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 17th June 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. 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.

LM Phillips

Mrs. L.M. Phillips
Clerk
Dated this 12th Day of June 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 20th May 2026 and authorise the Chairman to sign the official minutes.

5. **Annual Grimoldby and Manby Parish Meeting 2025/26 Draft Minutes**
   Council to receive the above and discuss any proposals made by members of the public.

6. **Finance**
   To receive, note and duly resolve to authorise:
   - **a.** The Financial Report for June, showing a closing balance on 29th May 2026 of £75,489.55 which agrees to the closing balance on the May bank statement.
   - **b.** Cheques for payment, listed on the Cheque Schedule 061726 totalling £2,067.83.

7. **Annual Governance and Accountability Return (AGAR) 2025/26**
   - **a.** To receive and note a report from the Clerk. (Attached).
   - **b.** To receive and note the report of the internal auditor.
   - **c.** To approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2025/26 by the addition of ticks against 'Yes' in boxes 1, 2, 3, 4, 5, 6, 7, 8, 10 and in box 9 a tick against 'N/A' should be entered and authorise signing by the Chairman and the Clerk. (Attached).
   - **d.** To note the Asset Register as previously approved (attached for info).
   - **e.** To receive and approve the 2025/26 Final Accounts. (Attached).
   - **f.** To receive and approve the 2025/26 Cashbook. (Attached).
   - **g.** To receive a copy of the Council's bank statement at 31st March 2026. (Attached).

Mrs. L. Phillips, Clerk to the Council, 9 Alexandra Road, Louth, LN11 0ND
Email: clerk@grimoldbyandmanbyparishcouncil.gov.uk
Tel: 07887480834

Grimoldby and Manby Parish Council

h. To receive and approve the bank reconciliation required for submission with the AGAR for the year ended 31st March 2026. (Attached).

i. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2025/26 as certified by the RFO and authorise signing by the Chairman.

j. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the AGAR and with this in mind, approve that the period for the exercise of public rights should be set from Monday 22nd June 2026 to Friday 31st July 2026.

8. Planning

a. Applications received by the Local Planning Authority
To consider current applications including those listed in the schedule (Plans_06_17_26) / ratify comments already made by the Planning Working Group. *(NB No planning applications had been received at the time of publication).*

b. Planning Decisions
To note receipt of the following planning decisions from ELDC:

i. 03699/25/FUL - Planning Permission - Erection of a dwelling and construction of a vehicular access with gates - Land Adjacent The Gables, Middlesykes Lane, Grimoldby – ELDC approved 4th June 2026.

c. Temporary Traffic Restrictions
To note receipt of the following temporary traffic restrictions from LCC:

i. Organisation responsible for restriction: Lincolnshire County Council
Reason for restriction: Carriageway reconstruction
Nature and location of restriction: Road closure Order - Grange Lane, Manby
Mill Lane, Grimoldby
No waiting and no loading at any time Order - Tinkle Street (Between 50m North & 50m South of Mill Lane), Grimoldby
Period of restriction: 20/07/2026 - 27/07/2026
Accurate dates/times will be displayed on site in advance. (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). Alternative route or access arrangements: Diversion routes and vehicular or pedestrian access arrangements will be signposted.

9. Review of Policies and Procedures
Council to note that the following have been reviewed. Council to approve continued use of:

a. General Data Protection

- **i.** Data Protection Policy
- **ii.** Subject Access Requests Policy
- **iii.** Social Media and Electronic Communication Policy
- **iv.** Secure Disposal of Information Procedure
- **v.** Retention of Documents Policy
- **vi.** General Privacy Notice
- **vii.** Staff and Councillor Privacy Notice
- **viii.** Information Security Incident Policy
- **ix.** Complaints Procedure
- **x.** Policy on Handling of Freedom of Information Requests
- **xi.** Co-option Policy

10. Pavilion and Football Field Agreement
Council to undertake its annual review of the above, resolve upon amendments and approve for use in 2026/27. (Attached).

11. The Great Grid Upgrade – Eastern Green Link 5 and 6
Following dissemination of information about the above on 8th June 2026 to Councillors by email, Council to resolve upon the way forward.

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12. Proposed Manby Conservation Area

Following discussion of the above by Council on 20th May Councillors to note that ELDC has asked IPC Consulting to undertake this review. The review will focus on defining the special character and significance of the proposed Conservation Area and will include reviewing the Conservation Area boundary, as proposed by ELDC. View on inclusions or exclusions are welcome. The consultation will gather views of residents and local stakeholders. Comments can be submitted until 18th September 2026. Council to resolve upon the way forward.

13. Pavilion Electric

Council to note that British Gas, the Council's current provider of electricity at the Pavilion has confirmed that its prices will rise from 1st July 2026 and this will mean an estimated annual increase to the Council of £14.

14. Valuations Office Agency (VOA)

Council to note that correspondence has been received from the VOA requesting information about the land that the Council owns off Gibson Way. The information provided will be used to set up-to-date rateable values for non-domestic properties. Council to delegate authority to the Clerk to complete the necessary paperwork.

15. LALC AGM

Council to note that the above will take place by Zoom on Thursday 9th July from 6.30pm, commencing with guest speaker Cllr. Sean Matthews, leader of LCC, addressing delegates. Council to nominate a representative to attend.

16. 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 quotes for repairs/renewal of bench around tree on Tinkle Street.

17. Any Other Business

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

18. Next Meeting

Council to note that the date of the next scheduled meeting is Wednesday 15th July 2025.

Mrs. L. Phillips, Clerk to the Council, 9 Alexandra Road, Louth, LN11 0ND
Email: clerk@grimoldbyandmanbyparishcouncil.gov.uk
Tel: 07887480834

MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY ON WEDNESDAY 20th MAY 2026

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

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

Councillors not present: M. Bruce (MB)

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

T1. Election of Chairman
It was proposed, seconded and **RESOLVED** by vote of the Council that Cllr. TK be elected Chairman of Grimoldby and Manby Parish Council to hold office until the Annual Meeting of the Council in 2027.

T2. Declaration of Acceptance of Office
Cllr. TK read out the official Declaration of Acceptance of Office and signed it. This was witnessed by the Clerk and he took the Chair.

T3. Election of Vice Chairman
It was proposed, seconded and **RESOLVED** that Cllr. CF be elected Vice Chairman of Grimoldby and Manby Parish Council, to hold office until the Annual Meeting of the Council in 2026.

T4. Apologies for Absence
There were no apologies for absence.

T5. Declarations of Interest / Dispensations
There were no declarations of interest.

T6. Committees of the Council
It was proposed, seconded and **RESOLVED** that the following committees should be re-established as committees of Grimoldby and Manby Parish Council and that their terms of reference and delegated authority should be confirmed as per the Council's governing documents:

a. **Finance Committee**
Membership: Chairman of the Council, Vice Chairman of the Council, Cllrs. NH and LK
b. **Planning Committee**
Membership: All members of the Council.

T7. Working Groups of the Council
It was proposed, seconded and **RESOLVED** that the following working group should be re-established as a working group of Grimoldby and Manby Parish Council and that it's terms of reference and delegated authority should be confirmed as per the Council's governing documents:

a. **Planning Working Group**
Membership: All Councillors.

T8. Roles of the Council
It was proposed, seconded and **RESOLVED** that the Council should confirm that its Young People's Advocate should be Cllr. TK, it's Recreation Representative should be Cllr. Mrs. LK and that it would not have a Green Champion in 2026/27.

T9. Representation on External Bodies
It was proposed, seconded and **RESOLVED** that Cllr. TV should represent the Council on the Village Hall Committee.

T10. Council Minutes
It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 15th April 2026.

T11. Chairman's Remarks
The Chairman reported that he had requested that ELDC install a bin at the end of Mill Lane and that they were to look into this. He confirmed that as a District Councillor he would have £4,200 to give to local causes in 2026/27. He also confirmed that the rubbish had been removed from the back of the tennis courts and finally he said that he and Cllr. TV were to attend an Angus Energy event to keep an eye on what was happening in the nearby gas field.

T12. Governance
It was proposed, seconded and **RESOLVED** to confirm that:
a. Standing Orders were reviewed and adopted on 18th March 2026.
b. Financial Regulations were reviewed and adopted on 18th March 2026.
c. Code of Conduct was reviewed and adopted on 18th February 2026.
d. All policies including all those relating to GDPR were reviewed in year.
e. Arrangements for risk management and internal control were reviewed on 19th November 2025.

T13. Clerk's Delegated Powers
It was proposed, seconded and **RESOLVED** to confirm delegated authority to the Clerk as contained within Standing Orders and Financial Regulations.

T14. Council/Staff Membership of Other Bodies
It was noted that the Council or a member of staff was a member of the following bodies:
a. Lincolnshire Association of Local Councils (LALC)
b. National Association of Local Councils (NALC)
c. The National Allotment Society
d. Society of Local Council Clerks (SLCC)

T15. Asset Register
It was proposed, seconded and **RESOLVED** to confirm that the Councils Register of Assets was reviewed and adopted on 18th March 2026.

T16. Insurance
The Council reviewed its insurance arrangements and it was proposed, seconded and **RESOLVED** to make payment to Zurich for the 2nd year of its 3 year cover arrangement.

T17. Meetings of the Council
It was proposed, seconded and **RESOLVED** that the Council should confirm that in 2026 it would endeavour to meet every third Wednesday of each month (except for August).

T18. Other Annual Council Business
It was proposed, seconded and **RESOLVED** to approve deferral of other Annual Council Business to the Council's next meeting in June 2026.

T19. Finance
It was proposed, seconded and **RESOLVED** to receive, note and authorise the following:
a. The Financial Report for May, showing a closing balance on 31st March 2026 0f £68,741.22 which agreed to the closing balance on the bank statement for March.
b. The cheques listed on the Cheque Schedule 052026 – totalling £5,364.77.
c. 2025/26 Draft Accounts.
d. 2025/26 Cashbook to 31st March 2026.

T20. Planning
a. Applications received by the Local Planning Authority
There were no applications to consider.
b. Planning Decisions to Note
The Council noted the following planning decisions:
i. 00351/26/FUL – Oleander, 47 Tinkle Street – E:DC approved.
ii. 00199/26/FUL – 85 Tinkle Street – ELDC Approved.
c. Temporary Traffic Restriction
The Council noted that the following temporary traffic restriction notices had been received:
i. Organisation responsible for restriction: Lincolnshire County Council

Reason for restriction: Emergency - Carriageway sinkhole repairs
Nature and location of restriction: Emergency Road closure Order - Middlesykes Lane (Between Northgate Lane & a point 50m South)
Period of restriction: 07/05/2026 - 27/05/2026
(Restrictions to be implemented for 21 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)
Alternative route or access arrangements: Diversion routes and vehicular or pedestrian access arrangements will be signposted.

T21. Proposed Work to Trees
Following circulation of details regarding the proposal below on 11th May 2026, it was proposed, seconded and **RESOLVED** to ratify the Planning Working Groups comments which were submitted to meet ELDC's deadline and which were "To leave any decision to the Tree Officer at ELDC":

i. **Location:** Land off Tinkle Street, Grimoldby. **Proposals:** T020 – Horse Chestnut – Reduce lateral limb into paddock from 7m to 5m to suitable pruning points. **Reasons:** To reduce weight and reduce risk to tear out into the main stem.

