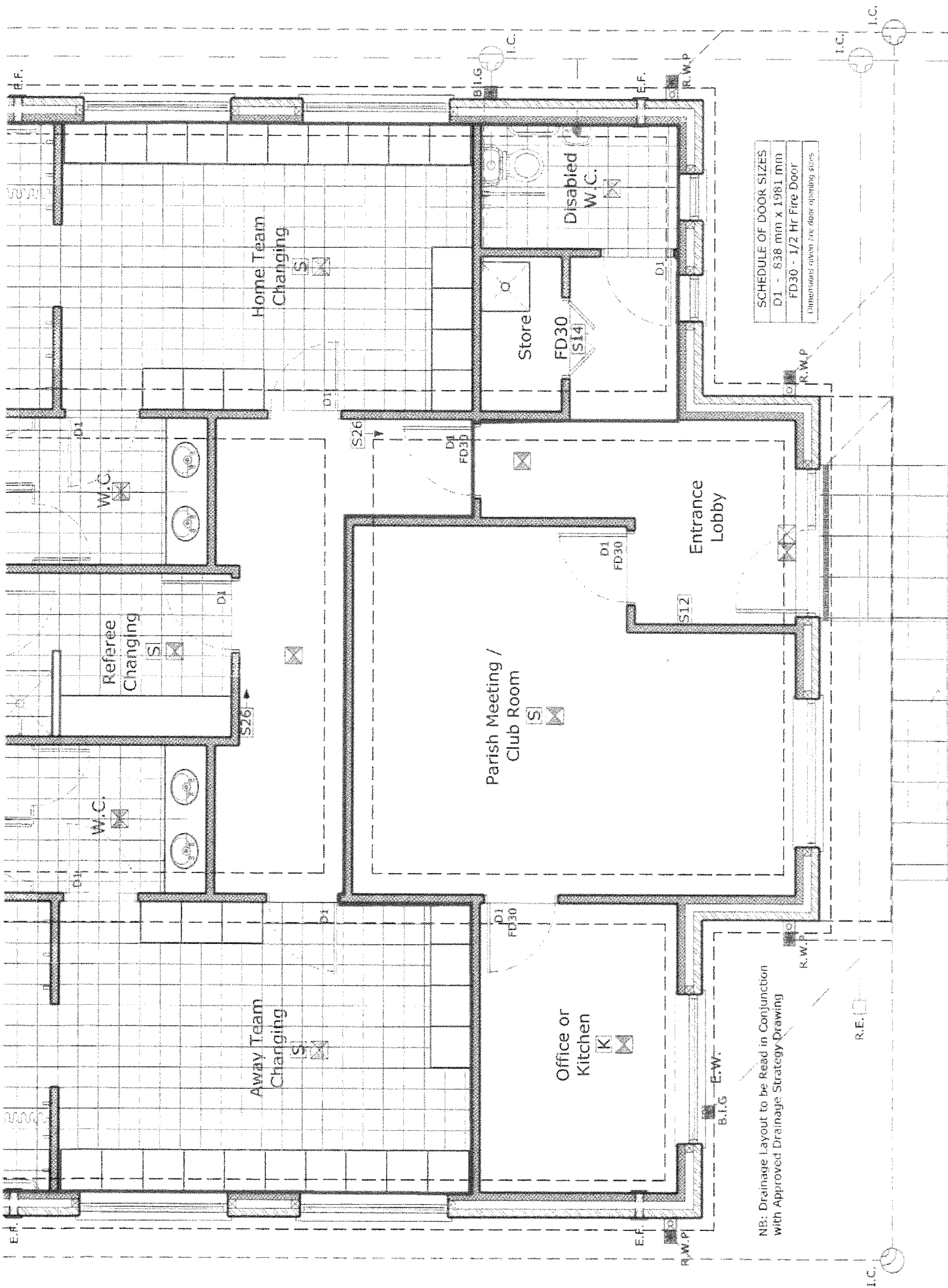
for and on behalf of GRIMOLDBY AND MANBY PARISH COUNCIL

Signed by RICHARD HAMPTON

for and on behalf of MANBY FC

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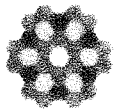
PAVILION PLAN



Estate Plan

HM Land Registry
Official copy of
title plan

Title number **LL396065**
Ordnance Survey map reference **TF3987SW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Lincolnshire : East Lindsey**



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