

Grimoldby and Manby Parish Council

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

You are hereby summoned to attend a meeting of the Finance Committee of Grimoldby and Manby Parish Council, which will be held on Tuesday 4th November 2025 at the **Pavilion**, Gibson Way, Manby from **6.00pm**. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 6.00pm 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 Committee.

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 29th Day of November 2025

AGENDA

F1. Election of Chairman

Council to receive nominations and elect the Chairman of the Finance Committee to hold office until the Annual Meeting of Grimoldby and Manby Parish Council in 2026.

F2. Election of Vice Chairman

Council to receive nominations and elect a Vice Chairman of the Finance Committee to hold office until the Annual Meeting of Grimoldby and Manby Parish Council 2026.

F3. Apologies for Absence

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

F4. 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.

F5. Minutes

To approve as a correct record the Minutes of the Finance Committee Meeting held on 6th November 2024 and authorise the Chairman to sign the official minutes. (Attached).

F6. Review of Risk Register

Committee to review its Risk Register and consider recommending it be approved for use by Council on 19th November 2025.

F7. Village Maintenance

Review schedule of work (to be tabled) for recommendation to Council 19th November 2025.

F8. Review of Reserves Policy

Committee to review the attached Reserves Policy and consider recommending to Council that it be approved for future use.

F9. Budget 2026/27

Committee to receive and discuss:

- a. Earmarked Reserve Review 2025
- b. Draft 2026/27 budget (A3 copies to be available for Councillors at meeting)

Mrs. L. Phillips, Clerk to the Council, 9 Alexandra Road, Louth, LN11 0ND
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**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF
GRIMOLDBY AND MANBY PARISH COUNCIL
HELD IN THE PAVILION, GIBSON WAY, MANBY
ON WEDNESDAY 6TH NOVEMBER 2024**

Present Councillor T. Knowles (in the chair)

Councillors: Mrs. E. Billings (EB), M. Bruce (MB), C. Fairburn (CF),

Councillors not present:

The Clerk, Mrs. L.M. Phillips was not present in person but joined by telephone.

F1. Election of Chairman

It was **RESOLVED** that Cllr. Mrs. EB should be elected as Chairman of the Finance Committee to hold office until the Annual Meeting of the Council in 2025.

F2. Election of Vice Chairman

It was **RESOLVED** that Cllr. MB should be elected as the Vice Chairman of the Finance Committee to hold office until the Annual Meeting of the Council 2025.

F3. Apologies for Absence

There were no apologies for absence.

F4. Declarations of Interest / Dispensations

No declarations of interest were received.

F5. Minutes

It was **RESOLVED** to approve as a correct the record the minutes of the Finance Committee meeting held on 3rd November 2023.

F6. Review of Risk Register

The Committee considered the above and the risks that the Council faces and ways to mitigate these. It was proposed, seconded and **RESOLVED** to recommend approval of the Risk Register to Council on 20th November 2024.

F7. Village Maintenance

The Committee considered a reevaluated village maintenance schedule. The Committee noted that the changes resulted in an increase in hours and thus a small increase in the cost to the Council. It was proposed, seconded and **RESOLVED** to recommend approval to the Council on 20th November 2024.

F8. Policies for Adoption

The Committee considered a draft Investment Policy and a draft Reserves Policy. It was proposed, seconded and **RESOLVED** that the two policies should be recommended for approval by the Council on 20th November 2024 with an amendment to the Investment Policy to delete the words 'with another high street bank' and amend £80,000 to £85,000 in the first paragraph on page 3.

F9. Budget 2025/26

a. Earmarked Reserve Review

The Committee considered the above report, which detailed the different reserves, explained the purpose of each EMR individually and made suggestions. It was proposed, seconded and **RESOLVED** to recommend that the Earmarked Reserve Report be approved by Council on 20th November 2024.

b. Draft 2025/26 Budget

The Committee considered the above, noting current year spend, projections and the condition of its reserves. It was proposed, seconded and **RESOLVED** that the budget, as presented by approved and the following be recommended to Council:

- i. That a precept of £21,634.00 be levied in 2025/26 which equated to a 7% increase on 2024/25 and an annual cost to a band d ratepayer of £32.92. (The Committee noted that these calculations were based on 2024/25 tax base figures and should decrease slightly when current tax base figures were released). See below.