T22. The Great Grid Upgrade – Eastern Green Link 3 and 4
Following circulation of details on the above by email on 27th April 2026, it was proposed, seconded and **RESOLVED** to ratify a decision by the Planning Working Group not to submit further comments to the above consultation.

T23. Proposed Manby Conservation Area
The Council considered proposals circulated by email on 15th May for the creation of a conservation area in Manby. It noted that the general feeling was that the proposals were not appropriate as the buildings on the camp were already preserved (listed). It was proposed, seconded and **RESOLVED** that the Clerk should question IPC Consulting on what the reason for considering was, what they thought the benefits would be and what the deadline for comments was before considering the way forward.

T24. Any Other Business
There were no comments.

T25. Next Meeting
The Council noted that the date of the next scheduled meeting was Wednesday 17th June 2026.

The meeting closed at 8.06pm

Signed______________________ (Chairman) Dated______________________

MINUTES OF THE GRIMOLDBY AND MANBY ANNUAL PARISH MEETING HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY ON WEDNESDAY 20th MAY 2026

Present Councillor T. Knowles (in the chair)

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

1. Welcome by the Chairman

The Chairman welcomed those present to the meeting.

2. Minutes of the Grimoldby and Manby Annual Parish Meeting 2025

It was **RESOLVED** that the notes of the Grimoldby and Manby Annual Parish Meeting which took place on 21st May 2025 should be signed by the Chairman as a correct record of that meeting.

3. Annual Report by the Chairman of the Parish Council

Council and Committees

Grimoldby and Manby Parish Council has now completed year 3 of a 4-year term. The Council is currently comprised of: Councillors Emma Billings, Michael Bruce, Chris Fairburn, Richard Hampton, Noel Hind, Terry Knowles, Linda Knowles, Mike Starsmore and Terry Vamplew. When full, the Council comprises 14 Councillors. Currently there are 5 vacancies.

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

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

The Council met on 10 occasions in 2025/26, once per month except for August and December. Additionally, the Finance Committee met on 1 occasion in 2025/26.

In 2025/26 the Council was consulted on controversial proposals to build a Gas to Grid Anaerobic Facility at Manby Airfield, it also considered how it might help St. Mary's Church and Councillors attended public meetings to offer assistance. The Council responded to further consultations in relation to Grimsby to Walpole, Ossian Wind Farm and Eastern Greenlink 3 and 4.

Planning

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

Grimoldby and Manby Planning Working Group receives all applications by email and members email their comments back to the Clerk and the working group Chairman who collate them. If ELDC's deadline for comments is before the next meeting of the Council the comments are submitted to ELDC and those comments are ratified by the Council at the next opportunity. If the next Council meeting is before the deadline for comments the comments are considered by the Council, resolved upon and submitted.

This year the Council considered 20 planning applications as opposed to 17 in 2024/25 and in each case the Council decided to support, object or comment. Objections were supported by the relevant planning reasons. In some cases, the Committee's opinion was conditional. Full details of both our decisions and ELDC's corresponding decisions are contained on ELDC's website or can be found in the minutes of this Council.

The Council also receive notification of and comments on road closures/traffic restrictions, proposed works to trees and appeal decisions etc.

Last year one of the planning applications it was consulted on was for the possible installation of a Biodigester in the village. This year the Council liaised with Manby BGE Ltd., confirming any future liaison should go through the email address they had supplied, that a Liaison Committee would be set up within one month of the development commencing and that Cllr. TV should be the Council's nominated representative.

Finance Committee

The Finance Committee comprises 4 Councillors including the Chairman and Vice Chairman. This Committee has responsibility for examining and monitoring the Council's expenditure and for considering the setting of the precept each year. In 2024/25 the Committee met to consider budget proposals for recommendation to Council and it resolved to propose that a precept of £21,634.00 in 2025/26 an increase of £1,351.06 on 2024/25.

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, Council can resolve to pay its members an allowance. How much is decided by a specialist independent review panel. However, Grimoldby and Manby Parish Councillors choose not to receive an allowance and, therefore, allowance rates for 202/24remained at £0.

Members

Members in 2025/26 were: Councillors Mrs. Emma Billings, Michael Bruce, Chris Fairburn, Richard Hampton, Noel Hind, Mrs. Linda Knowles, Terry Knowles, Mike Starsmore and Terry Vamplew.

Grants

In 2025/26 the Council set aside £600 to award in grants, £200 at a time, to successful applicants. Unfortunately, no applications were received.

General Report

The Council is in a sound financial position and has set aside money for future projects and to offset future risks, in specified earmarked reserves. It undertook an in depth review of its earmarked reserves this year and resolved to make some changes. The Council maintains a General Reserve which it can use in case of emergency or for unbudgeted items of expenditure. In 2024/25 the Council resolved to make a precept request for 2025/26 of £21,634.00 an increase of £1,351.06 on 2024/25.

Internal Audit reviewed the Council's Internal Controls for 2024/25 and no concerns were raised. The Council's Internal Audit for 2025/26 will shortly take place. In June 2025 the Council approved its Annual Governance and Accountability Return for 2024/25 and this was submitted to the external auditor for review. In September the External Auditors comments were received and the Council noted at its October meeting that it had received an unqualified audit.

As required, in year, the Council has reviewed its Governance Documents: Financial Regulations, Standing Orders, Risk Management Schedule and its Asset Register.

The Council will receive draft accounts for 2025/26 this evening for review (20/5/26). Following signing of the Annual Governance and Accountability Return the Financial records of the Council will be open to public inspection for a period of 30 working days. The accounts will be subject to external audit in July 2026 and the Council will formally publish the audited accounts no later than 30th September 2026. The Annual Return will show the actual position and this and other financial information will be posted on the website once approved by Council.

In 2025/26 new criteria were introduced on the Annual Governance and Accountability Return that the Council need to meet. The Council has worked hard this year on these, it has obtained .gov email addresses for all of its Councillors and staff, it has adopted an IT Policy, it has had its website tested for Accessibility and published a statement to confirm the results. It has undertaken a Data Audit and adopted an Appropriate Policy Document.

Village Maintenance

The Council considered applications to undertake village maintenance work in the village, as per its maintenance schedule, in year and resolved to engage the same contractor as in 2024/25.

Tennis Courts and Play Park

The Council formally took ownership of these facilities in 2022/23 rather than just leasing them. They not only allow for the playing of tennis but also football. The Council's Recreation Representative attends the Annual Inspection with a qualified playground inspector and keeps an eye on the two areas. The Council's Village Maintenance contractor also visits regularly and completes a weekly inspection report. At the end of 2025/26 the Council had to undertaken emergency tree work in the play park due to damage sustained in high winds and the risk of danger to users of the park. It also renewed 'No Dogs' signage.

Amenity Grass Verges and Parish Paths

For the past few years the Council has undertaken the cutting of amenity grass verges on behalf of Lincolnshire County Council. The Council has about 6,302m^2 to look after.

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

Safety

The Council owns and maintains a defibrillator which the Village Hall kindly allow to site on the outside wall of their premises (electricity paid for by the Council). In 2025/26 it also took ownership of the defibrillator which Manby FC sited on the Pavilion. It also purchased a new battery for its existing speed sign, had it installed and it purchased another new reactive speed sign which the Village Maintenance Contractor puts up and takes down to recharge, moving them around the two villages, to deter speeding.

Tedder Park

Following the relocation of ELDC in 2023 to Horncastle the Chairman has been in regular contact with the new owner and owners of other buildings on the Tedder Hall site. It is anticipated that the site will be put to a use which will not adversely affect the community.

Allotments, Pavilion and Football Field

The Council took ownership of the Manby Fields allotments, a sports field and a pavilion for use by the community in 2019/20. The football field and Pavilion are predominantly used by Manby FC who have agreed terms for a licence to use the site and who currently pay £250 rent per year. They now cut the football field to ensure that it is kept to the standard required and they invoice the Council, as required. A local Thai Chi group rents a room regularly within the Pavilion for use as do the Honeysuckle Club and the Parish Council also meet here each month. In 2025/26 the Council had a sink installed and bought kitchen equipment like a kettle and cups etc., to make the facilities better for users. It also had some new signage installed on the outside of the Pavilion to make parking boundaries clear.

In 2025/26 the Council gathered quotes to have the fence around the allotments completed to ensure that the site was secure. Recently, two plots became available but there are people interested who will shortly taken them on.

Conclusion

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

Going forward it will continue to work towards making Grimoldby and Manby a safe and happy place to live. It will represent the views of residents as required and on controversial issues, ensuring that residents are given a chance to voice their opinions in a public arena. It will continue to work closely with the District Council and with the County Council on any issues which might affect the villages striving for outcomes that residents want.

4. Public Forum

The floor was opened to the public. No members of the public spoke in the public forum.

The meeting closed at 7.16pm

Signed______________________ (Chairman) Dated__________________________

Financial Report - June 2026

			£	£
Opening balance as at 31st March 2026				68,741.22
ADD receipts				
FPI	Plot 2	Allotment Rent		25.00
FPI	Plot 6	Allotment Rent		25.00
FPI	Plot 9	Allotment Rent		25.00
FPI	Plot 10	Allotment Rent		25.00
FPI	Plot 1	Allotment Rent		25.00
FPI	Plot 3	Allotment Rent		25.00
FPI	Plot 7 & 8	Allotment Rent		50.00
BGC	East Lindsey District Council	1st Precept Instalment		12,237.04
FPI	Smith YC	Pavilion Rent		49.00
				81,227.26
LESS payments				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
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	
1611	British Gas	Pavilion Electricity	141.22	
1612	G&M1	Employee Costs March	718.39	
1613	HMRC	Employee Costs March	251.52	
1614	Mr. K. Towler	Village Maintenance March	520.00	
1615	Mr.T. Knowles re. Lexis Nexis	Arnold Baker Local Council Administration	180.00	
1616	Dave Skells TM Ltd	Amenity Grass	246.00	
1617	SCIS UK Ltd	Adobe Acrobat Pro	291.60	
1618	NSALG Ltd	Annual Subscription to National Allotment Society	84.00	
1619	G&M1	Employee Costs April	718.19	
1620	HMRC	Employee Costs April	251.72	
1621	Mr. K. Towler	Village Maintenance April	520.00	
1621	Mr. K. Towler	Installation of Speed Sign and removal of rubbish behind tennis court hedge	60.00	
1622	Manby FC	Grass cutting x 3	60.00	
1623	Lincoln and Lindsey Blind Society	Grant	200.00	
1624	Zurich Municipal	Insurance	1,446.10	
1625	SCIS UK Ltd	IT Maintenance	48.00	
1626	MG Ubique Ltd	Emergency Tree Work at Play Park	1,800.00	
1627	Dave Skells TM Ltd	Amenity Grass Cutting April	260.76	
1628	G&M1	Employee Costs May	718.19	
1629	HMRC	Employee Costs May	251.72	
1630	Mr. K. Towler	Village Maintenance May	520.00	
1631	Lincolnshire Association of Local Counc	Annual Membership of LALC and NALC	485.92	
1632	Information Commissioner's Office	Annual Data Protection Fee	52.00	
1633	Mrs. J. Cooper	Internal Audit	40.00	
	Lloyds	Bank Charge	7.25	
			11,569.90	69,657.36
ADD Uncleared Cheques				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1610	Dave Skells TM Ltd	Amenity Grass Cutting	492.00	
1616	Dave Skells TM Ltd	Amenity Grass	246.00	
1617	SCIS UK Ltd	Adobe Acrobat Pro	291.60	
1618	NSALG Ltd	Annual Subscription to National Allotment Society	84.00	
1623	Lincoln and Lindsey Blind Society	Grant	200.00	
1625	SCIS UK Ltd	IT Maintenance	48.00	
1626	MG Ubique Ltd	Emergency Tree Work at Play Park	1,800.00	
1627	Dave Skells TM Ltd	Amenity Grass Cutting April	260.76	
1628	G&M1	Employee Costs May	718.19	
1629	HMRC	Employee Costs May	251.72	
1630	Mr. K. Towler	Village Maintenance May	520.00	
1631	Lincolnshire Association of Local Counc	Annual Membership of LALC and NALC	485.92	
1632	Information Commissioner's Office	Annual Data Protection Fee	52.00	
1633	Mrs. J. Cooper	Internal Audit	40.00	
Closing balance as at 31st May 2026			5,832.19	75,489.55

