

# 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 18<sup>th</sup> March 2026 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. Written representation, rather than attending in person, is accepted.

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 13<sup>th</sup> Day of March 2026

## 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 18<sup>th</sup> February 2026 and authorise the Chairman to sign the official minutes.
5. **Finance**  
To receive, note and duly resolve to authorise:
  - a. The Financial Report for March showing a closing balance on 27<sup>th</sup> January 2026 of £74,753.22 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> February 2026.
  - b. Cheques for payment, listed on the Cheque Schedule 031826 totalling £2,270.72.
6. **Planning**
  - a. **Applications received by the Local Planning Authority**  
To consider current applications including those listed in the schedule (Plan\_03\_18\_26) / ratify comments already made by the Planning Working Group.
  - b. **Planning Decisions**
    - i. 03340/25/FUL – Planning Permission – Tedder Hall, Manby Park, LN11 8UP – ELDC approved.
  - c. **Temporary Traffic Restrictions**  
There were no temporary traffic restriction notifications at the time of printing.
7. **Standing Orders / Financial Regulations**  
Council to approve the above, for continued use, noting that NALC have suggested no changes.

Financial Regulations can be viewed by typing the following url into your web browser: <https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/financial-regulations>

Standing Orders can be viewed by typing the following url into your web browser: <https://grimoldby-manby.parish.lincolnshire.gov.uk/downloads/file/108/standing-orders-reviewed-april-2025>

# Grimoldby and Manby Parish Council

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8. **Asset Register**  
Council to review its Asset Register for 2025/26. (Attached).
9. **Website Accessibility**  
Council to review and approve its website accessibility statement for use. Council to note that the website has been checked for compliance by an independent specialist company. (Attached).
10. **Publication Scheme**  
Council to approve the above, based on a model provided by the Information Commissioner's Office for Parish and Community Council's. (Attached)
11. **Closed Session Item**  
To consider moving into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party, commercial and confidential nature in relation to the award of Amenity Verge Grass Cutting work in 2026/27.
12. **Any Other Business**  
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
13. **Next Meeting**  
Council to note that the next scheduled Council meeting will take place on 15<sup>th</sup> April 2026.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY  
ON WEDNESDAY 18<sup>th</sup> FEBRUARY 2026**

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

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

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

The Clerk, Mrs. L.M. Phillips and LCC Cllr. B. Robinson were also present.

**T113. Apologies for Absence**

There were no apologies for absence.

**T114. Chairman's Remarks**

The Chairman sympathised with the residents and victims of the fire which had taken place in Grimoldby that morning. He reported that the details of the fire were not yet known but said that his and he was sure, the Council's thoughts were with them.

The Chairman also reported that 2 bins were missing in Grimoldby, at the Bus Shelter and end of Mill Lane. ELDC were to replace these.

**T115. Declarations of Interest / Dispensations**

No declarations of interest were made.

**T116. Council Minutes**

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 21<sup>st</sup> January 2026.

**T117. Finance**

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

- a. The Financial Report for February showing a closing balance on 5<sup>th</sup> January 2026 of £73,541.26 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> January 2026.
- b. Cheques for payment, listed on the Cheque Schedule 021826 totalling £6,213.92.

**T118. Planning Applications received by the Local Planning Authority**

The Council noted that there were no current applications to consider.

**a. Planning Decisions**

The Council noted the following planning decisions:

- i. 03498/25/RES – Reserved matters – Rose Cottage, Priory Lane, LN11 8SP – ELDC  
Approved.
- ii. 03309/25/LBA – Listed Building Consent – Tedder Hall, Manby Park, LN11 8UP – ELDC  
Approved.
- iii. 02541/25/OUT – Outline Erection – Land Adjacent to Bilney and Bowen House, Manby Park, LN11 8UT – ELDC Refused.

**b. Temporary Traffic Restrictions**

The Council noted the following temporary traffic restriction:

- i. Organisation responsible for restriction: Anglian Water  
Reason for restriction: Water main repairs  
Nature and location of restriction: Road closure Order - St Marys Crescent (Between Chapel Lane & a point 40m South)  
Period of restriction: 16/03/2026 - 18/03/2026  
(Restrictions to be implemented for 3 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance.

**T119. Play Park**

The Council to consider a request from a member of the public and it was proposed, seconded and **RESOLVED** to purchase and install 'No Dogs' signage.

**T120. Allotments**

The Council considered an amendment to the water clause in its Tenancy Agreement prior to renewal of agreements on 1<sup>st</sup> April 2026 and it was proposed, seconded and **RESOLVED** to approve the amendment of the wording of clause 4 to read as follows:

- a. The Tenant shall assist in the conservation of water by exercising economy by:
  - i. Using a watering can, which may be filled from the tap or their own water butt(s)
  - ii. Only using a hosepipe to top up water butts, once saved water has been used.
  - iii. The use of hand-held hoses or sprinklers attached to hoses to water plots is not permitted.
  - iv. Complying with water restriction notices when imposed.

**T121. IT Policy**

The received a new IT Policy and it was proposed, seconded and **RESOLVED** to adopt this for use.

**T122. GDPR**

Further to review of its other GDPR policies and documentation in June 2025, the Council reviewed its Data Map and Appropriate Data Policy. It was proposed, seconded and **RESOLVED** to approve these for use.