Draft Budget 2025/26				
	25/26 Amount to be taken from Reserves	25/26 Amount to be Precepted For	25/26 Actual Draft Budget	Notes
	£	£	£	
INCOME				
Precept			-	
VAT	-	-	1,000.00	1/4/24 to 31/3/25
Bank Interest	-	-	1,000.00	
Grasscutting cont's from LCC	-	-	2,536.00	Based on 24/25 figure 2510.65 + 1%
HMRC	-	-	-	
Grants	-	-	1,000.00	From TK @ ELDC to go towards new village signs
Allotment rent	-	-	250.00	£25 pa x 10
Pavilion Rent	-	-	560.00	£7 ph x 2 x 40 weeks
Football Club rent	-	-	250.00	As previously discussed
Cllr. T. Knowles	-	-	-	
Total			6,596.00	
EXPENDITURE				
Day to Day Running				
Salary	600.00	11,000.00	11,600.00	Allows for increase in hours or overtime and/or uplift
PAYE/NIC		2,400.00	2,400.00	Allows for above and possible inclusion in pension scheme
Rent (Mtgs)		100.00	100.00	Allows for 2 public mtgs at £50 each
Play Park/Tennis Courts		1,500.00	1,500.00	Allows for maintenance, inspection, repairs and replacements
Tennis Courts	-	-	-	
Grasscutting/maintenance of right of way footpaths	-	-	-	
Seats	-	-	-	
Bus Shelters	-	-	-	
Subscriptions	-	600.00	600.00	LALC, NALC, SLCC, Allotment Soc.,
Grants	-	600.00	600.00	Allows for 3 grants of £200 each
Publications and Training	-	300.00	300.00	

Insurance	-	1,500.00	1,500.00	Allows for possible increase due to tax and addition of assets
Audit	-	250.00	250.00	23/24 £40 internal audit, £210 external
Wreaths	-	40.00	40.00	Remembrance wreaths x 2
Speed Sign	-	-	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	-	-	-	
Defibrillator	50.00	-	50.00	
Elections	-	-	-	
Allotments/Football Field/Pavilion	1,000.00	2,500.00	3,500.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	300.00	1,200.00	1,500.00	Allows for approx. 12 cuts with a cylinder mower and follow up strimming (weather permitting)
General Reserve	-	-	-	
Platinum Jubilee	-	-	-	
VAT	-	-	-	
Village Maintenance	-	6,240.00	6,240.00	
Admin Equipment/IT	-	-	-	
Total Day to Day Running	1,950.00	28,230.00	30,180.00	

Expenditure Total			80,380.00	
Of which to come from General Reserve			21,592.66	
Of which precepted for			28,230.00	
Income Total			6,596.00	
Precept (expenditure minus income)			21,634.00	
24/25 Cost per band d property (based on 24/25 tax base)			30.87	
25/26 Cost per band d property (based on 24/25 tax base)			32.92	
25/26 Change in band d (based on 24/25 tax base)			2.05	
25/26 Monthly cost per band d property (based on 24/25 tax base)			2.74	
25/26 weekly cost per band d property (based on 24/25 tax base)			0.63	
25/26 % increase/decrease (based on 24/25 tax base)			7%	

RESERVES

EARMARKED RESERVES				
	24/25 Amount to be taken from Reserves	24/25 Amount to be Precepted For	24/25 Actual Draft Budget	Notes
EMR War Memorial	-	-	-	
EMR Specialist .gov email addresses/IT	-	-	1,500.00	= Balance at end of 2024/25
EMR Speed Sign	-	-	2,500.00	= Balance at end 2024/25
EMR Play Park	650.00	-	5,000.00	= Balance at end 2024/25 + 650 for tree report and work
EMR Elections	-	-	2,500.00	= Balance at end 2024/25
EMR Audit	-	-	200.00	= Balance at end 2024/25
EMR Allotment/Football Field/Pavilion	500.00	-	6,500.00	= Balance at end 2024/25 + 500
EMR Defibrillator	-	-	1,500.00	= Balance at end 2024/25
EMR Tennis Courts	500.00	-	5,500.00	= Balance at end 2024/25 + 500
EMR Contingency	-	-	4,000.00	= Balance at end 2024/25
EMR Noticeboards	492.66	-	3,000.00	= Balance at end 2024/25 + 492.66
EMR Filing Cabinets/Office Equipment	2,500.00	-	3,000.00	= New in 2024/25 + 2500
EMR Village Signs	15,000.00	-	15,000.00	= New in 2024/25 + 15000
Total Earmarked Reserves	19,642.66	-	50,200.00	

F10. The meeting closed at 6.20pm.