Cheque Schedule 061726

June 2026							
Cheque No.	**Supplier / Payee**	**Details**	**Cheque Total**	**Invoice Total**	**VAT**	**Net**	**Ref**
1628	G&M1	Employee Costs May	718.19	718.19	-	718.19	
1629	HMRC	Employee Costs May	251.72	251.72	-	251.72	
1630	Mr. K. Towler	Village Maintenance May	520.00	520.00	-	520.00	11
1631	Lincolnshire Association of Local Councils	Annual Membership of LALC & NALC	485.92	485.92	-	485.92	16728
1632	Information Commissioner's Office	Annual Data Protection Fee	52.00	52.00	-	52.00	ICO:000141 83113
1633	Mrs. J. Cooper	Internal Audit	40.00	40.00	-	40.00	09/06/2026
						-	
						-	
						-	
TOTAL			**2,067.83**	**2,067.83**	-	**2,067.83**	

Grimoldby and Manby Parish Council

To: Members of Grimoldby and Manby Parish Council

From: Mrs. L. Phillips, Clerk

Subject: Report for 061726 Agenda re. Annual Governance and Accountability Return (AGAR) 2025/26

Date: 12th June 2026

The purpose of this report is to explain the Annual Governance and Accountability Return 2025/26 (AGAR) and related documents which are presented here for approval before they are made available for public inspection and sent to the external auditor. Please note that the following documents provide background information pertinent to the completion of the Council's accounts and AGAR and Councillors should familiarise themselves with the contents:

1. The Practitioners' Guide https://www.nalc.gov.uk/resource/practitioners-guide-2025.html
2. The Local Audit and Accountability Act 2014 https://www.pkf-l.com/wp-content/uploads/2020/09/local_audit_and_accountability_act_20142_0.pdf
3. The Accounts and Audit Regulations 2015 https://www.pkf-l.com/wp-content/uploads/2020/09/the_accounts_and_audit_regulations_2015.pdf
4. The Local Government Act 1972 https://www.legislation.gov.uk/ukpga/1972/70/contents
5. The Local Government and Finance Act 1992 https://www.legislation.gov.uk/ukpga/1992/14/contents
6. The Localism Act 2011 https://www.legislation.gov.uk/ukpga/2011/20/contents
7. The Data Protection Act 2018 https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
8. The Freedom of Information Act 2000 https://www.legislation.gov.uk/ukpga/2000/36/contents

Annual Internal Audit Report 2025/26

The Council is required to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes. The Council's internal auditor completed their review of Grimoldby and Manby Parish Council on 9th June 2026. They have completed the relevant section of the AGAR (see page 3 of 6 of the AGAR) and have supplied the attached report. No matters of concern were highlighted but the internal auditor did comment that a claim for VAT had not been made in year or in the previous year and she cautioned that strict restrictions should be placed on the use of a Council Debit Card. However, Councillors should note that in regard to VAT, this is acceptable as it is able to claim VAT back from HMRC via the VAT 126 form as long as the claim is made within 4 years of the end of the month in which the supply, acquisition or importation occurred. In relation to a Council Debit Card, this should be noted and actioned when Lloyds are able to assist in supplying one.

Section 1 - Annual Governance Statement

The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of its systems of internal control annually. Section 1 of the AGAR allows the Council to publicly report on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Section 1 contains a number of statements (1 to 10), known as assertions, to which the Council needs to answer 'Yes' or 'No'. Assertion 9 on the return is not applicable as the Council is not a managing trustee. Councillors should read each statement in turn and consider whether it can answer 'Yes' to each question based on the criteria set out in The Practitioners' Guide 2025 (TPG).

Section 1 of the AGAR must be considered and minuted before consideration is given to Section 2 - Annual Accounting Statements.

Section 2 – Annual Account Statements

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require the Council to prepare a statement of accounts for each financial year in accordance with proper practices. TPG sets out the proper practices that Council is expected to follow. All figures in Section 2 of the AGAR need to agree to the authority's accounting records and the figures are rounded to the nearest pound.

This is evidenced as follows:

Box 1	£70,851	is the same as the previous year's figure at box 7 and that on the Accounts (attached).
Box 2	£21,634	is the same as the amount recorded on the Accounts (attached).
Box 3	£9,297	is the amount of total income for the year £30,931.24 (taken from the attached Accounts) less the precept.
Box 4	£11,418	is the total of expenditure or payments made to and on behalf of all employees. Evidenced from the Accounts. (Attached).
Box 5	£0	the Council currently has no loans.
Box 6	£23,641	is the total expenditure for the year £35,059.38 taken from the Accounts (attached) less staff costs (box 4).
Box 7	£66,723	is the total balances and reserves at the end of the year as evidenced by the Accounts. (Attached).
Box 8	£66,723	is the sum of all current and deposit bank accounts at 31st March. This is evidenced by the bank reconciliation, accounts and bank statement at 31st March (attached).
Box 9	£297,097	is the value of all the property the Council owns. This figure is taken from the Council's Asset Register, previously approved by Council on 18th March 2026 and attached here for information.
Box 10	£0	the Council currently has no outstanding balance on loans from third parties.
Box 11	Yes	the Council is not a sole managing trustee and it must therefore answer 'Yes'.

The Council has reviewed it's accounting records to 31st March 2026 periodically throughout the year and the yearend figures on 20th May 2026.

Once approved the accounts will be sent to the external auditor and will be open for public inspection, publicised on the website before 1st July 2026.

Recommendations
Council is recommended:

a. To approve this report.
b. To receive the report of the internal auditor and note that there are no areas of concern highlighted but the internal auditor did comment that a claim for VAT had not been made in year or in the previous year and she cautioned that strict restrictions should be placed on the use of a Council Debit Card. However, Councillors should note that in regard to VAT, this is acceptable as it is able to claim VAT back from HMRC via the VAT 126 form as long as the claim is made within 4 years of the end of the month in which the supply, acquisition or importation occurred. In relation to a Council Debit Card, this should be noted and actioned when Lloyds are able to assist in supplying one. (Attached).
c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2025/26, placing ticks in all yes boxes except number 9 where n/a should be ticked and approve signing by the Chairman and the Clerk. (Attached).
d. To note the Asset Register for the year ended 31st March 2026 (previously received and approved by Council on 18th March 2026).
e. To receive and approve the bank reconciliation required for submission with the AGAR for the year ended 31st March 2026.
f. To receive and approve the 2025/26 Final Accounts. (Attached).
g. To receive and approve the 2025/26 Cashbook. (Attached).
h. To receive a copy of the Council's bank statement at 31st March 2026. (Attached).
i. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2025/26 and authorise signing by the Chairman.
j. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and with this in mind approve that the period for the exercise of public rights should be set from Monday 22nd June 2026 to Friday 31st July 2026.

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2025 - 2026

I have carried out the audit of Grimoldby & Manby Parish Council for the year 1st April 2025 to 31st March 2026 and make the following observations and notes:

A ACCOUNTS	Accounts are kept on a spreadsheet clearly showing income and expenditure, including cheque numbers.
B FINANCIAL REGS/INVOICES	The council has in place substantial Regulations, which are reviewed periodically and confirmed by council. Invoices are properly recorded and VAT properly accounted for and claimed.
C RISK ASSESSMENT	The Council has in place substantial Risk Management and all policies, including Standing Orders, Financial Regulations and Code of Conduct were reviewed and adopted during the financial year. The Risk management policy was regularly reviewed throughout the year.
D PRECEPT/PROGRESS	Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting
E INCOME/VAT	Expected income was received and recorded on the spreadsheet.
F PETTY CASH	There is no petty cash held.
G SALARIES	Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk
H ASSETS	The Asset Register is up to date ad reviewed twice during the year
I RECONCILIATIONS	There are monthly bank reconciliations and reports to council done throughout the year.
J ACCOUNTING BASIS	The correct accounting basis has been used and supported by audit trail and bank statements.
K LIMITED ASSURANCE	The Council was not exempt from limited assurance review and the review was carried out for 24 / 25 year with no reports.
L WEBSITE	The required information was published on the website
M EXERCISE RIGHTS	The Council carried out its publication requirements for exercise of rights of electors for the 24 / 25 audit.
N PUBLICATION	The Council has complied with the requirements for the 24 / 25 AGAR
O IT / DATA REQUIREMENTS	The Council has met and complied with IT and Data Protection requirements.

My only point would be there does not appear, in the information submitted to me, a claim for VAT as yet for 25/26 year, and no evidence of VAT receipts in the bank statements for 24/25 year. I would also suggest strict restrictions placed on the use of a Council Debit card. These are minor points.

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

J. Cooper BSc

10th June 2026

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

Grimoldby and Manby Parish Council

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

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)*.	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

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

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

Date(s) internal audit undertaken: 09/06/26 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: J. COOPER

Signature of person who carried out the internal audit: dcooper

Date: 09/06/26

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Grimoldby and Manby Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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

Section 2 – Accounting Statements 2025/26 for

Grimoldby and Manby Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	79,942	70,851	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	20,283	21,634	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,438	9,297	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	9,799	11,418	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	21,013	23,641	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	70,851	66,723	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	70,851	66,723	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	291,263	297,097	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED
CMcPhillips

Date 03/06/2026

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Grimoldby and Manby Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