**T123. Code of Conduct**

The Council reviewed it's code of conduct. It was proposed, seconded and **RESOLVED** to approve this, with no amendments, for use.

**T124. Investment Policy**

The Council reviewed its Investment Policy. It was proposed, seconded and **RESOLVED** to approve this for future use.

**T125. Closed Session Item**

At 7.48pm it was proposed, seconded and **RESOLVED** that the Council should move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party, commercial and confidential nature in relation to the award of Village Maintenance work in 2026/27. The Council considered applications and it was proposed, seconded and **RESOLVED** to award the Village Maintenance work for 2026/27 to Mr. K. Towler, work to be carried out as per the schedule, to be paid monthly, upon invoice. Total cost £6,240.00. At 7.55pm it was proposed, seconded and **RESOLVED** to move back into open session.

**T126. Any Other Business**

LCC Cllr. Robinson reported on progress re. installation of a road from the chicken farm onto the B1200.

**T127. Next Meeting**

The Council noted that the next scheduled Council meeting would take place on 18<sup>th</sup> March 2026.

The meeting closed at 7.59pm

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

## Financial Report - March 2026

			£	£
Opening balance as at 5th January 2026				73,541.26
ADD receipts				
FPI	Smith YC	Pavilion Rent Jan		49.00
DEP	ELDC	Grant		2,000.00
				<u>75,590.26</u>
LESS payments				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1582	HMRC	Employer Costs October	246.12	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1591	HMRC	Employee Costs November	246.12	
1594	G&M1	Employee Costs December	705.40	
1595	HMRC	Employee Costs December	246.12	
1596	Mr. K. Towler	Village Maintenance December	520.00	
1597	Mrs. L. Phillips	Reimbursement for Defibrillator Pads and Battery	131.64	
1598	SLCC	Annual Membership	379.00	
1599	MG Ubique Ltd	Allotment Fence (re-issued)	321.60	
1600	Westcotec Ltd	Speed Sign	4,420.80	
1601	G&M1	Employee Costs January	705.60	
1602	HMRC	Employee Costs January	245.95	
1603	Mr. K. Towler	Village Maintenance Costs January	520.00	
1604	MGC Website Ltd	Website Accessibility Test	30.00	
1605	Lexis Nexis	Charles Arnold Baker 'Local Council Administration'	180.00	
1606	G&M1	Employee Costs February	705.40	
1607	HMRC	Employer Costs February	246.12	
1608	Mr. K. Towler	Village Maintenance February	520.00	
1609	Mr. T. Knowles re. GRS Signs	No Dogs Signs	97.20	
1610	Dave Skells TM Ltd	Amenity Grass Cutting	492.00	
			<u>11,301.07</u>	<u>64,289.19</u>
ADD Uncleared Cheques				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1582	HMRC	Employer Costs October	246.12	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1591	HMRC	Employee Costs November	246.12	
1595	HMRC	Employee Costs December	246.12	
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1606	G&M1	Employee Costs February	705.40	
1607	HMRC	Employer Costs February	246.12	
1608	Mr. K. Towler	Village Maintenance February	520.00	
1609	Mr. T. Knowles re. GRS Signs	No Dogs Signs	97.20	
1610	Dave Skells TM Ltd	Amenity Grass Cutting	492.00	
			<u>10,464.03</u>	<u>74,753.22</u>
Closing balance as at 27th January 2026				<u>74,753.22</u>

## Cheque Schedule 031826

February 2026							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1604	MGC Websites Ltd	Website Accessibility Check	30.00	30.00	-	30.00	INV-3064
1605	Lexis Nexis	Charles Arnold Baker 'Local Council Administration'	180.00	180.00	-	180.00	AB000620
<b>TOTAL</b>			<b>210.00</b>	<b>210.00</b>	-	<b>210.00</b>	

March 2026							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1606	G&MI	Employee Costs February	705.40	705.40	-	705.40	
1607	HMRC	Employee Costs February	246.12	246.12	-	246.12	
1608	Mr. K. Towler	Village Maintenance February	520.00	520.00	-	520.00	
1609	Mr.T. Knowles re. GRS Signs	No Dogs Signs	97.20	97.20	16.20	81.00	22256
1610	Dave Skells TM Ltd	Amenity Grass		246.00	41.00	205.00	DSTM 1091
		Amenity Grass	492.00	246.00	41.00	205.00	DSTM 1103
<b>TOTAL</b>			<b>2,060.72</b>	<b>2,060.72</b>	<b>98.20</b>	<b>1,962.52</b>	

<b>TOTALS</b>			<b>2,270.72</b>	<b>2,270.72</b>	<b>98.20</b>	<b>2,172.52</b>	
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**Planning Schedule  
18th March 2026**

<b>Our Ref</b>	<b>Authority</b>	<b>Application No.</b>	<b>Type</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Location</b>	<b>Comments</b>	<b>Deadline for Comments</b>
15/25	ELDC	03890/25/LBA	Listed Building Consent	Hazlemere (Louth) Ltd	External alterations to existing building to provide an external fire escape.	Garrod House, Manby Park, Manby, LN11 8UT	To ratify the following comments, as made by the Planning Working Group: No objection, subject to conservation person's observations	16/03/2026
15/25	ELDC	03889/25/FUL	Planning Permission	Hazlemere (Louth) Ltd	Change of use of second floor office to form a nursery and alterations to existing building, which is a listed building to provide an external fire escape.	Garrod House, Manby Park, Manby, LN11 8UT	To ratify the following comments, as made by the Planning Working Group: Support subject to other consultees comments.	16/03/2026
01/26	ELDC	00199/26/FUL	Planning Permission	Mr. David Borrill	Extension and alterations to existing dwelling to provide additional living accommodation.	85 Tinkle Street, Grimoldby, LN11 8SZ	No objection, noting Environmental Health's comments on any contamination found.	19/03/2026