Signed _____ (Chairman)

Dated _____

Grimoldby and Manby Parish Council
Risk Register 2025/26

The greatest risk facing a local authority is being unable to deliver the services and / or activities expected of that Council.

This document has been produced to enable Grimoldby and Manby Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

To conduct this assessment the following points should be followed:

- a) identify the areas to be reviewed
- b) identify what the risk may be
- c) evaluate the management and control of the risk and record all findings
- d) review, assess and revise, if required

Service	Risk	Recommendation
Insurance	Public Liability	Continue existing cover (£12m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Officers Liability	Continue existing cover (£100,000)
	Council Legal Liability and Legal Expenses	Continue existing cover (£200,000)
	Hirers' liability	Continue existing cover (£2m)
	Libel and Slander	Continue existing cover (£250,000)
	Money and Assault	Continue existing cover (value limit - £250,000)
	Fidelity Guarantee (Employee / Councillor Dishonesty)	Continue existing cover (£250,000)
	Business Equipment Cover	Continue with existing cover on office equipment, tennis courts, play park, outdoor furniture and defibrillator. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.

	Property Damage	Continue with existing cover on office equipment, tennis courts, play park and outdoor furniture. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.
	Libel and Slander	£250,000 less 10% or £1,000 of each claim.
	Personal Accident / Assault	Continue with existing cover.
	Business Interruption	Continue existing cover (£10,000)
	Councillors Over 80	No accident or death cover for Councillors over 90.
Payroll	Loss of data on PC due to system fault	Continue to back up data on a monthly basis and continue maintenance of hard copy payroll details.
	Loss of services of employee	Immediately advertise any permanent vacancy.
Administration	Agency advice	Continue with memberships of LALC and SLCC.
	Minutes/Agendas/ Notices Statutory Documents`	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair.
	Data Protection	Relevant policy and governance documents adopted and reviewed as required. Membership of ICO maintained.

	Transparency and Accountability	Council adheres to the Transparency Code for Smaller Authorities in accordance with the the Local Audit and Accountability Act 2014.
Pandemic	Staff unable to work, meetings unable to be held	Obtain administrative assistance from LALC, prepare contingency arrangements, delegate relevant authority to clerk and resolve to follow, as necessary.
Precept	Annual precept not the result of proper detailed consideration	Continue to consider Finance Committee estimates and present the budget to a meeting of the full Council.
	Inadequate monitoring of performance	Budget monitoring report (expenditure against budget) presented to Council (regularly).
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and / or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts.
	Non-compliance with statutory deadlines for the completion / approval / submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and ensure all recommendations made by the auditor are considered by the Council and implemented.

	Grants	Current procedures adequate: Requests for grant-aid have to be submitted on standard pro-forma application form and returned together with accounts and supporting data. All applications considered by full Council. Payments made following approval. Details of minute number and cheque number recorded on applications and kept on file.
	VAT	Recorded electronically and reclaimed at least every 3 years. Copy of claim filed in VAT file, with payment slip.
	Reconciliation	Continue with monthly bank reconciliation and approval by Council at each meeting.
Money and Invoices	Loss of cash	Continue not to have petty cash.
	Payment of invoices	Payment by cheque signed by two authorised signatories. Continue with requirement to report to and have cheque schedule approved by Council. All payments recorded electronically and cheque number recorded on relevant hard copy invoice which is retained on file. Council to continue attempting to introduce online banking with similar controls.
	Contractors staff	Ensure compliance of all H&S and employment matters (as per tender documentation).
Salary	Clerk	Salary set annually by NJC agreement and vote of Council. Income Tax and NIC deducted as per HMRC real-time software. All details recorded electronically and backed up.