GRIMOLDBY AND MANBY PARISH COUNCIL
ASSET REGISTER 2025/26

DESCRIPTION	COST OF ACQUISITION	LOCATION	DATE OF ACQUISITION	SIZE	NOTES	PRICE PER UNIT	PROXY VALUE £	COST OF REPLACEMENT
5 Bus Shelters	1.00	Opposite School, Bulldog Crescent - Manby Middlegate, Opposite PO, Opposite Church Lane, Tinkle Street outside The Square	Pre 1995		Proxy value by building contractor	2,500.00	1.00	12,500.00
Millennium Sign	3,237.50	Manby Middlegate Crossroads	2000 - 2001		Purchased through M. Burns 20/6/01 £300 and Groundworks 20/9/00 £2,937.50			5,000.00
Play Park	1.00	Off Carlton Road	Dec 2022		Transferred from ELDC		1.00	
Tennis Courts	1.00	Off Carlton Road	Dec 2022		Transferred from ELDC		1.00	
Playpark Equipment	20,000.00	Off Carlton Road	Dec 2022		Originally held on a 30 year lease (from 2002) with ELDC. 20,000 relates to the Council's investment in the site. Now owned by G&MPC as transferred from ELDC Dec 2022			30,000.00
Tennis Court (surface and fencing) and Equipment (nets)	34,088.21	Off Carlton Road	01/12/2022	35.5x34m	£16,608 spent 15/5/13 with Dales Sports Community on Fence. £599.99 spent with Cojo's 21/8/13 on football posts, nets, rackets and balls. £352.62 spent with Boyd Sport and Play 17/10/12 on marking out. £15,909.60 spent with Sangwin 21/11/12 on tarmac. £918 spent with Green Magic 19/3/14 on tennis nets. Now owned by G&MPC as transfer from ELDC Dec 2022			40,000.00
War Memorial	548.94	Village Hall	21/01/2009		Purchased from R. Ludge 21/1/09			1,000.00
War Memorial	1.00	Outside St Edith's Church, Grimoldby			Inherited		1.00	5,000.00
Grassed Area at Bulldog Crescent	1.00	Middlegate Meadows	05/01/1990	10x15m	Gifted		1.00	
Seating Area	1.00	Tinkle Street	2008		Acquired through adverse possession		1.00	
Platinum Jubilee Bench	567.96	Playpark, Carlton Road	01/02/2023		Acquired with grant from ELDC			600.00
3 Bench Seats	1,576.00	Seating Area, Tinkle Street	21/05/2008		Purchased from S.M. Property Garden M. 21/5/08 £788 and 20/8/08 £788			1,500.00
2 Notice Boards	160.00	Outside The Square + Middlegate Meadows,	16/11/11		Purchased from Wooden IT 16/02/11	80.00		2,500.00
2 Notice Boards	1,790.00	Outside Manby PO, Outside Village Hall,	20/10/2021	W841mm x H594mm	Purchased from Notice Boards Online, Notice Board Company Cumbria Ltd.	£625		2,500.00
Red Telephone Box	1.00	Outside the Old PO (Grimoldby)		1x1m			1.00	2,000.00
Defibrillator	1,416.00	Village Hall, Grimoldby	18/03/2015		Purchased from Physio Control 18/3/15 £1416			1,500.00
Speed Sign	3,333.60	Moveable	26/11/2014		Purchased from Unipart Doman 26/11/14 £3333.60			3,500.00
HP Officejet Pro 8728 Printer	194.99	Clerk's Residence	15/11/2017		Purchased by Clerk from PC World 15/11/17			250.00
Pavilion & Football Field	1.00	Manby Fields, Manby, Louth, LN11 8FA	July 2019		Gifted to Council as part of Planning Permission		1.00	180,000.00
Allotments	1.00	Manby Fields, Manby, Louth, LN11 8FA	July 2019	2244m2	Gifted to Council as part of Planning Permission		1.00	
Dog Bin	200.00	Middlesykes Lane, Grimoldby	01/04/2019		Purchased from Broxap, installed by ELDC	200.00		200.00
5 x Tables and 20 x Chairs	480.00	The Pavilion	20/11/2019		Tables purchased from Furniture at Work £460. Chairs purchased second hand from the Church £20	92.00		1,000.00
Filing Cabinet	1.00	The Pavilion	15/07/1905		Gifted to Council by ELDC		1.00	200.00
HP ProBook 450 G10 Notebook 16GB 256GB Intel Core i5 - 1335U Windows 11 Professional/15.6"	684.36	Clerk's Residence	19/09/2024		Purchased from SCIS UK Ltd			684.36
4 x Standard Flat Top Derby Litter Bins	1,329.12	Corner of Gibson Way and B1200, Corner of Amelia Wood Way and B1200, on B1200 at end of footpath through to Bulldog Crescent and Corner of Tinkle Street and B1200 outside school	July 2024 & March 2025		Purchased from Broxap	332.28		1,329.12
Heartsine Samaritan Defibrillator & Cabinet	1.00	Pavilion, Gibson Way, Manby	16/07/1905		Originally purchased by Manby [illegible] permission granted for it to be attached to the wall of the Pavilion but due to lack of funds to replenish pads and batteries the Council agreed to take ownership and pay for the [illegible]	925 & 300		2,150.00
Westcotec Smiley/Angry Face Dual Colour Speed Indicator Device. 2x post brackets and a combination padlock	3,684.00	Kept at the Pavilion, Gibson Way, Manby	09/01/2026		Purchased from Westcotec	3,684.00		3,684.00
Total	73,301.68							297,097.48

Reviewed 18th March 2026

Accounts for 2025/26

	Budget 2025/26 + CF's / Gen Res Top Ups	Actual Spend £	Variance £	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £	Total £
Opening Balance	70,850.82															
INCOME																
Precept	21,634.00	21,634.00	-	10,817.00	-	-	-	-	10,817.00	-	-	-	-	-	-	21,634.00
VAT	1,000.00	-	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank Interest	1,000.00	-	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Grasscutting cont's from LCC	2,536.00	5,064.58	(2,528.58)	2,510.65	-	-	-	-	-	-	-	-	-	-	2,553.93	5,064.58
HMRC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants	1,000.00	2,000.00	(1,000.00)	-	-	-	-	-	-	-	-	-	2,000.00	-	-	2,000.00
Allotment rent	250.00	255.00	(5.00)	255.00	-	-	-	-	-	-	-	-	-	-	-	255.00
Pavilion Rent	560.00	861.00	(301.00)	-	126.00	56.00	56.00	56.00	126.00	210.00	42.00	98.00	49.00	42.00	-	861.00
Football Club rent	250.00	250.00	-	-	-	-	-	-	-	-	250.00	-	-	-	-	250.00
Cllr. T. Knowles	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Playpark	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Write back of cheques 1492 £433.33 and 1526 £433.33	-	866.66	-	866.66	-	-	-	-	-	-	-	-	-	-	-	866.66
Total	**28,230.00**	**30,931.24**	**(1,834.58)**	**14,449.31**	**126.00**	**56.00**	**56.00**	**56.00**	**10,943.00**	**210.00**	**292.00**	**98.00**	**2,049.00**	**42.00**	**2,553.93**	**30,931.24**
EXPENDITURE																
DAY TO DAY																
Clerk's Salary	11,600.00	8,465.41	3,134.59	683.66	683.66	683.46	683.66	683.46	814.91	705.40	705.40	705.40	705.40	705.60	705.40	8,465.41
PAYE/NIC	2,400.00	2,952.85	(552.85)	236.42	236.42	236.62	236.42	236.62	293.83	246.12	246.12	246.12	246.12	245.92	246.12	2,952.85
Rent (Mtgs)	100.00	-	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Play Park/Tennis Courts	1,500.00	80.00	1,420.00	-	80.00	-	-	-	-	-	-	-	-	-	-	80.00
Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grasscutting/maintenance of right of way footpaths	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Seats	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bus Shelters	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	600.00	846.88	(246.88)	467.88	-	-	-	-	-	-	-	-	379.00	-	-	846.88
Grants	600.00	-	600.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Publications and Training	300.00	240.00	60.00	60.00	-	-	-	-	-	-	-	-	-	180.00	-	240.00
Insurance	1,500.00	1,402.35	97.65	-	-	1,402.35	-	-	-	-	-	-	-	-	-	1,402.35
Audit	250.00	250.00	-	-	-	40.00	-	-	210.00	-	-	-	-	-	-	250.00
Wreaths	40.00	50.00	(10.00)	-	-	-	-	-	-	-	50.00	-	-	-	-	50.00
Speed Sign	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Shrub/hedge/noticeboard etc Maintenance in G&M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Defibrillator	50.00	109.70	(59.70)	-	-	-	-	-	-	-	-	-	109.70	-	-	109.70
Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Allotments/Football Field/Pavilion	3,500.00	1,786.55	1,713.45	-	48.00	114.59	-	545.00	102.74	181.51	195.83	115.38	268.00	-	215.50	1,786.55
Amenity Grasscutting	1,500.00	1,845.00	(345.00)	-	-	410.00	-	-	820.00	-	205.00	-	-	-	410.00	1,845.00
General Reserve	-	3,684.00	(3,684.00)	-	-	-	-	-	-	-	-	-	3,684.00	-	-	3,684.00
Platinum Jubilee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VAT	-	1,628.38	(1,628.38)	12.00	16.00	87.73	74.77	-	370.78	7.50	136.57	5.77	812.34	-	104.92	1,628.38
Village Maintenance	6,240.00	7,054.99	(814.99)	1,299.99	520.00	520.00	520.00	520.00	520.00	555.00	520.00	520.00	520.00	520.00	520.00	7,054.99
Admin Equipment/IT/GDPR	-	732.69	(732.69)	-	52.00	-	-	-	613.20	37.49	-	-	-	30.00	-	732.69
Bank Charges	-	94.75	(94.75)	6.75	8.75	7.25	6.75	8.75	13.00	-	8.75	13.50	-	7.25	14.00	94.75
Total Day to Day Running	**30,180.00**	**31,223.55**	**(1,043.55)**	**2,766.70**	**1,644.83**	**3,502.00**	**1,521.60**	**1,993.83**	**3,758.46**	**1,733.02**	**2,067.67**	**1,606.17**	**6,724.56**	**1,688.77**	**2,215.94**	**31,223.55**
Of Which Precepted For	**21,634.00**															
Of Which Drawn from Reserves	**1,950.00**															
EARMARKED RESERVES																
EMR War Memorial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Specialist .gov email addresses/IT	1,500.00	373.83	1,126.17	-	-	-	373.83	-	-	-	-	-	-	-	-	373.83
EMR Speed Sign	2,500.00	282.00	2,218.00	-	-	-	-	-	-	-	282.00	-	-	-	-	282.00
EMR Play Park	5,000.00	-	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Elections	2,500.00	-	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Audit	200.00	-	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Allotment/Football Field/Pavilion	6,500.00	-	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Defibrillator	1,500.00	-	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Tennis Courts	5,500.00	-	5,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
~~EMR Grasscutting (verges and Bulldog Crescent)~~	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
~~EMR Streetlights~~	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Contingency	4,000.00	-	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Noticeboards	3,000.00	-	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Filing Cabinets/Office Equipment	3,000.00	-	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
~~EMR Future Commitments~~	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
~~EMR Community Projects~~	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
~~EMR Green Projects~~	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMR Village Signs	15,000.00	3,180.00	11,820.00						3,180.00							3,180.00
Total Earmarked Reserves	**50,200.00**	**3,835.83**	**46,364.17**	-	-	-	**373.83**	-	**3,180.00**	-	**282.00**	-	-	-	-	**3,835.83**
Of Which Total Earmarked Reserves Precepted For	-															
Expenditure Total	30,180.00															
Precept (expenditure minus income)	21,634.00															
Closing Balance	66,722.68															
Total Uncleared cheques @ 31/03/26 (= cashbk shaded figs)	2,018.54															
Bank Closing Balance at 31/03/26	68,741.22															
Closing balance + uncleared Cheques	68,741.22															
General Reserve	16,522.68															