## Website Accessibility Statement Information

### What is an Accessibility Statement?

An accessibility statement is a statement which declares that a website's design adheres to legal guidelines in place to make the website accessible to people who may have disabilities such as vision impairments, hearing impairments, speech disabilities, among others.

### Why do we need an Accessibility Statement?

Under Regulation 8 of the Public Sector Bodies Accessibility Regulations Act 2018, all public sector websites must publish an accessibility statement. Whilst they are a legal requirement, accessibility statements are important as they demonstrate a public bodies responsibility to inclusion of all users, hold public bodies accountable for their potential accessibility issues, and promote transparency. In order to tick yes to assertion 10 on the 25/26 Annual Governance and Accountability Return Council's must show that they have checked their website for accessibility, have a statement, have reviewed it, will continue to do so and their website meets the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

### What does the Accessibility Statement include?

An accessibility statement for a public body should meet Web Content Accessibility Guidelines (WCAG) 2.2 Level AA standard., which covers a range of requirements and recommendations for making web content accessible, such as website text, images, colour, keyboard accessibility, presentation and structure.

The statement should be written in simple language and must include ways in which the website is accessible, an explanation of any features which are not accessible or compliant with WCAG 2.2 Level AA standard and why, outline any accessible alternatives, provide ways to contact the public body to report any accessibility issues or request information, and outline the enforcement procedure.

### How is website accessibility is tested?

Basic website accessibility can be tested using quick online scanners, internet browser extensions or manual testing by keyboard navigation. More thorough website accessibility can also be outsourced to a third-party business, who may produce a detailed report.

## **Grimoldby and Manby Parish Council Website Accessibility Statement**

**Review Undertaken March 2026**

### **Accessibility statement**

This accessibility statement applies to Grimoldby and Manby Parish Council at <https://grimoldby-manby.parish.lincolnshire.gov.uk/>.

This website is run by Grimoldby and Manby Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

**AbilityNet** has advice on making your device easier to use if you have a disability.

### **How accessible this website is**

We monitor and audit at [grimoldby-manby.parish.lincolnshire.gov.uk](https://grimoldby-manby.parish.lincolnshire.gov.uk) using the **Wave Evaluation Tool** to keep it accessible in line with WCAG 2.2 AA standards.

However, we know that some parts of this website are not fully accessible, e.g:

- some documents are in PDF, Excel or Word format and are not accessible
- Some text elements do not have sufficient colour contrast against the background

### **How to request content in an accessible format**

If you need information in a different format like accessible PDF please contact the Clerk by emailing [clerk@grimoldbyandmanbyparishcouncil.gov.uk](mailto:clerk@grimoldbyandmanbyparishcouncil.gov.uk), telephone 07887480834 or write to us at 9 Alexandra Road, Louth, LN11 0ND and tell us:

- the web address (URL) of the content
- your name and email address
- the format you need (for example, audio recording, braille, BSL or large print, accessible PDF)

## **Reporting accessibility problems with this website**

We are always looking to improve the accessibility of this website. If you find problems that are not listed on this page or you think we are not meeting accessibility requirements, contact the Clerk, Mrs. Lynda Phillips at [clerk@grimoldbyandmanbyparishcouncil.gov.uk](mailto:clerk@grimoldbyandmanbyparishcouncil.gov.uk).

## **Enforcement procedure**

If you contact us with a complaint and you are not happy with our response **contact the Equality Advisory and Support Service (EASS)** .

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’).

## **Technical information about this website’s accessibility**

Grimoldby and Manby Parish Council is committed to making its websites accessible, as per the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## **Compliance status**

This website is partially compliant with the **Web Content Accessibility Guidelines version 2.2 AA standard** , due to the non-compliances listed below.

## **Non-accessible content**

**The content listed below is non-accessible for the following reasons:**

- Some text elements do not have sufficient colour contrast against the background. This fails WCAG 2.2 AAA contrast ratio thresholds.

Unfortunately, this problem is related to a part of the platform provided by Lincolnshire County Council that the Parish Council cannot change. We aim to make our website as accessible as possible within the limitations of the platform.

## **Content that’s not within the scope of the accessibility regulations**

### **PDFs and other documents**

Some of Grimoldby and Manby Parish Council’s older PDF documents are inaccessible and do not meet accessibility standards.

We are prioritising making PDFs accessible, working backwards in date order.

The accessibility regulations **do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services** .

We provide training and guidance to help all document creators develop accessible documents.

Our plan is to ensure that all essential PDFs are converted into an accessible format by 31st December 2026.