Volunteers	Temporary volunteers	Advise insurance of use of temp volunteers. Ensure volunteers are made aware of H&S Issues.
Property	Tennis Courts and Play Park	Visually check all equipment weekly, all sheets evidencing checks to be copied to the clerk, problems noted and dealt with by the Clerk under delegated authority. Employ services of professional play equipment surveyor for annual full survey. Keep abreast of and abide by all Government advice.
	Village Maintenance	In the event that regular village maintenance is not carried out by the contractor in accordance with the schedule of work quoted for 1) Establish that contractor does not wish to continue, 2) Attempt to ensure that key areas are kept on top of as quickly as possible through emergency use of another contractor.
	Seating Area	Continue with regular maintenance. Keep abreast of and abide by all Government advice.
	Bus Shelters	Continue with regular maintenance.
	Notice Boards	Continue with regular maintenance.
	Seating Area	Continue with regular maintenance.
	Bulldog Crescent	Continue with regular maintenance.
	War Memorial	Check annually in May and consider maintenance work, as required.
	Village Signs	Continue with regular maintenance.
	Allotments	Continue with allotment tenancies, plot holders to keep grass tidy, undertake regular inspections. Consider nominating a Cllr. to oversee. Keep abreast of and abide by all Government and Allotment Association advice.

	Pavilion/Football Field	Arrange formal paperwork for signature by football club. Ensure paperwork is supplied and completed for adhoc hire of Council room. Football club to cut field to the spec they require and invoice the Council for such. Keep abreast of and abide by all government advice.
	Speed Sign	Councillors to monitor, report to Clerk when battery is flat. Village maintenance contractor to erect etc. EMR to be maintained for purchase of new sign or charger in case of mechanical failure of existing.
Members interests	Conflict of interests Register of members interests	Councillors to continue to ensure that all declarations of interest (not already declared on their Register of members interests form) are declared on every occasion that they arise, at the correct point where requested on the agenda, at Council meetings. Councillors to review Register of Members Interests Forms regularly.
Council Records	Loss through theft, fire, damage or corruption of computer.	Electronic records stored on the Council's laptop, backed up to the Cloud via Onedrive and also to another remote UK location managed by SCIS UK Ltd. Current procedures adequate. Last three year's financial folders and in year paper records stored at the Clerk's home. Everything else stored in the Pavilion, Audit files and Financial Folders in a lockable filing cabinet. Council to consider installation of security on the small room at the Pavilion for storage or other lockable storage.

Village Maintenance

Proposed Village Maintenance Schedule	Hours	Monthly Total
April		
Remove weeds from right of way paths	7	
Grasscutting and litterpicking in playpark	2	
Cut back shrubs along right of way paths, remove all waste	7	
Clear weeds from Tennis Courts (located off Carlton Road, Manby)	4.5	
Rub down and stain 3 benches (at Tinkle Street seating area)	5	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	7.5	
Clean doors, gutters, windows and frames at Pavilion	3	36
May		
Grasscutting and litterpicking in playpark x 2	4	
Right of way paths (6 grass, 1 hard surface)	7	
Sweep out bus shelters x 5 once every 4 months. Located opposite Old Post Office (Grimoldby), Bulldog Crescent, Manby Middlegate, opposite Post Office, opposite Church Lane	5	
Put speed signs out, leave for max 3 weeks, then bring in and charge	2	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	24
June		
Grasscutting and litterpicking in playpark x 2	4	
Right of way paths (6 grass, 1 hard surface)	7	
Clear weeds from seating area on Tinkle Street	3	
Clean benches, weeding and removal of moss at Tinkle Street seating area	7	
Maintenance of Manby Middlegate (corner where village sign located) plants	7	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Clean doors, windows and frames at Pavilion	2	36
July		
Grasscutting and litterpicking in playpark	2	
Remove weeds from right of way paths	7	
Cut back shrubs along right of way paths, remove all waste	7	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	7.5	
Put Speed Signs out, leave for max of 3 weeks then bring back in and charge	2	25.5
August		
Grasscutting and litterpicking in playpark x2	4	
Right of way paths (6 grass, 1 hard surface)	7	
Clear weeds from Tennis Courts (located off Carlton Road, Manby)	2	
Clear weeds from around Pavilion and car park	3	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Clean doors, windows and frames at Pavilion	1	23
September		
Grasscutting and litterpicking in playpark	2	
Right of way paths (6 grass, 1 hard surface)	7	
Sweep out bus shelters x 5 once every 4 months. Located opposite Old Post Office (Grimoldby), Bulldog Crescent, Manby Middlegate, opposite Post Office, opposite Church Lane	5	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Put Speed Signs out, leave for max of 3 weeks then bring back in and charge	2	22
October		
Grasscutting and litterpicking in playpark	2	
Rub down and stain 3 x benches in Grimoldby. Located at the seating area on Tinkle Street	5	
Maintenance of Manby Middlegate (corner where village sign located) shrubs and plants	7	
Clean/cut back shrubs around/maintain 6 noticeboards (once per year)	6	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	7.5	
Clean doors, windows and frames at Pavilion	1	28.5