Cashbook 2025/26

OUT							IN			
Chq. No.	Date	PAYEE	Cheque Total	Total	VAT	Net	Ref	Date	PAYEE	Amount
			£	£	£	£				£
	01/04/2025	Lloyds	6.75	6.75	-	6.75	FPI	01/04/2025	Plot 5	25.00
1539	16/04/2025	G&M1	683.66	683.66	-	683.66	FPI	01/04/2025	Plot 2	25.00
1540	16/04/2025	HMRC	236.42	236.42	-	236.42	FPI	01/04/2025	Plot 10	25.00
1541	16/04/2025	Mr. K. Towler	433.33	433.33	-	433.33	FPI	02/04/2025	Plots 7 & 8	50.00
1542	16/04/2025	Mr. K. Towler (replacing uncashed chq 1494)	433.33	433.33	-	433.33	FPI	03/04/2025	Plot 3	25.00
1543	16/04/2025	Mr. K. Towler (replacing uncashed chq 1526)	433.33	433.33	-	433.33	FPI	04/04/2025	Plot 1	25.00
1544	16/04/2025	LALC	539.88	539.88	12.00	527.88	FPI	04/04/2025	Plot 9	25.00
							FPI	07/04/2025	Plot 6	30.00
						-	BGC	09/04/2025	LCC	2,510.65
							FPI	14/04/2025	Plot 4	25.00
							BGC	08/04/2025	ELDC	10,817.00
								01/04/2025	Write back of cheques 1492	866.66
									£433.33 and 1526 £433.33	
April Totals			2,766.70	2,766.70	12.00	2,754.70				14,449.31
	02/05/2025	Lloyds	8.75	8.75	-	8.75	FPI	12/05/2025	Smith YC	126.00
1545	21/05/2025	G&M1	683.66	683.66	-	683.66				
1546	21/05/2025	HMRC	236.42	236.42	-	236.42				
1547	21/05/2025	Mr. K. Towler	568.00	568.00	-	568.00				
1548	21/05/2025	ICO	52.00	52.00	-	52.00				
1549	21/05/2025	D&D Engineering Ltd	96.00	96.00	16.00	80.00				
May Totals			1,644.83	1,644.83	16.00	1,628.83				126.00
	02/06/2025	Lloyds	7.25	7.25	-	7.25	FPI	23/06/2025	Smith YC	56.00
1550	18/06/2025	G&M1	683.46	683.46	-	683.46				
1551	18/06/2025	HMRC	236.62	236.62	-	236.62				
1552	18/06/2025	British Gas Trading Ltd	120.32	120.32	5.73	114.59				
1553	18/06/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1554	18/06/2025	Dave Skells Traffic Management Ltd	492.00	492.00	82.00	410.00				
1555	18/06/2025	Zurich Municipal	1,402.35	1,402.35	-	1,402.35				
1556	18/06/2025	J. Cooper	40.00	40.00	-	40.00				
June Totals			3,502.00	3,502.00	87.73	3,414.27				56.00
	01/07/2025	Lloyds	6.75	6.75	-	6.75	FPI	01/07/2025	Smith YC	56.00
1557	16/07/2025	G&M1	683.66	683.66	-	683.66				
1558	16/07/2025	HMRC	236.42	236.42	-	236.42				
1559	16/07/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1560	16/07/2025	SCIS UK Ltd	448.60	448.60	74.77	373.83				
July Totals			1,895.43	1,895.43	74.77	1,820.66				56.00
	01/08/2025	Lloyds	8.75	8.75	-	8.75	FPI	04/08/2025	Smith YC	56.00
1561	16/07/2025	G&M1	683.46	683.46	-	683.46				
1562	16/07/2025	HMRC	236.62	236.62	-	236.62				
1563	16/07/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1564	16/07/2025	Manby FC	60.00	60.00	-	60.00				
1565	16/07/2025	Hampton's Digger Services	485.00	485.00	-	485.00				
August Totals			1,993.83	1,993.83	-	1,993.83				56.00
	01/09/2025	Lloyds	5.75	5.75	-	5.75	FPI	03/09/2025	Smith YC	56.00
1566	17/09/2025	G&M1	814.91	814.91	-	814.91	BGC	26/09/2025	ELDC	10,817.00
1567	17/09/2025	HMRC	293.83	293.83	-	293.83	FPI	29/09/2025	Smith YC	70.00
1568	17/09/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1569	17/09/2025	SCIS UK Ltd	735.84	735.84	122.64	613.20				
1570	17/09/2025	Mr. T. Knowles re. GRS Signs	222.00	222.00	37.00	185.00				
1571	17/09/2025	Dave Skells Traffic Management Ltd	984.00	984.00	164.00	820.00				
1572	17/09/2025	W.A. Hennessy	2,995.00	2,995.00	-	2,995.00				
1573	17/09/2025	British Gas Trading Ltd	107.88	107.88	5.14	102.74				
1574	17/09/2025	PKF Littlejohn LLP	252.00	252.00	42.00	210.00				
	30/09/2025	Lloyds	7.25	7.25	-	7.25				
September Totals			6,938.46	6,938.46	370.78	6,567.68				10,943.00
1575	15/10/2025	G&M1	705.40	705.40	-	705.40	DEP	09/10/2025	Honeysuckle Club	154.00
1576	15/10/2025	HMRC	246.12	246.12	-	246.12	FPI	27/10/2025	Smith YC	56.00
1577	15/10/2025	Mr. K. Towler	555.00	555.00	-	555.00				
1578	15/10/2025	Manby FC	80.00	80.00	-	80.00				
1579	15/10/2025	SCIS UK Ltd	44.99	44.99	7.50	37.49				
1580	15/10/2025	Mr. T. Knowles re. Pavilion Equip	101.51	101.51	-	101.51				
OctoberTotals			1,733.02	1,733.02	7.50	1,725.52				210.00
	03/11/2025	Lloyds	8.75	8.75	-	8.75	24/11/2025	FPI	Smith YC	42.00
1581	19/11/2025	G&M1	705.40	705.40	-	705.40	27/11/2025	DEP	Manby FC	250.00
1582	19/11/2025	HMRC	246.12	246.12	-	246.12				
1583	19/11/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1584	19/11/2025	M.G. Ubique Ltd (CANCELLED)	-	-	-	-				
1585	19/11/2025	Dave Skells TM Ltd	246.00	246.00	41.00	205.00				
1586	19/11/2025	Adrip Plumbing Ltd	85.00	85.00	14.17	70.83				
1587	19/11/2025	Mr. T. Knowles re. Wreaths	50.00	50.00	-	50.00				
1588	19/11/2025	Mr. T. Knowles re. GRS Signs	150.00	150.00	25.00	125.00				
1589	19/11/2025	Unipart Rail Ltd	338.40	338.40	56.40	282.00				
November Totals			2,349.67	2,349.67	136.57	2,213.10				292.00
	02/12/2025	Lloyds	5.75	5.75	-	5.75	22/12/2025	DEP	Honeysuckle Club	70.00
1590	17/12/2025	G&M1	705.40	705.40	-	705.40	29/12/2025	FPI	Smith YC	28.00
1591	17/12/2025	HMRC	246.12	246.12	-	246.12				
1592	17/12/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1593	17/12/2025	British Gas Trading Ltd	121.15	121.15	5.77	115.38				
	30/12/2025	Lloyds	7.75	7.75	-	7.75				
December Totals			1,606.17	1,606.17	5.77	1,600.40				98.00
1594	21/01/2026	G&M1	705.40	705.40	-	705.40	05/01/2026	FPI	Smith YC	49.00
1595	21/01/2026	HMRC	246.12	246.12	-	246.12	26/01/2026	BGC	ELDC	2,000.00
1596	21/01/2026	Mr. K. Towler	520.00	520.00	-	520.00				
1597	21/01/2026	Mrs. L. Phillips	131.64	131.64	21.94	109.70				
1598	21/01/2026	SLCC	379.00	379.00	-	379.00				
1599	21/01/2026	MG Ubique Ltd	321.60	321.60	53.60	268.00				
1600	21/01/2026	Westcotec Ltd	4,420.80	4,420.80	736.80	3,684.00				
January Totals			6,724.56	6,724.56	812.34	5,912.22				2,049.00
1601	18/02/2026	G&M1	705.60	705.60	-	705.60	04/02/2026	FPI	Smith YC	42.00
1602	18/02/2026	HMRC	245.92	245.92	-	245.92				
1603	18/02/2026	Mr. K. Towler	520.00	520.00	-	520.00				
1604	18/02/2026	MGC Websites Ltd	30.00	30.00	-	30.00				
1605	18/02/2026	Lexis Nexis	180.00	180.00	-	180.00				
	02/02/2026	Lloyds	7.25	7.25	-	7.25				
February Totals			1,688.77	1,688.77	-	1,681.52				42.00
	03/03/2026	Lloyds	7.25	7.25	-	7.25	13/03/2026	BGC	LCC	2,553.93
1606	18/03/2026	G&M1	705.40	705.40	-	705.40				
1607	18/03/2026	HMRC	246.12	246.12	-	246.12				
1608	18/03/2026	Mr. K. Towler	520.00	520.00	-	520.00				
1609	18/03/2026	Mr. T. Knowles re. GRS Signs	97.20	97.20	16.20	81.00				
1610	18/03/2026	Dave Skells TM Ltd	492.00	492.00	82.00	410.00				
1611	18/03/2026	British Gas Trading Ltd	141.22	141.22	6.72	134.50				
	31/03/2026	Lloyds	6.75	6.75	-	6.75				
March Totals			2,215.94	2,215.94	104.92	2,111.02				2,553.93
Yearly Totals			35,059.38	35,059.38	1,628.38	33,423.75	Yearly Totals			30,931.24

LLOYDS

12 June 2026

Page 1 of 1

Grimoldby & Manby Parish Council
9 ALEXANDRA ROAD
LOUTH
LINCOLNSHIRE
LN11 0ND

Your Account

Sort Code 30-95-22
Account Number 604

COMMUNITY ACCOUNT

01 March 2026 to 31 March 2026

Money In	£2,553.93	**Balance on 01 March 2026**	£67,182.61
Money Out	£995.32	**Balance on 31 March 2026**	£68,741.22

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Mar 26	SERVICE CHARGES REF : 479182885	PAY		7.25	67,175.36
13 Mar 26	LINCOLNSHIRE CC 0	BGC	2,553.93		69,729.29
20 Mar 26	001606	CHQ		705.40	69,023.89
26 Mar 26	001602	CHQ		245.92	68,777.97
27 Mar 26	001604	CHQ		30.00	68,747.97
31 Mar 26	SERVICE CHARGES REF : 481679519	PAY		6.75	68,741.22

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Grimoldby and Manby Parish Council

County area (local councils and parish meetings only): Lincolnshire

Financial year ending 31 March 2026

Prepared by (Name and Role): Mrs. L.M. Phillips, Town Clerk & RFO

Date: 03/06/2026

		£	£
Balance per bank statements as at 31/3/2026:			
	Community Account	68,741.2	
			68,741.2
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**			
	1549	(96.00)	
	1585	(246.00)	
	1605	(180.00)	
	1607	(246.12)	
[add more lines if necessary]	1608	(520.00)	
	1609	(97.20)	
	1610	(492.00)	
	1611	(141.22)	
			(2,018.54)
Add: any un-banked cash as at 31/3/2026			
	N/A	-	
			-
Net balances as at 31/3/2026 (Box 8)			**66,722.7**

Smaller authority name: Grimoldby and Manby Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement Wednesday 17th June 2026 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:** (b) Mrs. L. Phillips, Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND, 07887480834 clerk@grimoldbyandmanbyparish council.gov.uk	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) Monday 22nd June 2026	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below
and ending on (d) Friday 31st July 2026	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **30 Churchill Place** **London E14 5RE** (sba@pkf-l.com)	
5. This announcement is made by (e) Mrs. L. Phillips, Clerk & RFO	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.*

Grimoldby and Manby Parish Council

DATA PROTECTION POLICY

Introduction

Grimoldby and Manby Parish Council needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry on its work. This personal information must be collected and dealt with appropriately– whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the ~~Data Protection Act 1998~~ UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

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

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

Data Protection Act ~~1998~~ 2018 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act ~~1998~~ 2018

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

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

* See definition

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

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act ~~1998~~ 2018. Also known as the ICO.