We are working towards ensuring that, wherever possible, content from a PDF or other document is shown on a HTML web page either instead of or in addition to the PDF/other document. We plan to complete this by 31st December 2026, and will focus on documents that:

- contain information on how users can access our service
- are most frequently downloaded
- contain information that has a statutory requirement

### **Live video**

We do not currently post live video streams on our website. If we were to do this in the future we do not plan to add captions to live video streams because **live video is exempt from meeting the accessibility regulations** .

### **What we are doing to improve accessibility**

We are using the **Wave Evaluation Tool** to continually identify and fix issues as they arise.

### **Preparation of this accessibility statement**

This statement was prepared on 7<sup>th</sup> March 2026. This website was tested on 12<sup>th</sup> February 2026 against the WCAG 2.2 AAA standard. The test was carried out by MGC Websites. Only a handful of issues were found. Feedback was provided on how compliance could be increased leading to several improvements and a better understanding of best practice going forwards. You can read the full accessibility test report [here](#). Issues with a high rating cannot be fixed by the Parish Council as they are a part of the platform provided by Lincolnshire County Council to which the Parish Council has no access. Issues with a medium rating (orange) have been fixed.

We aim to make our website as accessible as possible within the limitations of the platform. We welcome feedback from users experiencing accessibility issues which will help us improve the site for all our users.

This website will continue to be reviewed periodically by Council staff using a free web accessibility checker and an independent annual check will also be undertaken. This statement was last reviewed by Council on 18<sup>th</sup> March 2026 and will be reviewed by it annually.

## Accessibility



## Accessibility Score

Critical 0 High 1 Medium 4 Low 2 Insights 0 No Issue 92

All Hints 7 Issues 7 Potential Issues 0 Opportunities 0

## High

**Issue** All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AAA contrast ratio thresholds.

URLs: 102 Percentage: 38.64%

All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AAA contrast ratio thresholds.

[Learn more about this hint](#)

## Medium

**Issue** Landmarks must have a unique role or role/label/title (i.e. accessible name) combination

URLs: 6 Percentage: 2.27%

Landmarks must have a unique role or role/label/title (i.e. accessible name) combination.

[Learn more about this hint](#)

## Medium

**Issue** Page must not have more than one banner landmark

URLs: 5 Percentage: 1.89%

Ensures the page has at most one banner landmark.

[Learn more about this hint](#)

## Medium

**Issue** Page must not have more than one contentinfo landmark

URLs: 5 Percentage: 1.89%

Ensures the page has at most one <contentinfo> landmark.

[Learn more about this hint](#)

## Medium

**Issue** Heading levels should only increase by one

URLs: 1 Percentage: 0.38%

Headings must be in a valid logical order, meaning <h1> through <h6> element tags must appear in a sequentially-descending order.

[Learn more about this hint](#)

Low

**Issue** Text of buttons and links should not be repeated in the image alternative

URLs: 264

Percentage: 100%

When button and link text repeats in a `<alt>` attribute value, screen reader users hear the same information twice, which renders the alt text meaningless and confusing.

[Learn more about this hint](#)

Low

**Issue** Ensures table headers have discernible text

URLs: 3

Percentage: 1.14%

Table header elements should have visible text. Ensure that the table header can be used by screen reader users. If the element is not a header, marking it up with a 'td' is more appropriate.

[Learn more about this hint](#)

No Issue

**<audio> elements must have a captions <track>**

The `<track>` element must be present for each HTML5 `<audio>` element, with `<kind="captions">` set as a property. Captions are text—synchronized with the audio file—of the dialog, narration, and any important auditory information, for the benefit of deaf users.

[Learn more about this hint](#)

No Issue

**<video> elements must have a <track> for captions**

An HTML5 `<video>` element must include a `<track>` element with `<kind="captions">` set as a property. The captions should convey all meaningful auditory information in the video including dialogue, musical cues, sound effects, and other relevant information for deaf users.

[Learn more about this hint](#)

No Issue

**Active <area> elements must have alternate text**

An image map is a single image with many clickable areas. Like all images, an image map must have alternate text for *each* of the different clickable areas, as well as for the larger image itself, since screen readers have no way of translating graphics into text.

[Learn more about this hint](#)

No Issue

**All non-empty <td> elements in tables larger than 3 by 3 must have an associated table header**

Data table markup can be tedious and confusing. Tables must be marked up done semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

[Learn more about this hint](#)

**No Issue** All touch targets must be 24px large, or leave sufficient space

Touch targets must be at least 24 by 24 CSS pixels in size. Size is computed by taking the largest unobscured area of the touch target. If the size of the target is insufficient, then it must be possible to draw a virtual circle centered on the target with a diameter of 24 pixels that does not intersect any other targets, nor any of the circles on other undersized targets.

[Learn more about this hint](#)**No Issue** ARIA attributes must conform to valid names

ARIA attributes starting with <aria-> must have valid names. Referring to a misspelled attribute or to one that does not exist will result in an invalid attribute and thus failure of this rule.

[Learn more about this hint](#)**No Issue** ARIA attributes must conform to valid values

ARIA attributes starting with <aria-> must contain valid values. These values must be spelled correctly and correspond to values that make sense for a particular attribute in order to perform the intended accessibility function.

[Learn more about this hint](#)**No Issue** ARIA roles used must conform to valid values

Values assigned to ARIA role values must be valid. Role values must be spelled correctly, correspond to existing ARIA <role> values, and must not be abstract roles to correctly expose the purpose of the element.