November		
Cut back trees along right of way paths, remove all waste	7	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Once per year cut hedges around Playpark to 5ft and take away rubbish	7	
Put Speed Signs out, leave for max of 3 weeks then bring back in and charge	2	22
December		
Clean red telephone box (repaint if necessary)	3	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	7.5	
Clean doors, windows and frames at Pavilion	1	11.5
Once per year cut back shrubs growing through Tennis Court fence	7	
January		
Sweep out bus shelters x 5 once every 4 months. Located opposite Old Post Office (Grimoldby), Bulldog Crescent, Manby Middlegate, opposite Post Office, opposite Church Lane	5	
Maintenance of Manby Middlegate (corner where village sign located) shrubs	7	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Put Speed Signs out, leave for max of 3 weeks then bring back in and charge	2	20
February		
Clear weeds from seating area on Tinkle Street	3	
Clear weeds from around Pavilion and car park	3	
Once per year cut hedge adjacent the tennis courts and Carlton Road down to 4ft and take away rubbish	7	
Cut back trees along right of way paths, remove all waste	7	
Clean/cut back shrubs around/maintain 6 noticeboards	6	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Clean doors, windows and frames at Pavilion	1	33
March		
End of March Right of way paths (6 grass, 1 hard surface)	7	
Clean benches, weeding and removal of moss at Tinkle Street seating area	7	
Undertake weekly inspections of the playpark/tennis courts, complete form and return to Clerk	6	
Put Speed Signs out, leave for max of 3 weeks then bring back in and charge	2	22
Total Annual Hours		303.50
Average Hours Required Per Week		5.84
Suggested these be rounded up to 6 hours per week		
Yearly cost to Council if contractor can be hired for £20 per hour, 301 hours total per year, to be paid monthly, upon invoice. Contractor required to work the hours needed to undertake all jobs and to be responsible for paying tax to HMRC, Public Liability Insurance and supplying all equipment required for tasks.		6,240.00
Monthly cost to Council		520.00
No change in 2026/27 from 2025/26.		

Grimoldby and Manby Parish Council

Reserves Policy

INTRODUCTION

Grimoldby and Manby Parish Council (the Council) is required to maintain sufficient financial reserves to meet the needs of the organisation. By statute it should have regard, when setting its budget, for:

1. the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure; and
2. such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide specifies that:

"The authority needs to have regard to the need to put in place a General Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves"

There are two types of reserves:

General Reserves

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of the level of income and expenditure but also the risks to that income. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked Reserves

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs, in particular, may give rise to enquiries from internal and/or external auditors.

POLICY STATEMENT

The Council will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the annual precept figure or the previous year's net running costs (whichever is the highest).

In 2024/25 net running costs totalled £30,811.88. The precept in 2025/26 was £21,634.00.

It follows that one month's average running costs based on 2024/25's running costs total £2,567.66. 3 months average running costs total £7,702.97. 10% of which equals £770.30.

Therefore, in 2025/26 the Council will ensure that the level of its general reserve remains above £8,473.27.

Checks will be undertaken by the Clerk who will report to the Council if this figure is not met.

GRIMOLDBY AND MANBY PARISH COUNCIL
GENERAL AND EARMARKED RESERVE REVIEW
2025

INTRODUCTION

The Council has a legal responsibility to ensure that the finances of the Council are properly governed. This report accompanies the draft budget for 2026/27 and should assist the Finance Committee/Council to review the level and purpose of its earmarked reserves.

The following should be read in conjunction with the draft budget for 2026/27. It provides background on each EMR budget head.

GENERAL RESERVES

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of the level of income and expenditure but also the risks to that income. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

G&M PC GENERAL RESERVE REVIEW

The Council is to consider agreeing that it will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the annual precept figure or the previous year's net running costs (whichever is the highest).

In 2024/25 net running costs totalled £30,811.88. The precept in 2025/26 was £21,634.00.

It follows that one month's average running costs based on 2024/25's running costs total £2,567.66. 3 months average running costs total £7,702.97. 10% of which equals £770.30.

Therefore, in 2025/26 the Council will ensure that the level of its general reserve remains above £8,473.27.