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

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

Mrs. L. Phillips, Clerk to the Council, 9 Alexandra Road, Louth, LN11 0ND
Email: clerk@grimoldbyandmanbyparishcouncil.gov.uk
Tel: 07887480834

Sensitive data – means data about:

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

Data Controller

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

Disclosure

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

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

These are:

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

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

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Grimoldby and Manby Parish Council

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

To this end, Grimoldby and Manby Parish Council will adhere to the Principles of Data Protection, as detailed in the Data Protection Act ~~1998~~ 2018.

Specifically, the Principles require that personal information:

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

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

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

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    - The right to correct, rectify, block or erase information which is regarded as wrong information),

- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information.

Data collection

Informed consent

Informed consent is when

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

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

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

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

Data Storage

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

Information will be securely kept at the Grimoldby and Manby Parish Council office and is not available for public access. All data stored on the Grimoldby and Manby Parish Council computers are password protected. Information is stored for only as long as it is needed or required under statute and will be disposed of appropriately.

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

For more information, please refer to our Data Retention Policy and Secure Disposal of Information Policy.

Data access and accuracy

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

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

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

Data Breaches

GDPR defines a personal data breach as "a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed". Examples include:

- *Access by an unauthorised third party*
- *Deliberate or accidental action (or inaction) by a controller or processor*
- *Sending personal data to an incorrect recipient*

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- *Computing devices containing personal data being lost or stolen*
- *Alteration of personal data without permission*
- *Loss of availability of personal data*

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe. If the ICO is not informed within 72 hours, Grimoldby and Manby Parish Council via the Data Protection Officer must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Grimoldby and Manby Parish Council must:

- *Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned.*
- *Communicate the name and contact details of the DPO*
- *Describe the likely consequences of the breach*
- *Describe the measures taken or proposed to be taken to address the personal data breach including measures to mitigate its possible adverse effects.*

When notifying the individual affected by the breach, Grimoldby and Manby Parish Council must provide the individual with the above.

Grimoldby and Manby Parish Council would not need to communicate with an individual if the following applies:

- *It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;*
- *It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or*
- *It would involve a disproportionate effort.*

However, the ICO must still be informed even if the above measures are in place.

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Grimoldby and Manby Parish Council without undue delay. It is then Grimoldby and Manby Parish Council's responsibility to inform the ICO, it is not the data processers responsibility to notify the ICO.

All data breaches must be recorded whether or not they are reported to individuals. To report a data breach, use the ICO online system:

https://ico.org.uk/for-organisations/report-a-breach/

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Grimoldby and Manby Parish Council

z\aData Protection Impact Assessment (DPIA)

Under UK GDPR, a DPIA is an assessment of the impact of the envisaged processing operations on the protection of personal data. A DPIA must be completed before the processing of personal data which is likely to result in a high risk to the rights and freedoms of an individual. Processing that is likely to result in high risk includes, but is not limited to:

- *Systematic and extensive profiling or automated decision-making and processing activities*
- *Large scale processing of special categories of data or personal data relating to criminal convictions, offences or health data*
- *Using new technologies (for example, surveillance systems)*

A DPIA must take into account the nature, scope, context and purposes of the processing when deciding whether or not it is likely to result in high risk to the individuals' rights and freedoms. It also allows bodies to make informed decisions about the acceptability of date protection risks and communicate with the individuals affected.

A DPIA must contain:

- *A general description of processing operations and the purposes*
- *An assessment of the risks to the rights and freedoms of individuals*
- *The measures envisaged to address those risks*
- *The safeguards, security measures and mechanisms in place to ensure that personal data is protected, and*
- *A demonstration of compliance with Part 3 of the Data Protection Act.*

If a DPIA does not identify mitigating safeguards against risks, the Data Protection Commissioner must be consulted. If Grimoldby and Manby Parish Council conducts a DPIA which identifies a high risk but cannot take any measures to reduce the risk, the Council will be required to consult the ICO who will respond within six weeks. Whilst not all risks can be eliminated, a DPIA can help to identify and mitigate risks.

This policy will be updated annually or as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act ~~1998~~ 2018.

In case of any queries or questions in relation to this policy please contact the Clerk.

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Grimoldby and Manby Parish Council

SUBJECT ACCESS REQUESTS POLICY

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

Introduction

Individuals have the right to access and receive a copy of their personal data and other supplementary information held by the Council. This is commonly referred to as a Subject Access Request (SAR).

The following procedure is to be followed when an individual contacts Grimoldby and Manby Parish Council to request access to their personal information held by the Council.

An individual may make a SAR verbally or in writing, including via social media. A third party can also make a SAR on behalf of another individual. The SAR should be forwarded immediately to the Data Control Officer and Clerk.

In most cases, a SAR will be provided free of charge, however a 'reasonable fee' may be implemented when a request is manifestly unfounded or excessive, particularly if it is repetitive.

1) Upon receipt of a SAR

The Data Control Officer will:

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

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2) Responding to a SAR

The Data Control Officer will:

a) Respond to a SAR within one month after receipt of the request.

b) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;

c) If the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.

d) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.

e) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:

   i) the purposes of the processing;

   ii) the categories of personal data concerned;

   iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;

   iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;

   v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;

   vi) the right to lodge a complaint with the **Information Commissioners Office** ("ICO");

   vii) if the data has not been collected from the data subject: the source of such data;

   viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

   ix) Provide a copy of the personal data undergoing processing.

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Grimoldby and Manby Parish Council

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

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

Communications from the Council will meet the following criteria:

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

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

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

Parish Council email
The Clerk to the council has their own council email address:
clerk@grimoldbyandmanbyparishcouncil.gov.uk

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

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

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

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

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

Video Conferencing e.g. Skype
If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

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

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

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

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

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Grimoldby and Manby Parish Council

SECURE DISPOSAL OF INFORMATION PROCEDURE ~~POLICY~~

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

Procedures

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

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

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

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

Disposing of paper information

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

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

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Disposing of electronic information

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

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

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

Secure data deletion tools

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

Equipment hard drives can be "securely wiped", such that the data is made unrecoverable. This process will be completed by Grimoldby and Manby Parish Council's chosen IT support provider.

However, whilst some Councillors and staff may feel confident to obtain / use secure data deletion tools others needing to ensure that confidential data has been deleted are advised to seek assistance from the Data Control Officer.

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Grimoldby and Manby Parish Council

RETENTION OF DOCUMENTS AND RECORDS POLICY

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

Grimoldby and Manby Parish Council recognises that the efficient management of its records is necessary to comply with its legal regulatory obligations and to contribute to the effective overall management of the Council. All documents retained by Grimoldby and Manby Parish Council are stored securely at the Grimoldby and Manby Parish Council offices.

Scope
This policy applies to all records created, received or maintained by Grimoldby and Manby Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Grimoldby and Manby Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. Some of Grimoldby and Manby Parish Council's records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities
Grimoldby and Manby Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that the information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Grimoldby and Manby Parish Council's records management guidelines.

Retention Schedule
The below retention schedule refers to record series regardless of the media in which they are stored.

DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Audio recordings of meetings	Until minutes of meeting recorded are approved	Management
Scale of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Internet banking – councillor mandate	Whilst still valid	Management

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Internet banking – receiving payments	Indefinite	Management
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books, payroll and pension	12 years	Superannuation
Job applications	6 months	Management, legal requirement
Employment contracts	6 years	Management, legal requirement
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Contractor quotes and tenders	6 years	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Councillor register of interests, acceptance of office and contact details	Term of office	Legal requirement
Mayoral invitations	As long as necessary	Management
Planning applications, works to trees, appeals, enforcement	Until completed	Consultation
Grant applications	3 years	Management
Emergency Plan	1 year (until after review)	Public Service
Competition entries	As long as necessary/until actioned	Public service
Electoral roll	2 years	Management
Re: Halls, Centre, Recreation Grounds		
• Application to hire • Lettings diaries • Copies of bills to hire • Record of tickets issued	6 years	VAT
Re: Allotments		
• Register and plans	Indefinite	Audit, Management

This document has been compiled using NALC Legal Topic Note 40 and LALC's Records Retention Policy.

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Grimoldby and Manby Parish Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

- Other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Banks and payment processors
- Government agencies or departments

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

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

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

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

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- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

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

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

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

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

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

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

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your

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personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

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

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

3) The right to have your personal data erased

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

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4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) ***The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) ***The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on https://grimoldby-manby.parish.lincolnshire.gov.uk/. This notice was last updated in June 2026.

Contact Details

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

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

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

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

This notice explains how Louth Town Council collects, holds and processes the personal data of staff, councillors and role holders. It is intended to ensure transparency, support legal compliance, and clarify both the Council's approach and your responsibilities in relation to personal data.

Your personal data – what is it?

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

Who are we?

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

The council works together with:

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

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

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

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

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- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

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

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

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

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

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

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

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

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

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

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

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

How we use sensitive personal data

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

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- in order to comply with legal requirements and obligations to third parties.

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

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

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

Information about criminal convictions

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

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

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

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

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

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- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. ***The right to correct and update the personal data we hold on you***
   - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

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

4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***
   - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. ***The right to data portability***
   - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
   - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. ***The right to lodge a complaint with the Information Commissioner's Office.***
   - You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on http://parishes.lincolnshire.gov.uk/GrimoldbyandManby/. This Notice was last updated in June 2026.

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Contact Details

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

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://grimoldby-manby.parish.lincolnshire.gov.uk or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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Grimoldby and Manby Parish Council

INFORMATION SECURITY INCIDENT POLICY

1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident. Grimoldby and Manby Parish Council believes all incidents are preventable, and this policy is in place to prevent and minimise the risk of damage to the integrity and security of Council data and information, and outlines how the Council will assist in the recovery process.

2 Scope

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

2.2 It is also the responsibility of all parties identified within the above to ensure that all policies and procedures dealing with the integrity and security of information and data are followed.

3 Definition

3.1 ~~An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.~~ An information security incident is any event that threatens or compromises the confidentiality (where an unauthorised individual may gain access to sensitive or private data), integrity (where unauthorised modification, deletion or destruction of information occurs) or availability (disruptions that prevent authorised users from accessing critical systems or data occurs) of an organisations information or computer systems. These events can be intentional (e.g. a cyber attack) or accidental (e.g. human error) and can include near misses (any fact or event that has happened, or may have happened, but no compromise occurs) and suspected incidents (a situation where initial information is sparse and perhaps uncertain as to whether an actual incident has taken place, but a compromise of confidentiality, integrity and/or availability is suspected).

