

# 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 19<sup>th</sup> November 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 14<sup>th</sup> Day of November 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 15<sup>th</sup> October 2025 and authorise the Chairman to sign the official minutes.

**5. Committee Minutes**

- a. To confirm receipt of the minutes and adopt the resolutions contained therein of the Finance Committee Meeting held on 6<sup>th</sup> November 2024.
- b. To receive for information the draft notes of the Finance Committee Meeting of 4<sup>th</sup> November 2025.

**6. Finance**

To receive, note and duly resolve to authorise:

- a. The Financial Report for November, showing a closing balance on 9<sup>th</sup> October 2025 of £78,297.88 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> October 2025.
- b. Cheques for payment, listed on the Cheque Schedule 111925 totalling £2,124.12.

**7. Planning**

- a. **Applications received by the Local Planning Authority**  
To consider current applications including those listed in the schedule (Plans\_11\_19\_25) / ratify comments already made by the Planning Working Group.
- b. **Planning Decisions**  
Council to note the following planning decisions:
  - i. 02624/25/RVC – The Guardroom, Manby Park, LN11 8UT – approved by ELDC on 7/11/25.

**8. Local Government Pay Claim 2025/26**

Council to note that agreement has now been reached on the above and this has been implemented from 1<sup>st</sup> April 2025, in line with NALC recommendations.

# Grimoldby and Manby Parish Council

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**9. Risk Management**

Council to receive a recommendation from the Finance Committee to approve the Risk Register. (To be tabled).

**10. Village Maintenance**

Council to receive a recommendation from the Finance Committee that in 2026/27 Village Maintenance work be advertised as per the draft schedule (to be tabled), hours being averaged out over the year and invoiced monthly.

**11. Review of Reserves Policy**

Council to review the above and receive a recommendation from the Finance Committee that the attached Reserves Policy be approved for use.

**12. Budget 2026/27 / Precept Approval**

Council to note that the Finance Committee considered draft budget proposals for 2026/27 on 4<sup>th</sup> November 2025 alongside the Earmarked Reserve Report. It noted current year spend, projections and the condition of its reserves. Council to receive a recommendation from the Finance Committee that:

- a. The Earmarked Reserves Report be approved (attached).
- b. The draft budget 26/27 be approved (attached).
- c. That a precept of £24,474.07 be levied in 2026/27 which equates to a 13% increase on 2025/26 of £2,840.07 and an annual cost to a band d ratepayer of £37.25. (Council to note that these calculations are based on 2025/26 tax base figures and should decrease slightly when tax base figures for 2026/27 are released).
- d. Council to delegate authority to the Clerk to complete the necessary forms and submit to ELDC, the Collection Authority.

**13. Sexual and General Harassment**

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor), to take proactive steps to prevent Sexual Harassment at Work. Council to review it's Sexual and General Harassment Policy and approve for continued use. Council to note that annually Councillors will be asked to attend training and sign a document to confirm that they have received, read, understood and will abide by the policy.

**14. Next Meeting**

Council to consider arrangements for its December meeting.

**15. Any Other Business**

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

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY  
ON WEDNESDAY 15<sup>TH</sup> OCTOBER 2025**

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

**Councillors:** C. Fairburn (CF), N. Hind (NH), Mrs. L. Knowles (LK), R. Hampton (RH), M. Starsmore (MS), T. Vamplew (TV)

**Councillors not present:** Mrs. E. Billings (EB) and M. Bruce (MB)

The Clerk, Mrs. L.M. Phillips and Lincolnshire County Councillor, B. Robinson were also present. No members of the public spoke in the public forum.

**T67. Apologies for Absence**

Apologies for absence were received from Cllrs. MB and EB.

**T68. Chairman's Remarks**

The Chairman reported that: 1) Progress with Beech Grove had reached somewhat of a stalemate due to the conditions which had been imposed making things very difficult. 2) Applications re. the development of the Tedder Hall site had been submitted (but had not been validated). The applications were for planning permission and listed building consent – change of use. Conversion and extension to provide 45 extra care apartments, guest accommodation and associated parking. Demolition of part of existing building.

**T69. Declarations of Interest / Dispensations**

No declarations of interest were declared.

**T70. Council Minutes**

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 17<sup>th</sup> September 2025.