[Learn more about this hint](#)**No Issue** aria-hidden="true" must not be present on the document <body>

Document content is not accessible to assistive technology if <body aria-hidden="true">.

[Learn more about this hint](#)**No Issue** Buttons must have discernible text

Buttons must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

The <input-button-name> rule separates functionality from the <button-name> rule to ensure that input buttons have discernible text; advise relevant to input button names was incorrect for button elements.

[Learn more about this hint](#)**No Issue** Certain ARIA roles must be contained by particular parent elements

Certain ARIA roles must be contained by particular parent <role>s in order to perform the intended accessibility functions.

[Learn more about this hint](#)

**No Issue** Certain ARIA roles must contain particular children

Some ARIA parent `<role>` values applied to elements must contain specific child elements and `<role>` values to perform intended accessibility function.

[Learn more about this hint](#)**No Issue** Elements must only use allowed ARIA attributes

Not all ARIA role-attribute combinations are valid. This Rule checks that each role is supplied with allowed attributes.

[Learn more about this hint](#)**No Issue** Form `<input>` elements must have labels

Each form element must have a programmatically associated label element.

[Learn more about this hint](#)**No Issue** Frames must be tested with axe-core

Frames must be tested with axe-core.

[Learn more about this hint](#)**No Issue** IDs used in ARIA and labels must be unique

The value assigned to an `<id>` attribute used in ARIA or in form labels must be unique to prevent the second instance from being overlooked by assistive technology. Put another way; ID values used in ARIA and in labels may not be used more than once in the same document to differentiate each element from another.

[Learn more about this hint](#)**No Issue** Image buttons must have alternate text

Ensures `<input type="image">` elements have alternate text.

[Learn more about this hint](#)**No Issue** Images must have alternate text

All images must have alternate text to convey their purpose and meaning to screen reader users.

[Learn more about this hint](#)

**No Issue** Input buttons must have discernible text

Ensures input buttons have discernible text.

The <input-button-name> rule separates functionality from the <button-name> rule to ensure that input buttons have discernible text; advise relevant to input button names was incorrect for button elements.

[Learn more about this hint](#)

**No Issue** Required ARIA attributes must be provided

ARIA widget roles must have appropriate attributes describing the state or properties of the widget.

[Learn more about this hint](#)

**No Issue** Scope attribute should be used correctly on tables

The <scope> attribute must be used correctly on tables in accordance with either HTML4 or HTML5 specifications to enable efficient table navigation for screen reader users.

[Learn more about this hint](#)

**No Issue** select element must have an accessible name

Each select element must have a programmatically associated label element.

[Learn more about this hint](#)

**No Issue** Timed refresh must not exist

The document must not use <meta http-equiv="refresh"> because it can prevent control over when the refresh occurs for users with disabilities.

[Learn more about this hint](#)

**No Issue** Zooming and scaling must not be disabled

The document must not use the <user-scalable="no"> parameter in the <meta name="viewport"> element because it disables text scaling and zooming which is essential to users with low vision.

[Learn more about this hint](#)

**No Issue** <blink> elements are deprecated and must not be used

This rule requires that no <blink> elements are present. Flashing text can be difficult to read and blinking objects can be difficult to activate. The associated automated check finds the presence of all <blink> elements so that they can be removed.

[Learn more about this hint](#)

**No Issue** **<dl> elements must only directly contain properly-ordered <dt> and <dd> groups, <script>, or <template> elements**

Definition lists (<dl>) must contain only properly-ordered <dt> and <dd> groups, <div>, <script>, or <template> elements.

[Learn more about this hint](#)

**No Issue** **<dt> and <dd> elements must be contained by a <dl>**

Definition list items (<dt> and/or <dd>) must be wrapped in parent <dl> elements to be valid. This enables screen reader users to understand the proper hierarchy of information in the list.

[Learn more about this hint](#)

**No Issue** **<html> element must have a lang attribute**

The HTML document element must contain a valid <lang> attribute or must correspond to a valid <lang> code for multilingual screen reader users who may prefer a language other than the default.

[Learn more about this hint](#)

**No Issue** **<html> element must have a valid value for the lang attribute**

The HTML document must contain a valid <lang> attribute or must correspond to a valid <lang> code for multilingual screen reader users who may prefer a language other than the default.

[Learn more about this hint](#)

**No Issue** **<li> elements must be contained in a <ul> or <ol>**

All list items (<li>) must be contained within <ul> or <ol> parent elements.

[Learn more about this hint](#)

**No Issue** **<marquee> elements are deprecated and must not be used**

<marquee> elements must not be present because they are deprecated, increase difficulty for users with limited dexterity, and are distracting for users with cognitive or attention deficits.

[Learn more about this hint](#)

**No Issue** **<object> elements must have alternate text**

All embedded objects must have text alternatives to be read out to screen reader users.

[Learn more about this hint](#)

**No Issue** `<ul>` and `<ol>` must only directly contain `<li>`, `<script>` or `<template>` elements

Lists must be marked up correctly, meaning they must not contain **content** elements other than `<li>` elements.

[Learn more about this hint](#)**No Issue** `accesskey` attribute value must be unique

All `<accesskey>` attribute values in a document must be unique. Put another way, `<accesskey>`s must not be repeated to prevent unexpected effects for keyboard users.