3.2 A Security Incident differs from an event. An event is any observable occurrence in a system which only becomes an incident when that event threatens business operations or breaches security policy.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information

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- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

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

6 Action on becoming aware of the incident

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

7 How to report

7.1 The Data Control Officer (the Clerk) must be contacted by email or in writing using the prescribed form. They will log the incident and forward it on to the relevant departments.

7.2 The Data Control Officer will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- Contact name and number of person reporting the incident
- The type of data or information involved
- Whether the loss of the data puts any person or other data at risk
- Location of the incident
- Inventory numbers of any equipment affected
- Date and time the security incident occurred
- Location of data or equipment affected
- Type and circumstances of the incident.

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

8 What to Report

8.1 All Information Security Incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

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

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9.2 Malicious Incident

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

9.3 Access Violation

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing Unauthorised Physical access to secure premises e.g. server room, scanning facility, dept area.

9.4 Environmental

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

9.5 Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time

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- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

9.6 Theft / loss Incident

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

9.7 Accidental Incident

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

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Containment and Recovery

10.1 The Data Control Officer will first determine if the breach is still occurring. If so, together with a member from the Council's chosen IT support company (forming the Response Team), the appropriate steps will be taken immediately to minimise the breach.

10.2 The role of the Council's chosen IT support company is to provide technical support and advice where required. Responsibility for determining whether a breach is reportable, making notifications to the ICO, affected individuals, insurers or other third parties, and approving any formal response would remain with the Council.

10.3 The initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

11 Investigation and Risk Assessment

11.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24hrs of the breach being discovered or reported.

11.2 The investigation will focus on the cause of the breach, the risks associated with it, and will consider:

- The type of personal data involved

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- Its sensitivity
- The protections in place (e.g. encryptions)
- What happened to the data, whether it has been lost or stolen
- Whether the data can be put into any illegal or inappropriate use
- The affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be and the likelihood of occurrence)
- Whether there are wider consequences to the breach
- Other relevant considerations

12 Notification

12.1 The Response Team will determine who needs to be notified about the breach. Every incident will be assessed in regard to notification on a case-by-case basis, including consideration of the following:

- Are there any legal/contractual notification requirements.
- Will notification assist the individuals affected, can they take actions in relation to the information to mitigate risks
- Will notification help prevent the unauthorised or unlawful use of personal data
- Will notification help the Town Council to meet its obligations under data protection law
- If many individuals are affected or the consequences are very serious, does the ICO need to be notified

12.2 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of an individual, it will report it to the ICO within 72hrs of discovery.

12.3 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with the contact details to allow them to contact Grimoldby and Manby Parish Council for further information or to ask the questions on what has occurred.

12.4 The Response Team must also consider notifying third parties such as the police, insurers, banks, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future. The Response Team must also consider whether it is appropriate to issue communications to other interested parties.

12.5 All actions will be recorded by the Clerk.

13 Evaluation and Response

13.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach, the effectiveness of the response and whether an changes to systems, policies or procedures are required.

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13.2 Existing controls will be reviewed to determine their adequacy and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- Where and how personal data is held, stored and secured
- Where the biggest risks lie, including any further potential weak points within the existing systems or data protection framework
- Whether methods of transmission are secure and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
- Identifying weak points within existing security measures
- Staff awareness and training
- Implementing a personal data breach plan and identifying individuals or functions responsible for reacting to reported breaches of security

13.3 Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

14 Escalation

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

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COMPLAINTS PROCEDURE

To determine whether a complaint procedure is appropriate:

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

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

2) A member of the public may also consider a criticism about a service (e.g. an untidy park area or unclean public toilet) or a fee (e.g. the level of charge for an allotment) to be a complaint, but these do not fall within the formal complaints procedure unless the Council has acted improperly and should be treated as normal service requests.

3) It is to be noted that staff members are not responsible for any works or maintenance carried out by any Town Council appointed contractor(s); such complaints must be made in writing to the Council. Person(s) who make such complaints 'personal' against staff members may be subject to restrictions within other Town Council Policies.

Before the meeting

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 9 Alexandra Road, Louth, LN11 0ND.

2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be marked confidential and addressed to the Chairman of the Council.

3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.

4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 1998 at all times to safeguard against the unlawful disclosure of personal data.

5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.

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6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.

7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

At the meeting

1. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.

2. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.

3. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.

4. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.

5. The complainant will be offered the opportunity to summarise their position.

6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.

7. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.

8. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

After the meeting

1. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.

2. The Council's decision on the matter will be final, and no further appeal process will be offered.

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POLICY ON HANDLING OF FREEDOM OF INFORMATION REQUESTS

- Grimoldby and Manby Parish Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.

- Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.

- A request for information can be made from anywhere in the world and must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.

- Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council, who is required to respond to the request by law under the Freedom of Information Act 2000.

- The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.

- If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.

- If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.

- If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be given details of which public authority is believed to hold the information.

- Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.

- Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.

- Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.

- Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.

- Freedom of Information Requests are free, however Grimoldby and Manby Parish Council may seek to recover communication costs, such as photocopying, printing or postage. Grimoldby and Manby Parish Council is not obliged to deal with requests if the costs of finding the information exceed a set amount known as the appropriate limit.

- Under the Freedom of Information Act, Grimoldby and Manby Parish Council reserves the right to refuse a Freedom of Information Request if it is repetitive (i.e. the applicant has requested the same, or substantially similar information as previously requested, without reasonable time passing between requests) or vexatious (i.e. likely to cause disproportionate or unjustifiable level of distress, disruption or irritation).

Mrs. L. Phillips, Clerk to the Council, 9 Alexandra Road, Louth, LN11 0ND
Email: clerk@grimoldbyandmanbyparishcouncil.gov.uk
Tel: 07887480834

GRIMOLDBY AND MANBY PARISH COUNCIL

CO-OPTION POLICY

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

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

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

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

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

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

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

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

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

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

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

Eligibility of Candidates
G&M PC is able to consider any person to fill

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX A

Co-option Eligibility Form

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

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

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

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

This disqualification for bankruptcy ceases in the following circumstances:

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

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

Declaration

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

Signature.. Date...

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

APPENDIX B

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Sound knowledge and understanding of local affairs and the local community. • Forward Thinking	• Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	• Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training.	• Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.	

DATED

1st September 2026

........[redacted]...............

AGREEMENT

relating to

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

between

GRIMOLDBY AND MANBY PARISH COUNCIL

and

[redacted]

who is the current trustee of

MANBY FC

(an unincorporated association)

2026
This Agreement is dated 1ST SEPTEMBER 2025

Parties

(1) GRIMOLDBY AND MANBY PARISH COUNCIL care of Mrs L Phillips, 9 Alexandra Road, Louth LN11 0ND **(Licensor)**

(2) [redacted] who is the current trustee of MANBY FC (an unincorporated association) **(Licensee)**

BACKGROUND

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

Agreed terms

1. Interpretation

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

1.1 Definitions:

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

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

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

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

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

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

Licence Fee: £250.00.

2026
Licence Fee Payment Date: 1st September 2025.

2026 2027
Licence Period: the period from the 1st September 2025 to and including 31st August 2026 or the date on which this Agreement is determined in accordance with clause 8.

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

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

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

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

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

1.2 Clause and paragraph headings shall not affect the interpretation of this Agreement.

1.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

1.4 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use reasonable endeavours to prevent that thing being done by another person.

1.5 References to clauses are to the clauses of this Agreement.

1.6 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

1.7 Unless expressly provided otherwise, the obligations and liabilities of the Licensee under this Agreement are joint and several.

1.8 A reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.

1.9 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.

1.10 A reference to **writing** or **written** excludes fax and e-mail.

1.11 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.12 Unless the context otherwise requires, a reference to one gender shall include a reference to the other gender.

1.13 Any words following the terms **including**, **include**, **in particular**, for **example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. Licence to occupy

2.1 Subject to clause [redacted] and clause [redacted], the Licensor permits the Licensee during the Licence Period to:

(a) use the Pavilion, the Football Pitch and utilities for the purpose of carrying out the Licensee's Business;

(b) pass along the Accessways for access to and egress from the Pavilion and the Football Pitch; and

(c) use the car parking spaces on the Estate in connection with carrying out the Licensee's Business but for no other purpose; and

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

2.2 The Licensee acknowledges that:

(a) the Licensee shall occupy the Pavilion and the Football Pitch as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this Agreement;

(b) the Licensee shall not be entitled to any statutory protection when this Agreement terminates;

(c) the Licensor retains control and possession of the Pavilion and the Football Pitch and the Licensee has no right to exclude the Licensor from the Pavilion and the Football Pitch;

(d) at any time when the Licensee is not using the Pavilion and the Football Pitch the Licensor may use the Pavilion and the Football Pitch in connection with the Licensor's own business; and

(e) the licence to occupy granted by this Agreement is personal to the Licensee and is not assignable, and the rights given in clause 2.1 may only be exercised by the Licensee and its members and guests.

(f) in the event of the Licensee's death this Agreement will terminate immediately.

3. Status

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

4. Licensee's obligations

The Licensee agrees and undertakes:

(a) to pay to the Licensor the Licence Fee without any deduction in advance by standing order on the Licence Fee Payment Date; and

(b) to use the Pavilion and the Football Pitch solely for the Licensee's Business;

(c) to keep the Pavilion and the Football Pitch tidy and clear of any rubbish and weeds and to leave the Pavilion in reasonable condition following its use;

(d) to maintain and repair that part of the Pavilion in their use

(e) to ensure that the Pavilion is secured and locked at all times when not in use.

(f) to provide the Licensor with a list of fixtures prior to the start of the Licence Period.

(g) not to cause any damage to the Pavilion and the Football Pitch and the other possessions of the Licensor nor to alter the Pavilion and the Football Pitch in any way;

(h) not to do or permit to be done in the Pavilion or on the Football Pitch anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or any owner or occupier of neighbouring property;

(i) not to cause or permit to be caused any damage to the Pavilion and the Football Pitch or any neighbouring property;

(j) not to obstruct the Accessways;

(k) to comply with all relevant health and safety legislation and to observe any reasonable rules relating to behaviour, hygiene, health and safety that the Licensor imposes in respect of the use of the Pavilion and the Football Pitch;

(l) to keep proper accounting records relating to the Licensee's Business;

(m) not to do anything that will or might vitiate in whole or in part any insurance arranged by the Licensor in respect of the Pavilion and the Football Pitch or increase the insurance premium;

(n) to:

(i) be responsible for maintaining insurance in respect of the Licensee's own goods and belongings;

(ii) maintain public liability and, if relevant, employer's liability insurance in respect of the death of, or damage or other loss caused to, any person or their possessions in connection with the Licensee's Business for at least £5,000,000;

and the Licensee will provide the Licensor with a copy of such insurance policies upon request;

(o) to leave the Pavilion and the Football Pitch in a clean and tidy condition and to remove the Licensee's possessions at the end of the Licence Period, and to provide the Licensor with contact details when this Agreement terminates;

(p) to indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:

(i) any breach of the Licensee's undertakings or warranties contained in this Agreement;

(ii) the acts or omissions of the Licensee or any person under the Licensee's control; and/or

(iii) the exercise of any rights given in clause 2 ; and

(q) to pay to the Licensor interest on the Licence Fee or other payments due under this Agreement at the Default Interest Rate from time to time calculated on a daily basis from the due date until payment if the Licensee shall fail to pay the Licence Fee or any other payments due under this Agreement within 5 days of the due date (whether such interest is formally demanded or not).