**T71. Finance**

It was proposed, seconded and **RESOLVED** that the Council should receive, note and duly authorise the following:

- a. The Financial Report for September, showing a closing balance on 3<sup>rd</sup> September 2025 of £74,174.01 which agreed to the closing balance on the bank statement printed on 6<sup>th</sup> October 2025.
- b. Cheques for payment, listed on the Cheque Schedule 101525 totalling £1,733.02.
- c. That a Finance Committee meeting be organised for Tuesday 4<sup>th</sup> November in the Pavilion at 6pm.

**T72. Planning**

**a. Applications received by the Local Planning Authority**

The Council considered current applications including those listed in the schedule (Plans\_10\_15\_25) and ratified comments already made by the Planning Working Group, to meet deadlines as follows:

- i. 02624/25/RVC - The Guardroom Manby Park Manby Lincolnshire LN11 8UT - No objection to the proposed use - planning permission having been granted - but the technical issues that have arisen should be resolved between the relevant parties, commonsense should prevail. G&M PC remain neutral.

**b. Planning Decisions**

There were no new planning decisions to note.

**T73. Annual Governance and Accountability Return (AGAR)**

**It was proposed, seconded and RESOLVED** that the Council should:

- a. Note that the Council's External Auditor had completed its limited assurance review of Grimoldby and Manby Parish Council for the year ended 31st March 2025.
- b. Note that the Notice of Conclusion of Audit had been posted on the website and noticeboards.
- c. Receive Section 3 - External Auditor Report and Certificate 2024/25 and note that the Council had received an unqualified audit, the external auditor having found no issues on which to make comment.

**T74. Internal Auditor**

It was proposed, seconded and **RESOLVED** to approve the continued use the Council's previous internal auditor in 2025/26. The Council agreed that she was independent, suitably qualified and competent to act as an internal auditor for a Parish Council and that the scope of the internal audit was suitable.

**T75. Membership of SLCC**

It was proposed, seconded and **RESOLVED** to approve the renewal of the Clerk's membership with the Society of Local Council Clerks.

**T76. Pavilion Car Parking Signage**

It was proposed, seconded and **RESOLVED** to approve expenditure on new signage at the Pavilion (on the entrance and on the side wall) to warn that no overnight parking was allowed. It was also agreed that quotes should be sought for a gate which could be padlocked shut.

**T77. Local Government Review**

The Chairman reported on a public meeting regarding the above, held on Monday 13<sup>th</sup> October at the Meridian Leisure Centre, that he had attended. He had not found the meeting to be terribly useful. He reported review would result in redundancies and less Councillors. He gave out hand outs from the meeting which gave more details.

**T78. St. Mary's Church, Manby**

The reported that he had, unfortunately, been unable to attend the public meeting held at St. Mary's Church, Manby on 28<sup>th</sup> September to discuss the future of the Church. However, he had rung beforehand and confirmed that he would do all he could to help. He had also provided a community grant form to them for completion and submission.

**T79. Allotments**

It was proposed, seconded and **RESOLVED** to approve the movement of the shed previously located on plot 4 to plot 7.

**T80. Closed Session Item**

At 8.02pm it was proposed, seconded and **RESOLVED** to 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 confidential and sensitive nature in relation to the following:

**a. Appraisal**

The Council received and discussed a report on the Clerk's appraisal.

**b. Annual Salary Review**

It was proposed, seconded and **RESOLVED** to approve that the Clerk's wages be raised by one scale point from 1<sup>st</sup> April, as per her contract.

At 8.06pm it was proposed, seconded and **RESOLVED** to move back into open session.

**T81. Any Other Business**

Cllr. RH reported that a resident was concerned about youths breaking into Tedder Hall, most evenings. They were also concerned about anti-social behaviour around the café. The resident didn't feel safe. Cllr. TK suggested that he would contact the new owner of Tedder Hall to report and ask if anything could be done. It was also reported that there was pollution in the beck at the end of Chapel Lane and it was thought to be paint. Cllr. TK confirmed that he had reported this but would report again to Environmental Health.

**T82. Next Meeting**

The Council noted that the date that the next scheduled meeting of the Council was due to take place was Wednesday 19<sup>th</sup> November 2025.

The meeting closed at 8.12pm

Signed \_\_\_\_\_ (Chairman)      Dated \_\_\_\_\_

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF  
GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD IN THE PAVILION, GIBSON WAY, MANBY  
ON WEDNESDAY 6<sup>TH</sup> 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 3<sup>rd</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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
	£	£	£	
<b>INCOME</b>				
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	-	-	-	
<b>Total</b>			6,596.00	
<b>EXPENDITURE</b>				
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	-	-	-	
<b>Total Day to Day Running</b>	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
<b>Total Earmarked Reserves</b>	<b>19,642.66</b>	<b>-</b>	<b>50,200.00</b>	

**F10.** The meeting closed at 6.20pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF  
GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD IN THE PAVILION, GIBSON WAY, MANBY  
ON WEDNESDAY 4<sup>TH</sup> NOVEMBER 2025**

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

**Councillors:** M. Bruce (MB) and C. Fairburn (CF)

**Councillors not present:** Mrs. EB

Two members of the public and the Clerk, Mrs. L.M. Phillips were also present.

**F1. Election of Chairman**

It was **RESOLVED** that Cllr. TK should be elected as Chairman of the Finance Committee to hold office until the Annual Meeting of the Council in 2026.

**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 2026.

**F3. Apologies for Absence**

Apologies for absence were received from Cllr. Mrs. EB.

**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 6<sup>th</sup> November 2024.

**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 19<sup>th</sup> November 2025.

**F7. Village Maintenance**

The Committee considered the village maintenance schedule. The Committee noted that no changes were proposed in 2026/27. It was proposed, seconded and **RESOLVED** to recommend approval to the Council on 19<sup>th</sup> November 2025.

**F8. Review of Reserves Policy**

The Committee considered the above and it was proposed, seconded and **RESOLVED** that the Reserves Policy should be recommended for approval by the Council on 19<sup>th</sup> November 2025.

**F9. Budget 2026/27**

**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 19<sup>th</sup> November 2025.

**b. Draft 2026/27 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 be approved and the following be recommended to Council:

- i.** That a precept of £24,474.07 be levied in 2026/27 which equated to a 13% increase on 2025/26 of £2,840.07 and an annual cost to a band d ratepayer of £37.25. (The Committee noted that these calculations were based on 2025/26 tax base figures and should decrease slightly when tax base figures for 2026/27 were released). See below for breakdown.

Draft Budget 2026/27				
	26/27 Amount to be taken from Reserves	26/27 Amount to be Precepted For	26/27 Actual Draft Budget	Notes
	£	£	£	
<b>INCOME</b>				
Precept	-	-	-	
VAT	-	-	1,300.00	1/4/24 to 31/3/25
Bank Interest	-	-	-	
Grasscutting cont's from LCC	-	-	2,553.93	As notified by LCC 7/2/25
HMRC	-	-	-	
Grants	-	-	2,000.00	From TK @ ELDC to go towards new village signs
Allotment rent	-	-	250.00	£25 pa x 10
Pavilion Rent	-	-	1,092.00	£7 ph x 2 x 40 weeks = 560 & £7 ph x 2 x 38 weeks = 532
Football Club rent	-	-	250.00	As previously discussed
Cllr. T. Knowles	-	-	-	
Playpark	-	-	-	
Write back	-	-	-	
<b>Total</b>	-	-	<b>7,445.93</b>	
<b>EXPENDITURE</b>				
Day to Day Running				
Salary	-	12,000.00	12,000.00	Allows for increase in hours or overtime and/or uplift
PAYE/NIC	1,100.00	2,400.00	3,500.00	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	-	700.00	700.00	LALC, NALC, SLCC, Allotment Soc.,
Grants	200.00	600.00	800.00	Allows for 4 grants of £200 each
Publications and Training	-	300.00	300.00	
Insurance	-	1,450.00	1,450.00	Allows for possible slight increase due to tax
Audit	-	250.00	250.00	25/26 £40 internal audit, £210 external
Wreaths	-	50.00	50.00	Remembrance wreaths x 2
Speed Sign	-	-	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	-	-	-	
Defibrillator	-	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	-	-	-	
Allotments/Football Field/Pavilion	-	3,500.00	3,500.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	-	1,500.00	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		7,000.00	7,000.00	
Admin Equipment/IT/GDPR	750.00	250.00	1,000.00	Allows for software licences etc.
Bank Charges	-	120.00	120.00	New in 2026/27
<b>Total Day to Day Running</b>	<b>2,050.00</b>	<b>31,920.00</b>	<b>33,850.00</b>	