[Learn more about this hint](#)**No Issue** All `<th>` elements and elements with `role="columnheader"` or `role="rowheader"` must have data cells they describe

Data table markup can be tedious and confusing. Markup tables semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

[Learn more about this hint](#)**No Issue** All cells in a `<table>` element that use the `headers` attribute must only refer to other cells of that same `<table>`

Data table markup can be tedious and confusing. Markup tables semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

[Learn more about this hint](#)**No Issue** ARIA button, link, and menuitem must have an accessible name

ARIA command elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** ARIA dialog and alertdialog must have an accessible name

Aria dialog elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** ARIA input fields must have an accessible name

Ensures every ARIA input field has an accessible name.

[Learn more about this hint](#)

**No Issue** ARIA meter must have an accessible name

Aria meter elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** ARIA progressbar must have an accessible name

Aria progressbar elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** ARIA toggle fields have an accessible name

Ensures every ARIA toggle field has an accessible name.

[Learn more about this hint](#)**No Issue** ARIA tooltip must have an accessible name

Aria tooltip elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** ARIA treeitem must have an accessible name

Aria treeitem elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

[Learn more about this hint](#)**No Issue** aria-hidden elements do not contain focusable elements

This rule checks <aria-hidden> elements do not contain focusable elements.

[Learn more about this hint](#)**No Issue** Autocomplete attribute must be used correctly

The purpose for each common input field that collects an individual's personal data is programmatically defined based on the list of 53 Input Purposes for User Interface Components. The autocomplete attribute values must be valid and correctly applied for screen readers to function correctly.

[Learn more about this hint](#)

**No Issue** Bold, italic text and font-size are not used to style <p> elements as a heading

Styled <p> elements must not be used to represent headings because the structure of the document cannot otherwise be determined by screen reader users.

[Learn more about this hint](#)**No Issue** CSS Media queries are not used to lock display orientation

The screen orientation (e.g. portrait or landscape) of mobile applications should not be locked in one mode. Users should be able to change the orientation of their device between portrait and landscape with the page adjusting accordingly in order to remain understandable. Also, when opening a page, it should display in the user's current orientation.

[Learn more about this hint](#)**No Issue** Data or header cells should not be used to give caption to a data table

Data table markup can be tedious and confusing. Screen readers have some features to ease table navigation, but tables must be marked up accurately for these features to work correctly. Some tables use cells with a <colspan> element to visually indicate a caption, instead of using an actual caption element.

[Learn more about this hint](#)**No Issue** Documents must contain a title element to aid in navigation

The HTML document must have a <title> element to provide users with an overview of its content, and when present, it must not be empty.

[Learn more about this hint](#)**No Issue** Elements containing role="img" have an alternative text

Ensures elements marked <role="img"> elements have alternate text.

[Learn more about this hint](#)**No Issue** Elements should not have tabindex greater than zero

A <tabindex> attribute must never have a value greater than 0 to prevent an unexpected tab order that can give the appearance of skipping some elements entirely.

[Learn more about this hint](#)**No Issue** Ensures <frame> and <iframe> elements with focusable content do not have tabindex=-1

<frame> and <iframe> elements with focusable content must not have <tabindex="-1">.

[Learn more about this hint](#)

**No Issue** Ensures role="text" is used on elements with no focusable descendants

Elements with <role="text"> must not have focusable descendants.

[Learn more about this hint](#)

**No Issue** Form <input> elements should have a visible label

Form <input> elements may be given a title using the <title> or <aria-describedby> attributes (but not both). These attributes are used to provide additional information such as a hint.

[Learn more about this hint](#)

**No Issue** Frames must have a unique title attribute

All <frame> or <iframe> elements in the document must have a unique title to describe their contents to screen reader users.

[Learn more about this hint](#)

**No Issue** Frames must have title attribute

All <frame> or <iframe> elements in the document must have a title that is not empty to describe their contents to screen reader users.

[Learn more about this hint](#)

**No Issue** ID attribute value must be unique

The value assigned to active ID attributes on focusable elements must be unique to prevent the second instance from being overlooked by assistive technology. Put another way, active ID attributes may not be used more than once on focusable elements in the same document; focusable active elements require unique IDs for assistive technology to distinguish one element from another.

[Learn more about this hint](#)

**No Issue** Inline text spacing must be adjustable with custom stylesheets

Ensure that text spacing set through style attributes can be adjusted with custom stylesheets.

[Learn more about this hint](#)

**No Issue** Label and name from content mismatch

Interactive elements labeled through their content must have their visible label as part of their accessible name

[Learn more about this hint](#)

**No Issue** lang attribute must have a valid value

The language specified in the HTML document must be one of the valid languages to ensure text is pronounced correctly for screen reader users.

[Learn more about this hint](#)**No Issue** Links must be distinguished from surrounding text in a way that does not rely on color

Ensures users who cannot distinguish between colors can tell when text is a link by verifying the link has either a distinct style that does not rely on color or has a contrast difference of greater than 3:1 (which alerts you that manual testing is required).

[Learn more about this hint](#)**No Issue** Links must have discernible text

Link text and alternate text for images, when used as links, must be discernible by a screen reader, must not have a duplicate label, and must be focusable.