(r) to keep the defibrillator in working order and maintained as necessary.

5. Licensor's obligations

The Licensor agrees and undertakes:

(a) to arrange and pay for the grass cutting of the Football Field;

(b) to pay up to £1,000 per year towards the maintenance and repair of the Pavilion (which shall include the maintenance and repair of the water boiler serving the Pavilion) and the calculation of such sum and its payment [even if costs exceed £1,000] shall be at the discretion of the Council and it's decision shall be final;

(c) to arrange insurance for the Pavilion and the Football Pitch and to provide the Licensee with a copy of the policy upon request;

(d) to provide the Licensee with a statement of any monies payable by the Licensee to the Licensor (together with details of the Licensor's VAT registration number if appropriate);

(e) not to do or permit to be done in the Pavilion or the Football Pitch anything which is illegal or which may be or become a nuisance, (whether actionable or not) damage, annoyance, inconvenience or disturbance to the Licensee, the Licensee's members or guests;

(f) to indemnify the Licensee and keep the Licensee indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:

(i) any breach of the Licensor's undertakings or warranties contained in this Agreement; and/or

(ii) the acts or omissions of the Licensor or the Licensor's employees or agents (except where such persons are subject to the Licensee's control).

6. Warranties

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

7. Further rights and undertakings

7.1 Each party shall have ultimate command and authority over all aspects of their respective Businesses and shall be readily identified as having such authority.

7.2 Each party shall be responsible for the finances of their respective Businesses.

7.3 Neither party shall have, nor represent that they have, any authority to bind the other in any way, and neither party accepts liability for the other.

7.4 The Licensor may give the Licensee a notice of any breach of any of the obligations in clause 4 of this Agreement relating to the condition of the Pavilion or the Football Pitch. The Licensee shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Licensor, in default of which the Licensor may carry out the works needed. The costs incurred by the Licensor in carrying out any works pursuant to this clause (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Licensee to the Licensor and payable on demand. Any action taken by the Licensor pursuant to this shall be without prejudice to the Licensor's other rights under this Agreement.

8. Termination

8.1 This Agreement shall end on the earliest of:

(a) 31st August 2026; 2027

(b) the expiry of not less than two weeks' notice given by the Licensor to the Licensee if the Licensee breaches any of the Licensee's obligations under this Agreement;

(c) the expiry of not less than two weeks' notice given by the Licensee to the Licensor if the Licensor breaches any of the Licensor's obligations under this Agreement; and

(d) the expiry of not less than four weeks' notice given by either party to the other.

8.2 Termination of this Agreement shall not affect the rights of either party in connection with any breach of any obligation under this Agreement which existed at or before the date of termination.

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

9. Limitation of Licensor's liability

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

(a) the death of, or injury to, the Licensee or the Licensee's members or guests;

(b) damage to, or theft of, any possessions of the Licensee or the Licensee's members or guests;

(c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee's members or guests resulting from the exercise or purported exercise of the rights granted by clause 2;

(d) the losses that the Licensee may incur due to damage or destruction of the Pavilion or the Football Pitch.

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

(a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees; or

(b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

10. VAT

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

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

11. Third party rights

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

12. Notices

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

(a) to the Licensor at: 9 Alexandra Road, Louth LN11 0ND; and

(b) to the Licensee at: [redacted]

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

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

(a) if delivered by hand, at the time the notice or other communication is left at the proper address; or

(b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

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

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

13. Governing law

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

14. Jurisdiction

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

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

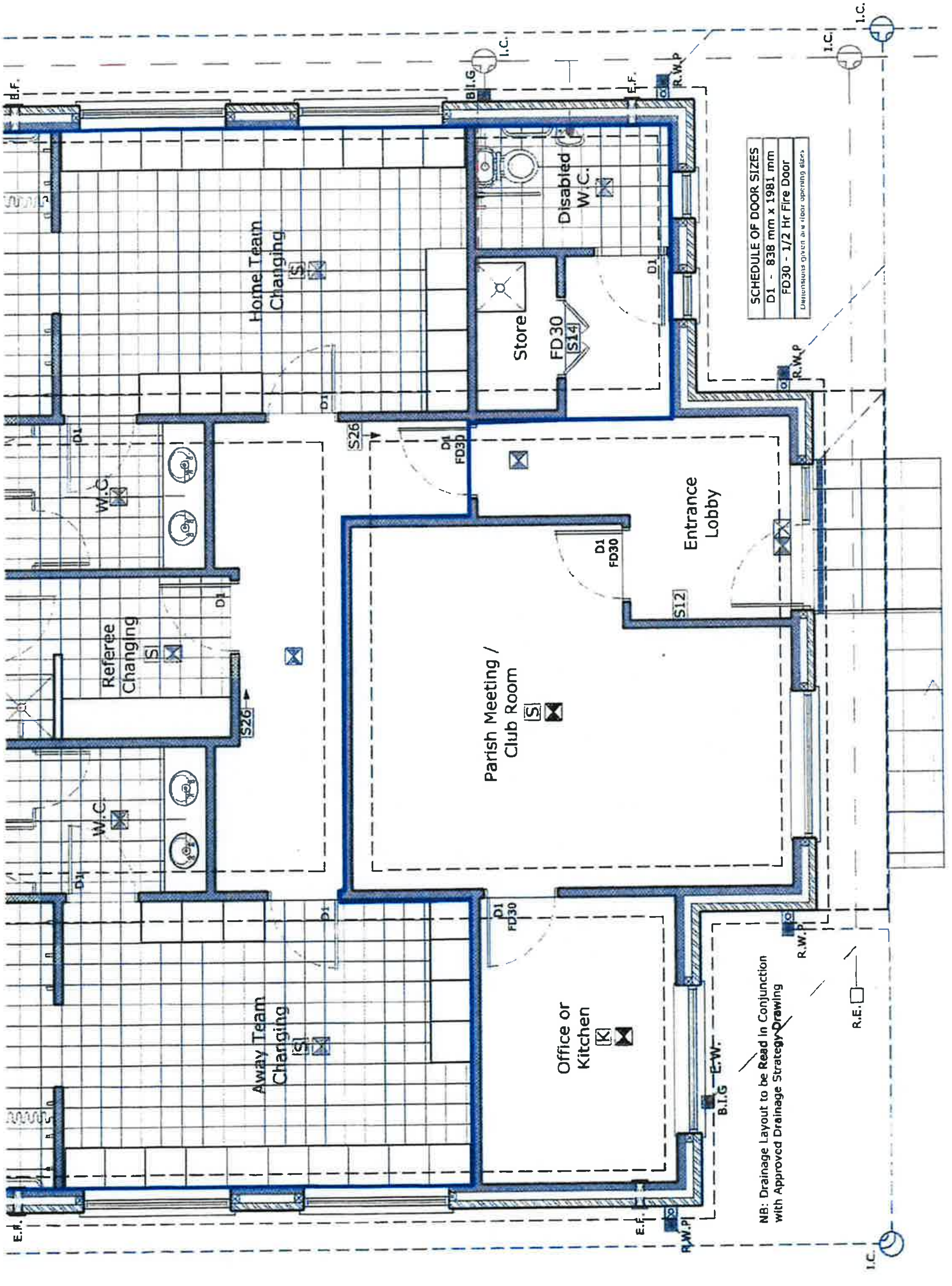
Signed by LYNDA PHILLIPS ....[redacted]

for and on behalf of GRIMOLDBY AND MANBY PARISH COUNCIL

Signed by

for and on behalf of MANBY FC [redacted]

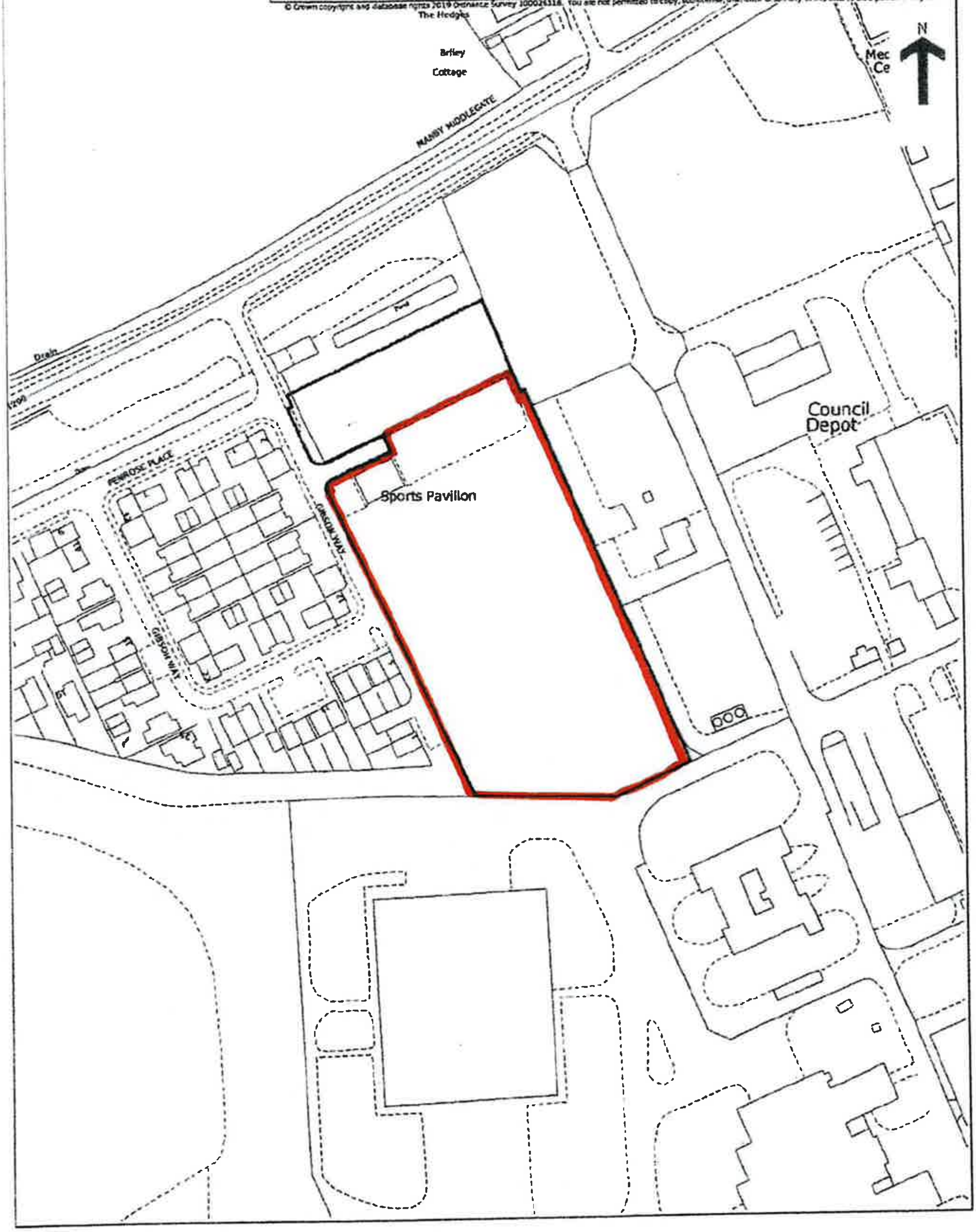
PAVILION PLAN



Estate Plan

HM Land Registry
Official copy of
title plan

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



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