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				
	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	-	-	1,126.17	= Balance at end of 2025/26
EMR Speed Sign	-	-	2,500.00	= Balance at end of 2025/26
EMR Play Park	-	-	5,000.00	= Balance at end of 2025/26
EMR Elections	-	-	2,500.00	= Balance at end of 2025/26
EMR Audit	-	-	200.00	= Balance at end of 2025/26

EMR Allotment/Football Field/Pavilion		-	6,500.00	= Balance at end of 2025/26
EMR Defibrillator	-	-	1,500.00	= Balance at end of 2025/26
EMR Tennis Courts	-	-	5,500.00	= Balance at end of 2025/26
EMR Contingency	-	-	4,000.00	= Balance at end of 2025/26
EMR Noticeboards	-	-	3,000.00	= Balance at end of 2025/26
EMR Filing Cabinets/Office Equipment	-	-	3,000.00	= Balance at end of 2025/26
EMR Village Signs	-	-	-	= Balance at end of 2025/26
<b>Total Earmarked Reserves</b>	-	-	<b>34,826.17</b>	

It was noted that some authorities are capped and can only raise their precept by a maximum of 5%. However, this capping had not been extended to Town and Parish Council yet. Given that the amount being raised by G&M PC in precept was small, relative to other Council's, any small increase in it resulted 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 had taken place. The Council recognised that the cost of living had increased substantially over the last few years, everyone was struggling and that it endeavoured not to raise its precept more than absolutely necessary.

**F10.** The meeting closed at 6.20pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

# Financial Report - November 2025

			£	£
Opening balance as at 12th September 2025				74,174.01
ADD receipts				
BGC	East Lindsey District Council	Precept 2nd Installment		10,817.00
FPI	Smith YC	Pavilion Rent September		70.00
DEP	Honeysuckle Club	Pavilion Rent September		154.00
				<u>85,215.01</u>
LESS payments				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1558	HMRC	Employer Costs June	236.42	
1566	G&M1	Employer Costs August	814.91	
1567	HMRC	Employer Costs August	293.83	
1568	Mr. K. Towler	Village Maintenance August	520.00	
1569	SCIS UK Ltd	MS 365, Backup	735.84	
1570	Mr. T. Knowles re. GRS Signs	New Village Sign	222.00	
1571	Dave Skells TM Ltd	Amenity Grass x 4	984.00	
1572	WA Hennessy	Het Provost Refurb	2,995.00	
1573	British Gas Trading Ltd	Pavilion Electric	107.88	
1574	PKF Littlejohn LLP	External Audit	252.00	
1575	G&M1	Employer Costs September	705.40	
1576	HMRC	Employer Costs September	246.12	
1577	Mr. K. Towler	Village Maintenance September	520.00	
1578	Manby Football Club	Grass Cutting of Football Field x 4	80.00	
1579	SCIS UK Ltd	Annual Antivirus Licence Renewal	44.99	
1580	Mr. T. Knowles	Reimburse re. Pavilion Equipment	101.51	
1581	G&M1	Employer Costs October	705.40	
1582	HMRC	Employer Costs October	246.12	
1583	Mr. K. Towler	Village Maintenance October	520.00	
1584	MG Ubique Ltd	Allotment Fence	321.60	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1586	Adrip Plumbing Ltd	Boiler Service	85.00	
	Lloyds	Bank Charges Ref: 466800567	7.25	
			<u>11,087.27</u>	<u>74,127.74</u>
ADD Uncleared Cheques				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1574	PKF Littlejohn LLP	External Audit	252.00	
1575	G&M1	Employer Costs September	705.40	
1576	HMRC	Employer Costs September	246.12	
1577	Mr. K. Towler	Village Maintenance September	520.00	
1578	Manby Football Club	Grass Cutting of Football Field x 4	80.00	
1579	SCIS UK Ltd	Annual Antivirus Licence Renewal	44.99	
1580	Mr. T. Knowles	Reimburse re. Pavilion Equipment	101.51	
1581	G&M1	Employer Costs October	705.40	
1582	HMRC	Employer Costs October	246.12	
1583	Mr. K. Towler	Village Maintenance October	520.00	
1584	MG Ubique Ltd	Allotment Fence	321.60	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1586	Adrip Plumbing Ltd	Boiler Service	85.00	
			<u>4,170.14</u>	
Closing balance as at 9th October 2025				<u>78,297.88</u>

Cheque Schedule 111925

November 2025							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1581	G&M1	Employer Costs October	705.40	705.40	-	705.40	
1582	HMRC	Employer Costs October	246.12	246.12	-	246.12	
1583	Mr. K. Towler	Village Maintenance October	520.00	520.00	-	520.00	58
1584	MG Ubique Ltd	Allotment Fence	321.60	321.60	53.60	268.00	21/10/2025
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	246.00	41.00	205.00	1103
1586	Adrip Plumbing Ltd	Boiler Service	85.00	85.00	14.17	70.83	3873
TOTALS			2,124.12	2,124.12	108.77	2,015.35	

Grimoldby and Manby Parish Council

Planning Schedule  
19th November 2025

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
10/25	ELDC	03309/25/LBA	Listed Building Consent	Heste Estate LTD	Internal and external alterations and extension to existing vacant office building to provide 45no. extra care apartments including guest accommodation and part demolition of existing building.	Tedder Hall, Manby Park, Manby, LN11 8UP	Ratify the following comments submitted by G&M PC Working Group to meet ELDC's deadline: Grimoldby and Manby Parish Council's Planning Working Group would support this application in principle. If it is to be for the elderly it would suggest that a limit be imposed and only over 50 year olds be allowed. The Working Group would comment that Tedder Hall is a large edifice and the Group have concerns about what it might be used for. It supports the proposals in principle with concerns about the effect on local amenities and services, such as the local post office, grocers, doctors and hairdressers, if there is to be a shop on site. The Council is also concerned about the traffic which will be generated by the development of the site and believe there should be a traffic management plan in place which limits movements between the hours of 7.30am and 4.30pm with no movements at weekends/holidays. The Council notes that these proposals affect a Listed Building and would like ELDC's Conservation Officer to decide what is needed to satisfy any criteria surrounding this. The Council would emphasize that it does not wish for their to be another abandoned building e.g., Beech Grove or Charter House, on the site of the old RAF base.	06/11/2025
11/25	ELDC	03340/25/FUL	Planning Permission	Heste Estate LTD	Change of use, conversion of, extension and alterations to existing vacant offices, which is a listed building to provide 45no. extra care apartments including guest accommodation and demolition of part of existing building and associated car parking.	Tedder Hall, Manby Park, Manby, LN11 8UP	Ratify the following comments submitted by G&M PC Working Group to meet ELDC's deadline: Grimoldby and Manby Parish Council's Planning Working Group would support this application in principle. If it is to be for the elderly it would suggest that a limit be imposed and only over 50 year olds be allowed. The Working Group would comment that Tedder Hall is a large edifice and the Group have concerns about what it might be used for. It supports the proposals in principle with concerns about the effect on local amenities and services, such as the local post office, grocers, doctors and hairdressers, if there is to be a shop on site. The Council is also concerned about the traffic which will be generated by the development of the site and believe there should be a traffic management plan in place which limits movements between the hours of 7.30am and 4.30pm with no movements at weekends/holidays. The Council notes that these proposals affect a Listed Building and would like ELDC's Conservation Officer to decide what is needed to satisfy any criteria surrounding this. The Council would emphasize that it does not wish for their to be another abandoned building e.g., Beech Grove or Charter House, on the site of the old RAF base.	06/11/2025
12/25	ELDC	03498/25/RVC	Reserved Matters	Mr. M. Willoughby	Reserved matters application relating to the erection of 4no. Dwellings (outline planning permission ref. no. N/067/01453/21 for the erection of 4no. Dwellings with means of layout and access to be considered).	Rose Cottage, Priory Lane, Grimoldby		26/11/2025

**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

<b>Service</b>	<b>Risk</b>	<b>Recommendation</b>
<b>Insurance</b>	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.
<b>Payroll</b>	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.
<b>Administration</b>	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.
<b>Pandemic</b>	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.
<b>Precept</b>	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.
<b>Accounting</b>	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.
<b>Money and Invoices</b>	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).
<b>Salary</b>	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.

<b>Volunteers</b>	Temporary volunteers	Advise insurance of use of temp volunteers. Ensure volunteers are made aware of H&S Issues.
<b>Property</b>	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	<p>Arrange formal paperwork for signature by football club. Ensure paperwork is supplied and completed for adhoc hire of Council room.</p> <p>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.</p>
	Speed Sign	<p>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.</p>
<b>Members interests</b>	Conflict of interests Register of members interests	<p>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.</p> <p>Councillors to review Register of Members Interests Forms regularly.</p>
<b>Council Records</b>	Loss through theft, fire, damage or corruption of computer.	<p>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.</p>

## Village Maintenance

Proposed Village Maintenance Schedule	Hours	Monthly Total
<b>April</b>		
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
<b>May</b>		
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
<b>June</b>		
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
<b>July</b>		
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
<b>August</b>		
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
<b>September</b>		
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
<b>October</b>		
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

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## 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 30<sup>th</sup> 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
	£	£		£	£		£	£	£	
<b>INCOME</b>										
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 @ ELDLC 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	-	-	-	-	-	-	
<b>Total</b>	<b>5,213.25</b>	<b>4,339.41</b>	<b>21,721.14</b>	<b>24,819.65</b>	<b>8,351.65</b>	<b>28,230.00</b>	-	-	<b>7,445.93</b>	
<b>EXPENDITURE</b>										
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 (Mtgs)	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
<b>Total Day to Day Running</b>	<b>16,840.15</b>	<b>17055.36</b>	<b>28,012.42</b>	<b>15,174.42</b>	<b>31,919.70</b>	<b>30,180.00</b>	<b>2,050.00</b>	<b>31,920.00</b>	<b>33,850.00</b>	



# Grimoldby and Manby Parish Council

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## SEXUAL AND GENERAL HARASSMENT POLICY

### POLICY

1. Grimoldby and Manby Parish Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Grimoldby and Manby Parish Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Grimoldby and Manby Parish Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Grimoldby and Manby Parish Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

### Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
  - insensitive jokes and pranks
  - lewd or abusive comments
  - deliberate exclusion from conversations
  - displaying abusive or offensive writing or material
  - abusive, threatening or insulting words or behaviour
  - name-calling
  - picking on someone or setting them up to fail
  - exclusion or victimisation
  - undermining their contribution/position
  - demanding a greater work output than is reasonably feasible
  - blocking promotion or other development/advancement.

# Grimoldby and Manby Parish Council

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## SEXUAL AND GENERAL HARASSMENT POLICY

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

### Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
  - unwelcome touching of a sexual nature
  - displaying sexually suggestive or sexually offensive writing or material
  - asking questions of a sexual nature
  - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

### Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

### Third party harassment

14. The Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party such as a volunteer, client, customer, contractor, member of the public or visitor to the Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
15. If we find that the allegation is well-founded, we will take the steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
  - banning the individual from Council premises
  - reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. **Responsibilities**

### Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

# Grimoldby and Manby Parish Council

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## SEXUAL AND GENERAL HARASSMENT POLICY

- 16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:
- in a work situation
  - during any situation related to work, such as a social event
  - against a colleague or other person connected to the employer outside of a work situation, including on social media
  - against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3. A breach of this policy will be treated as a disciplinary matter.

### 17. Council responsibilities

- 17.1. The Council will be responsible for ensuring all members of staff, including officers and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.
- 17.2. The Council will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.
- 17.3. Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

### Complaining about harassment and/or bullying

### 18. Informal method

- 18.1. The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.
- 18.2. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

### 19. Formal method

- 19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
  - the nature of the alleged harassment

# Grimoldby and Manby Parish Council

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## SEXUAL AND GENERAL HARASSMENT POLICY

- the dates and times when the alleged harassment occurred
  - the names of any witnesses
  - any action already taken by you to stop the alleged harassment.
- 19.2. Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chairman of the Council.
- 19.3. On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. Only one investigation need take place into both the Employee's complaint and any subsequent Disciplinary action. In the event of a potential criminal matter it will be referred to the Police. If this matter concerns the behaviour of a councillor it will be referred to the Monitoring Officer.
- 19.4. On conclusion of the investigation, which will normally be within 10 days of the meeting with you, a report of the findings will be submitted to the Council who will hold the grievance meeting.
- 19.5. You will be invited to attend a meeting of a Grievance Panel which will consist of 3 members of the Council, at a reasonable time and location, to discuss the matter once the panel hearing the grievance has had the opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6. You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Clerk within 5 days of receiving the outcome. This will be presided over by the Vice Chairman of the Council.
- 19.7. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8. The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.
- 19.9. Employees will be given paid time off to obtain help with any resulting physical or mental health problems.