[Learn more about this hint](#)**No Issue** Nested interactive controls are not announced by screen readers

Nested interactive controls are not announced by screen readers

[Learn more about this hint](#)**No Issue** Page must have means to bypass repeated blocks

Each page must have a <main> landmark to provide a mechanism to bypass repeated blocks of content or public interface elements (like header and navigation) and quickly arrive at the main content.

[Learn more about this hint](#)**No Issue** SVG images and graphics require accessible text

Ensures SVG elements with an <img>, graphics-document or graphics-symbol role have an accessible text alternative.

[Learn more about this hint](#)**No Issue** Text elements must have sufficient color contrast against the background

All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AA contrast ratio thresholds.

[Learn more about this hint](#)

**No Issue** Use aria-roledescription on elements with a semantic role

Ensures that the <aria-roledescription> attribute is only used on elements with an implicit or explicit <role> values.

[Learn more about this hint](#)**No Issue** <html> elements with lang and xml:lang must have the same base language

The HTML document must contain a valid <lang> attribute or must correspond to a valid <lang> code for multilingual screen reader users who may prefer a language other than the default. The <xml:lang> attribute value, if included on the <html> element, must duplicate the value of the <lang> exactly.

[Learn more about this hint](#)**No Issue** All page content must be contained by landmarks

It is best practice to contain all content excepting skip links, within distinct regions such as the header, nav, main, and footer.

[Learn more about this hint](#)**No Issue** Audio must have controls that provide users with the ability to stop automatically played audio after three seconds

Ensures <video> or <audio> elements do not autoplay audio for more than three seconds without a control mechanism to stop or mute the audio.

[Learn more about this hint](#)**No Issue** Banner landmark must not be contained in another landmark

Banner landmark must not be contained in another landmark.

[Learn more about this hint](#)**No Issue** Complementary landmarks and/or asides are top level

Ensures the complementary landmark or aside is at top level

[Learn more about this hint](#)**No Issue** Contentinfo landmark must not be contained in another landmark

Contentinfo landmark must be at top level.

[Learn more about this hint](#)

**No Issue** Ensure that scrollable region has keyboard access

Elements that have scrollable content should be accessible by keyboard

[Learn more about this hint](#)**No Issue** Ensures the document has at most one main landmark

It is a best practice to ensure that there is only one main landmark to navigate to the primary content of the page and that if the page contains <iframe> elements, each should either contain no landmarks, or just a single landmark.

[Learn more about this hint](#)**No Issue** Form fields do not have duplicate labels

Ensures form field does not have multiple labels.

[Learn more about this hint](#)**No Issue** Main landmark must not be contained in another landmark

It is a best practice to ensure the main landmark is not contained within another landmark. All content should be contained within distinct regions such as the header (<role="banner">), content (<role="main">), and footer (<role="contentinfo">).

[Learn more about this hint](#)**No Issue** Page must contain a level-one heading

Ensures that the page, or at least one of its frames, contains an <h1> element that appears before the start of the main content to allow screen reader users to use keyboard shortcuts to navigate the heading structure instead of wasting time listening to more of the web page to understand its structure.

[Learn more about this hint](#)**No Issue** Page must have one main landmark

It is a best practice to ensure that there is only one main landmark to navigate to the primary content of the page and that if the page contains <iframe> elements, each should either contain no landmarks, or just a single landmark.

[Learn more about this hint](#)**No Issue** The skip-link target should exist and be focusable

The page must have a link at the top before the navigation that allows users to skip lengthy navigation and proceed to a page's main content to save time.

[Learn more about this hint](#)

**No Issue** ARIA role must be appropriate for the element

Values assigned to WAI-ARIA role attributes must be valid. This means values must be spelled correctly, correspond to existing ARIA <role> values, and **must not be abstract roles in order to correctly expose the purpose of the element.**

[Learn more about this hint](#)**No Issue** Elements in the focus order need a role appropriate for interactive content

User input elements must have appropriate roles, whether native HTML or a custom widget, to convey to screen reader users their meaning when landed on and given focus. If a custom widget, appropriate ARIA <role> values must be used instead of abstract roles to correctly expose the purpose of the element.

[Learn more about this hint](#)**No Issue** Elements whose role is none or presentation must not conflict with other roles

Ensures elements which are marked to be removed from the accessibility tree are in fact removed.

[Learn more about this hint](#)**No Issue** Ensure that links with the same accessible name serve a similar purpose

Ensure that links with the same accessible name serve a similar purpose.

[Learn more about this hint](#)**No Issue** Headings must not be empty

When at least one heading element (marked by <h1> through <h6>) is present, it is a best practice to ensure it contains content.

[Learn more about this hint](#)**No Issue** Hidden content on the page cannot be analyzed

Informs users about hidden content that cannot be analyzed for accessibility violations.

[Learn more about this hint](#)**No Issue** ID attribute values must be unique

The value assigned to an ID attribute must be unique to prevent the second instance from being overlooked by assistive technology. Put another way; ID attributes may not be used more than once in the same document to differentiate each element from another.

[Learn more about this hint](#)

**No Issue** Server-side image maps must not be used

The document contains an image map that is server-side instead of client-side.

[Learn more about this hint](#)**No Issue** The <caption> element should not contain the same text as the summary attribute

Data table markup can be tedious and confusing. Make sure the caption and summary table attributes are not identical. Screen readers have some features to manage table navigation, but tables must be marked up accurately for these features to work correctly.