At 30th September 2025 the General Reserve stood at £27,595.88. £16,745.28 of which is expected to be spent on day to day expenditure in the six months to 31st March 2025. This would leave the general reserve at £10,850.60. If some of this were needed to cover the Council's running costs for 3 months, should an eventuality arise whereby the District Council is unable to pay over the precept, this would leave a surplus of £3,147.63.

EARMARKED RESERVES

These are those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs, in particular, may give rise to enquiries from internal and/or external auditors.

G&M PC EARMARKED RESERVES REVIEW

At 30th September 2025 the Council's earmarked reserves stood at £46,646.17.

In 2026/27 it is not proposed to increase this. No further funds will be ringfencing from the General Reserve.

EMR WAR MEMORIAL: It is proposed to leave this EMR at zero as work to refurbish the memorial which stands in Grimoldby Church Yard has been undertaken in the last few years and it is not recommended as best practice to undertake such work unless the War Memorial is in dire need.

EMR SPECIALIST .GOV EMAIL ADDRESSES/IT: THE Council has invested this year in.gov email addresses, as proper practices dictate. It is proposed to leave this budget as is and let the balance at year end roll over for use if new IT equipment is required.

EMR SPEED SIGN: This is a sinking fund to pay for a new speed sign should one be required either to replace the existing or as a second asset. It is proposed to leave the balance of this as is in 2026/27 and let the balance at year end roll over. It has been agreed that a new speed sign should be purchased and these funds will be needed along with a grant from ELDC to assist with payment for this.

EMR PLAY PARK: This is a sinking fund predominantly to finance replacement of equipment but which could be used for any works required to the playpark. It is proposed to leave this budget as is and let the balance at year end roll over.

EMR ELECTIONS: This is a sinking fund to finance elections which might be called in year. Following the elections in 2023 when both wards required an election and when the cost for such was quite low, it is proposed to leave this as is and let the balance at year end roll over.

EMR AUDIT: This is a 'pot' of ringfenced funds to pay for extra audit costs, should they be incurred. It is proposed to leave this as is and let the balance at year end roll over.

EMR ALLOTMENT/FOOTBALL FIELD/PAVILION: This is a sinking fund to finance any works required to the allotments/football field/pavilion. In 2026/27 it is proposed to leave this as is and let the balance at year end roll over.

EMR DEFIBRILLATOR: This is a sinking fund to pay for a new defibrillator, should one be required, either to replace that located at the Village Hall or that on the Pavilion. In 2026/27 it is proposed to let the balance at year end roll over.

EMR TENNIS COURTS: This is a sinking fund predominantly to help finance replacement of the tarmac, fence or net but which could be used for any works required to the tennis courts. It is proposed to leave this as is and let the balance at year end roll over.

EMR CONTINGENCY: This is a sinking fund which could be used to finance any eventuality such as unforeseen legal advice which might be required. It is proposed to leave this as is and let the balance at year end roll over.

EMR NOTICEBOARDS: This is a sinking fund for the replacement of noticeboards in the villages of which there are 4, located on the bus shelter on Tinkle Street, at the Village Hall, at the Post Office and on the bus shelter at Bulldog Crescent. However, it should be noted that the main Parish noticeboards have been replaced in recent years. It is proposed to leave this budget as is and let the balance at year end roll over.

EMR FILING CABINETS/OFFICE EQUIPMENT: This is a sinking fund for the purchase/installation of new storage facilities/a secure storage facility/installation of security measures at the Pavilion in order to ensure that the Council meets its obligations towards the data it keeps. It could also be used to purchase other office equipment, if needed. It is proposed to leave this as is and allow the balance at year end to roll over.

EMR VILLAGE SIGNS: This was a new EMR in 2025/26 whose purpose was to finance the repair/replacement of the Jet Provost Village Sign and help to fund the installation of decorative village signs at the 4 main entrances to the villages. It is proposed to leave this budget as is and let the balance at year end roll over.

CONCLUSION

It is forecast that the Council can expect to receive £7,445.93 in income in 2026/27. It is also forecast that the Council's day to day running will total in the region of £33,850.00.

Of this, £33,850.00, £2,050.00 will come from the General Reserve and £31,920.00 will be precepted for. However, when expected income is taken into account this brings the figure to be precepted for down to £24,474.07 which is an increase on 2025/26 of £2,840.07.

A precept of £24,474.07 will cost a band d property (based on the 25/26 tax base (as current figures are not yet available) £37.25 a year. This is a 13% increase on 25/26 of £4.33. Cost to a band d property per month would be £3.10 and weekly £0.72. However, it is worth reiterating that when current tax base figures are issued, these should reduce the figures a little.

Draft Budget 2026/27										
	2022/23 Actual Spend	2023/24 Actual Spend	2024/25 Actual Spend	25/26 Actual Spend to end Month 6	25/26 Total Projected Spend	Budget 2025/26 + CF's / Gen Res Top Ups	26/27 Amount to be taken from Reserves	26/27 Amount to be Precepted For	26/27 Actual Draft Budget	Notes
	£	£		£	£		£	£	£	
INCOME										
Precept	24,802.83	22,541.87	20,282.94	21,634.00	21,634.00	21,634.00	-	-	-	
VAT	-	2,161.35	-	-	-	1,000.00	-	-	1,300.00	1/4/24 to 31/3/25
Bank Interest	-	-	-	-	-	1,000.00	-	-	-	
Grasscutting cont's from LCC	2,088.05	1,157.06	-	2,510.65	5,046.65	2,536.00	-	-	2,553.93	As notified by LCC 7/2/25
HMRC	264.20	-	-	-	-	-	-	-	-	
Grants	2,000.00	-	-	-	2,000.00	1,000.00	-	-	2,000.00	From TK @ ELDC to go towards new village signs
Allotment rent	250.00	225.00	255.00	255.00	255.00	250.00	-	-	250.00	£25 pa x 10
Pavilion Rent	581.00	546.00	469.00	420.00	800.00	560.00	-	-	1,092.00	£7 ph x 2 x 40 weeks = 560& £7 ph x 2 x 38 weeks = 532
Football Club rent	-	250.00	250.00	-	250.00	250.00	-	-	250.00	As previously disussed
Clfr. T. Knowles	30.00	-	-	-	-	-	-	-	-	
Playpark	-	-	285.00	-	-	-	-	-	-	
Write back	-	-	179.20	-	-	-	-	-	-	
Total	5,213.25	4,339.41	21,721.14	24,819.65	8,351.65	28,230.00	-	-	7,445.93	
EXPENDITURE										
Day to Day Running										
Salary	5,146.09	6,697.11	7,794.49	4,232.81	8,465.21	11,600.00	-	12,000.00	12,000.00	Allows for increase in hours or overtime and/or uplift
PAYE/NIC	1,483.56	1,731.76	2,004.70	1,476.33	2,953.05	2,400.00	1,100.00	2,400.00	3,500.00	Allows for above and possible inclusion in pension scheme
Rent (Mtg's)	285.00	95.00	-	-	-	100.00	-	100.00	100.00	Allows for 2 public mtgs at £50 each
Play Park/Tennis Courts	1,288.25	1,679.83	1,590.00	80.00	1,500.00	1,500.00	-	1,500.00	1,500.00	Allows for maintenance, inspection, repairs and replacements
Tennis Courts	400.00	340.00	-	-	-	-	-	-	-	
Grasscutting/maintenance of right of way footpaths	981.00	480.00	-	-	-	-	-	-	-	
Seats	85.00	120.00	-	-	-	-	-	-	-	
Bus Shelters	10.00	20.00	-	-	-	-	-	-	-	
Subscriptions	617.21	766.89	652.44	467.88	600.00	600.00	-	700.00	700.00	LALC, NALC, SLCC, Allotment Soc.,
Grants	-	600.00	200.00	-	600.00	600.00	200.00	600.00	800.00	Allows for 4 grants of £200 each
Publications and Training	-	41.40	172.50	60.00	300.00	300.00	-	300.00	300.00	
Insurance	1,086.83	1,208.92	1,267.95	1,402.35	1,402.35	1,500.00	-	1,450.00	1,450.00	Allows for possible slight increase due to tax
Audit	240.00	250.00	250.00	250.00	250.00	250.00	-	250.00	250.00	25/26 £40 internal audit, £210 external
Wreaths	-	-	-	-	40.00	40.00	-	50.00	50.00	Remembrance wreaths x 2
Speed Sign	-	-	-	-	-	-	-	-	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	-	116.00	-	-	-	-	-	-	-	
Defibrillator	-	-	68.25	-	-	50.00	-	200.00	200.00	Council should be prepared to spend it's EMR now that it has taken responsibility for replacing the pads and batteries on the defib located on the Pavilion wall.
Elections	-	97.00	-	-	-	-	-	-	-	
Allotments/Football Field/Pavilion	1,593.30	784.65	1,793.21	810.33	3,500.00	3,500.00	-	3,500.00	3,500.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	840.00	573.3	1250	1,230.00	1,500.00	1,500.00	-	1,500.00	1,500.00	Allows for approx. 12 cuts with a cylinder mower and follow up strimming (weather permitting)
General Reserve	30.00	525	3134.8	-	996.85	-	-	-	-	
Platinum Jubilee	1,755.44	300	-	-	-	-	-	-	-	
VAT	998.47	628.5	2048.58	561.28	1,200.00	-	-	-	-	
Village Maintenance	-	-	4,766.63	3,899.99	7,019.99	6,240.00	-	7,000.00	7,000.00	
Admin Equipment/IT/GDPR	-	-	1,012.12	665.20	1,500.00	-	750.00	250.00	1,000.00	Allows for software licences etc.
Bank Charges	-	-	6.75	38.25	92.25	-	-	120.00	120.00	New in 2026/27
Total Day to Day Running	16,840.15	17055.36	28,012.42	15,174.42	31,919.70	30,180.00	2,050.00	31,920.00	33,850.00	

Expenditure Total									68,676.17	
Of which to come from General Reserve									2,050.00	
Of which precepted for									31,920.00	
Income Total									7,445.93	
Precept (expenditure minus income)									24,474.07	
25/26 Cost per band d property (based on 25/26 tax base)									32.92	
26/27 Cost per band d property (based on 25/26 tax base)									37.25	
26/27 Change in band d (based on 25/26 tax base)									4.33	
26/27 Monthly cost per band d property (based on 25/26 tax base)									3.10	
26/27 weekly cost per band d property (based on 25/26 tax base)									0.72	
26/27 % increase/decrease (based on 25/26 tax base)									13%	

RESERVES										
EARMARKED RESERVES										
	2022/23 Actual Spend	23/24 Actual Spend	2024/25 Actual Spend	25/26 Actual Spend to end Month 6	25/26 Total Projected Spend	Budget 2025/26 + CF's / Gen Res Top Ups	25/26 Amount to be taken from Reserves	25/26 Amount to be Precepted For	25/26 Actual Draft Budget	Notes
EMR War Memorial	-	-	-	-	-	-	-	-	-	
EMR Specialist gov email addresses/IT	-	-	-	-	373.83	1,500.00	-	-	1,126.17	= Balance at end of 2025/26
EMR Speed Sign	-	-	-	-	-	2,500.00	-	-	2,500.00	= Balance at end of 2025/26
EMR Play Park	-	1,150.00	2,799.46	-	-	5,000.00	-	-	5,000.00	= Balance at end of 2025/26
EMR Elections	-	-	-	-	-	2,500.00	-	-	2,500.00	= Balance at end of 2025/26
EMR Audit	-	-	-	-	-	200.00	-	-	200.00	= Balance at end of 2025/26
EMR Allotment/Football Field/Pavilion	-	-	-	-	-	6,500.00	-	-	6,500.00	= Balance at end of 2025/26
EMR Defibrillator	-	-	-	-	-	1,500.00	-	-	1,500.00	= Balance at end of 2025/26
EMR Tennis Courts	-	-	-	-	-	5,500.00	-	-	5,500.00	= Balance at end of 2025/26
EMR Contingency	-	1,150.00	-	-	-	4,000.00	-	-	4,000.00	= Balance at end of 2025/26
EMR Noticeboards	-	-	-	-	-	3,000.00	-	-	3,000.00	= Balance at end of 2025/26
EMR Filing Cabinets/Office Equipment	-	-	-	-	-	3,000.00	-	-	3,000.00	= Balance at end of 2025/26
EMR Village Signs	-	-	-	-	15,000.00	15,000.00	-	-	-	= Balance at end of 2025/26
Total Earmarked Reserves	-	2,300.00	2,799.46	-	15,373.83	50,200.00	-	-	34,826.17	

It should be noted that some authorities are capped and can only raise their precept by a maximum of 5%. However, this capping has not been extended to Town and Parish Council yet. Given that the amount being raised by G&M PC in precept is small, relative to other Council's, any small increase in it results in a seemingly large percentage increase. The Council must prepare for a time when it might be capped and ensure that it is equipped to meet any demands made of it when Local Government Reorganisation has taken place. The Council recognises that the cost of living has increased substantially over the last few years and everyone is struggling. It endeavours not to raise its precept more than absolutely necessary.