[Learn more about this hint](#)**No Issue** Timed refresh must not exist (No Exception)

The document must not use <meta http-equiv="refresh"> because it can prevent control over when the refresh occurs for users with disabilities.

[Learn more about this hint](#)**No Issue** Users should be able to zoom and scale the text up to 500%

The document must not use the <user-scalable="no"> parameter in the <meta name="viewport"> element because it disables text scaling and zooming which is essential to users with low vision.

[Learn more about this hint](#)

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# Grimoldby and Manby Parish Council

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## PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Grimoldby and Manby Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
  - To specify the information which is held by the Council and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - To review and update on a regular basis the information the Council makes available under this scheme.
  - To produce a schedule of any fees charged for access to information which is made proactively available.
  - To make this publication scheme available to the public.
  - To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act)
- Classes of information
- Who we are and what we do
  - Organisational information, locations and contacts, constitutional and legal governance.
  - What we spend and how we spend it
  - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
  - What our priorities are and how we are doing
  - Strategy and performance information, plans, assessments, inspections and reviews.
  - How we make decisions
  - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
  - Our policies and procedures
  - Current written protocols for delivering our functions and responsibilities.
  - Lists and registers
  - Information held in registers required by law and other lists and registers relating to the functions of the authority.

- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the Council, information will be provided on their website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

#### Charges and fees

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests for information should be made to the Clerk by email [clerk@grimoldbyandmanbyparishcouncil.gov.uk](mailto:clerk@grimoldbyandmanbyparishcouncil.gov.uk) or in writing by post to Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND

#### Charges

You can use our website to obtain information for no charge by us. If there is something missing that we can still provide online we will update the website so you can access it. Some documents and information can only

be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you (if applicable) so there may be costs incurred which you will be advised about to decide if you wish to proceed. If we can only provide information or documents to you in a hard copy format we will advise you of the expected costs before we can provide the information. Typical photocopying/printing costs are estimated to be 15p per A4 sheet per side (cost may be higher for colour copying/printing) plus postage and packaging (if applicable).

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/">https://grimoldby-manby.parish.lincolnshire.gov.uk/</a></p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1</a></p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/contact">https://grimoldby-manby.parish.lincolnshire.gov.uk/contact</a></p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1</a></p>
<p>Location of main Council office and accessibility details</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/contact">https://grimoldby-manby.parish.lincolnshire.gov.uk/contact</a></p>
<p>Staffing structure</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/">https://grimoldby-manby.parish.lincolnshire.gov.uk/</a></p>

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>A monthly financial report or quarterly Budget Variance Report and Cashbook can be viewed with agenda documents in the pdf download.</p> <p>Annual figures and information relating to the AGAR can be found at:</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</a></p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</a></p>
<p>Finalised budget</p>	<p>Website</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/downloads/file/135/budget-2026-27">https://grimoldby-manby.parish.lincolnshire.gov.uk/downloads/file/135/budget-2026-27</a></p>
<p>Precept</p>	<p>Website</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/downloads/file/135/budget-2026-27">https://grimoldby-manby.parish.lincolnshire.gov.uk/downloads/file/135/budget-2026-27</a></p>
<p>Borrowing Approval letter</p>	<p>N/A</p>
<p>All items of expenditure above £100</p>	<p>Website</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</a></p>
<p>Financial Standing Orders and Regulations</p>	<p>Website</p> <p><a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance">https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance</a></p>
<p>Website</p>	<p>Website</p>
<p>List of current contracts awarded and value of contract</p>	<p>N/A</p>
<p>Members' allowances and expenses</p>	<p>N/A</p>

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</a></p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</a></p>
<p>Parish Plan</p>	<p>N/A</p>
<p>Annual Report to Parish or Community Meeting</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-parish-meeting/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-parish-meeting/1</a></p>
<p>Quality status</p>	<p>N/A</p>
<p>Local charters drawn up in accordance with DLUHC's guidelines</p>	<p>N/A</p>
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p>Hard Copy</p>
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website  See Minutes, Standing Orders and Financial Regulations</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/">https://grimoldby-manby.parish.lincolnshire.gov.uk/</a></p>
<p>Agendas of meetings (as above)</p>	<p>Website  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business</a></p>

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business</a>
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website with relevant pdf of agenda / Hard Copy
Responses to consultation papers	Website with relevant pdf of agenda / Hard Copy
Responses to planning applications	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business</a>
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures</a>
Policies and procedures for the conduct of Council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance">https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance</a>
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard Copy <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance">https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance</a>  <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures</a>

Records management, personal data and access to information policies	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures</a>
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only.	Hard Copy
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy
Assets register, including details of public land and building assets	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance">https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance</a>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy
Register of members' interests	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1</a>
Register of gifts and hospitality	Hard Copy
<b>Class 7 – The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/">https://grimoldby-manby.parish.lincolnshire.gov.uk/</a>
Current information only	
Allotments	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/allotments/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/allotments/1</a>
Burial grounds and closed churchyards	N/A
Community centres and village halls	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/village-hall/1">https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/village-hall/1</a>

Parks, playing fields and recreational facilities	Website <a href="https://grimoldby-manby.parish.lincolnshire.gov.uk/">https://grimoldby-manby.parish.lincolnshire.gov.uk/</a>
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard Copy
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred