

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 21st June 2023 in The Pavilion, Gibson Way, Manby at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

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


Mrs. L.M. Phillips

Clerk

Dated this 16th Day of June 2023

AGENDA

1. **Apologies for Absence**
To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
2. **Chairman’s Remarks**
3. **Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members’ Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.
4. **Council Minutes**
To approve as a correct record the draft Minutes of the Council Meeting held on 17th May 2023 and authorise the Chairman to sign the official minutes.
5. **Annual Grimoldby and Manby Parish Meeting 2022/23 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 10th May 2023 of £84,462.34 which agrees to the closing balance on the bank statement issued on 12th May 2023.
 - b. Cheques for payment, listed on the Cheque Schedule 062123 totalling £735.02.
 - c. 2022/23 Final Accounts.
7. **Annual Governance and Accountability Return (AGAR) 2022/23**
 - a. To receive and note the report of the internal auditor.
 - b. To approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2022/23 by the addition of ticks against ‘Yes’ in boxes 1 to 8, in box 9 a tick against ‘N/A’ should be entered and authorise signing by the Chairman and the Clerk.
 - c. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2022/23 as certified by the RFO and authorise signing by the Chairman.
 - d. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the AGAR and with this in mind, approve that the period for the exercise of public rights should be set from Friday 23rd June 2023 to Thursday 3rd August 2023.

Grimoldby and Manby Parish Council

8. Planning

a. Feedback from Public Meeting held on Thursday 15th June

b. Applications received by the Local Planning Authority

To consider current applications including those listed in the schedule (Plans_06_21_22) / ratify comments already made by the Planning Working Group. (Attached).

9. Review of Policies and Procedures

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

a. General Data Protection

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

10. Allotments

Further to discussion in May on the placement of structures within the allotments, intruders and the provision of footpaths around the perimeter of allotments Council to receive and consider a request from an allotment holder.

11. Tennis Courts

Council to receive an update from the Chairman on recent anti-social behaviour on this site and consider the way forward.

12. Pavilion and Football Field Agreement

Council to consider draft document (circulated by email 14/6/23) and resolve upon the way forward.

13. Council Email Addresses

Council to consider the attached report and consider the way forward. Council to note, it has funds totalling £1,000 set aside at present in an earmarked reserve for these purposes.

14. Any Other Business

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

15. Next Meeting

Council to note that the date of the next scheduled meeting is Wednesday 19th July 2023.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 17TH MAY 2023**

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

Councillors: Mrs. E. Billings (EB), M. Bruce (MB), A. Bunting (AB), N. Hind (NH), Mrs. L. Knowles (LK), M. Starsmore (MS), Mrs. N. Turney (NT), T. Vamplew (TV)

Councillors not present: C. Fairburn (CF)

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 2024.

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 then 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 2024. Cllr. NH wished it be noted that he voted against this.

T4. Declarations of Acceptance of Office

The Clerk confirmed that she had received signed Declarations of Acceptance of Office from all Councillors prior to the commencement of the meeting.

T5. Apologies for Absence

Apologies for absence were received from Cllr. CF.

T6. Declarations of Interest / Dispensations

There were no declarations of interest/dispensation requests.

T7. Co-option

The Council noted that two completed applications for co-option had been received from Mrs. L. Knowles and Mrs. N. Turney. It was **RESOLVED** that they be co-opted onto the Council.

T8. Committees of the Council

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

a. Finance Committee

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

b. Recreation Committee

Membership: Chairman of the Council, Vice Chairman of the Council, Cllrs. Mrs. LK, NH and AB

c. Planning Committee

Membership: Chairman of the Council, Vice Chairman of the Council, Cllrs. MS, TV, AB and NH.

T9. Working Groups of the Council

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

a. Planning Working Group

Membership: All Councillors.

T10. Roles of the Council

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

T11. Representation on External Bodies

It was **RESOLVED** that Cllr. TV should represent the Council on the Village Hall Committee.

T12. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 19th April 2023.

T13. Chairman's Remarks

The Chairman reported that 1) he had met the new owner of Tedder Hall at Coronation Celebrations in the village. He had been very nice but had given no hint as to what he wanted to do with the site. 2) It was believed that the bio-digester application had been submitted to LCC. However, it was not on the website yet and the Council had not been notified formally. 3) Cllr. TK had received a complaint that the car park at the Pavilion was weedy. He had spoken to the Village Maintenance Contractor about the possibility of having this work done. 4) He was pleased with the way the elections had gone for him. 5) He had attended the village Coronation Celebrations which had been very good and very well done. 6) He had been to a meeting of the Grimoldby and Manby Sports Association as the Chairman of that organisation. It had been decided that they could not continue the gym as the money they had saved would be wiped out very quickly. Therefore, they had decided to donate the money to charities as per their constitution.

T14. Governance

The Council confirmed that the following documents had been reviewed and adopted:

- a. Standing Orders - reviewed and adopted on 15th March 2023.
- b. Financial Regulations - reviewed and adopted on 15th March 2023.
- c. Code of Conduct - reviewed and adopted on 15th March 2023.
- d. Policies including all those relating to GDPR had been reviewed in year.
- e. Arrangements for risk management and internal control – reviewed 15th March 2023.

T15. Clerk's Delegated Powers

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

T16. Council/Staff Membership of Other Bodies

The Council noted that it 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)

T17. Asset Register

The Council confirmed that its Register of Assets was reviewed and adopted on 15th March 2023.

T18. Insurance

The Council noted that in June 2023 it would enter year 2 of its 3 year Insurance Policy.

T19. Meetings of the Council

The Council confirmed that in 2023 it would endeavour to meet every third Wednesday of each month (except for August).

T20. Other Annual Council Business

The Council **RESOLVED** to approve deferral of other Annual Council Business to the Council's next meeting in June 2023.

T21. Finance

The Council received, noted and duly **RESOLVED** to authorise:

- a. The Financial Report for May, showing a closing balance on 12th April 2023 of £85,200.88 which agreed to the closing balance on the bank statement issued on 14th April 2023.
- b. The cheques listed on the Cheque Schedule 051722 – totalling £3,034.20.

- c. 2022/23 Draft Accounts.
- d. 2022/23 Cashbook to 31st March 2023.

T22. Planning

a. Applications received by the Local Planning Authority

The Council considered current planning applications including those listed on the planning schedule and **RESOLVED** as follows:

- i. N/067/00679/23 – to ratify the Planning Working Groups comments, submitted on 12th May to meet ELDC’s deadline as follows: No objection but:
 - 1) There should be no access to and from the development onto Mill Lane, which already has excessive traffic.
 - 2) The site is higher than Mill Lane which has flooded at the foot of the site - conditions should be imposed to alleviate future risk.
 - 3) Building works should not interfere with public footpaths.
 - 4) As the site is next to the Church should there be an archeological survey?
 - 5) Where is the storage for surface water?
 - 6) That the existing access to the site be clear at all times to allow the existing roadway and houses to be unaffected.
 - 7) That all delivery vehicles must ENTER the site fully before unloading any plant and materials.
 - 8) It is rumoured that the site has had a Japanese Knotweed invasion. ELDC must have a written guarantee from an expert to report that this has been eliminated. Removal takes 2/3 years, as the stems must be carefully cut, and a suitable weed killer injected into the open stems. Then on year 2 the same needs to be carried out, and hopefully it can then claim to have been eliminated.
 - 9) It is noted that foul sewage will be connected into the existing sewer in Mill Lane. This must be carried out so as to provide continuous access to the residents of that Lane, and refuse and emergency vehicles.
 - 10) ELDC must be certain that storm water is adequately catered for within the existing arrangements.
- ii. N/067/00967/23 – it was agreed that the Planning Working Group should consider this application and submit their comments to the Clerk by Friday 2nd June so that a response could be compiled to meet ELDC’s deadline and be ratified at the next meeting.

b. Planning Decisions to Note

The Council noted the following planning decision received:

- i. N/067/00411/23 – Green Acre, Middlesykes Lane, Grimoldby, LN11 8TJ – Full Planning Permission.

T23. Tennis Court Goal Posts

The Council noted that the goal posts at the Tennis Court had been vandalised. The matter had been reported to the Police. It was **RESOLVED** that the Council would not claim on it’s insurance. Instead, it would explore options for alternative replacement facilities and it would look into cutting the hedge at the front of the Tennis Courts, adjacent to Carlton Road to make visibility into the courts better to deter anti-social behaviour.

T24. LALC Management Committee

It was **RESOLVED** that the Council would not nominate a representative for the above.

T25. Play Park

The Council received a revised quote for work to the ramp at the Play Park and **RESOLVED** to have the work undertaken by Wicksted at a cost of £1,071.44

T26. Allotments

Following reports of damage to a storage box within the allotments, the Council considered whether there was action that it could take to deter intruders. It was **RESOLVED** that a polite reminder should be sent to all allotment holders with their annual rent invoice reminding them that a clear pathway should be maintained around the perimeter of all allotments, as per the tenancy agreement, the reasons being for access, safety and grass cutting.

T27. Grants

The Council considered a grant application from Grimoldby Cricket Club. However, it felt that the application form had not been submitted properly: 1) Grimoldby Cricket Club was formed in 1944/45. 2) The application didn't actually mention cricket. 3) No accounts were supplied. 4) A quote evidencing the total cost of the project would have been advantageous. 5) The application was for £500 when the maximum amount that could be awarded was £200. Despite the above the Council was still keen to support the organisation and the Chairman did pledge that he would give a grant of £300 from his District Councillor fund to make the amount up to £500 but a new/amended application would be required.

T28. Any Other Business

Cllr. Mrs. EB enquired what was happening with the villages bins. The Clerk reminded that Cllrs. had agreed to undertake a review in their areas of current locations and prospective locations.

T29. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 21st June 2023.

The meeting closed at 8.39pm

Signed _____ (Chairman) Dated _____

**MINUTES OF THE GRIMOLDBY AND MANBY ANNUAL PARISH MEETING
HELD IN THE VILLAGE HALL, GRIMOLDBY
ON WEDNESDAY 17th MAY 2023**

Present Councillor T. Knowles (in the chair)

Parish Councillors Mrs. E. Billings (EB), T. Vamplew (TV), M. Bruce (MB), N. Hind (NH), A. Bunting (AB), M. Starsmore (MS), The Clerk, Mrs. L.M. Phillips and two members of the public were also present.

1. Welcome by the Chairman

The Chairman welcomed those present to the meeting.

2. Minutes of the Grimoldby Annual Parish Meeting 2022

It was **RESOLVED** that the notes of the Grimoldby Annual Parish Meeting which took place on 18th May 2022 should be signed by the Chairman as a correct record of that meeting.

3. Annual Report by the Chairman of the Parish Council

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

Introduction by the Chairman

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

Council and Committees

Grimoldby and Manby Parish Council has now completed 4 years of a 4-year term and elections have been held. We welcome Councillors old and new back as follows: Emma Billings, Michael Bruce, Any Bunting, Chris Fairburn, Noel Hind, myself, Mike Starsmore and Terry Vamplew. When full, the Council comprises 14 Councillors but currently there are 6 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 9 occasions in 2022/23 having to cancel its meetings in September and December because of the Death of HRH The Queen and unavailability of Councillors and officers to ensure a quorum. The Council does not hold a meeting in August. Additionally, the Finance Committee met on 1 occasion in 2022/23.

Planning

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

Grimoldby and Manby Planning Working Group receives all applications by email and members email their comments back to the Clerk and the working group Chairman who collate them. If ELDC's deadline for comments is before the next meeting of the Council and cannot be extended the comments are submitted to ELDC and those comments are ratified by the Council at the next opportunity. If the next Council meeting is before the deadline for comments the comments are considered by the Council, resolved upon and submitted. This year the Council considered 26 planning applications 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 road closures/traffic restrictions, proposed works to trees and appeal decisions.

In 2022/23 it was consulted by ELDC for a scoping opinion on the possible installation of a Biodigester in the village. The Council objected and put forward its concerns. It remains vigilant and if and when a formal application for such is submitted it has already agreed that it will call a public meeting to enable the community to discuss the matter and put forward its views to the Council so that the Council can lobby other local authorities effectively and represent the Community properly.

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.

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, Council can resolve to pay its members an allowance. However, Grimoldby and Manby Parish Councillors choose not to receive an allowance and, therefore, allowance rates for 2022/23 remained at £0.

Members

Members in 2022/23 were: Councillors Mrs. Emma Billings, Michael Bruce, Ant Bunting, Chris Fairburn, Mrs. Linda Knowles, Terry Knowles, Mike Starsmore, Mrs. Nicola Turney and Terry Vamplew.

As previously, mentioned elections have just occurred and current members are Emma Billings, Michael Bruce, Any Bunting, Chris Fairburn, Noel Hind, myself, Mike Starsmore and Terry Vamplew. The Council currently has 6 vacancies.

Grants

In 2022/23 the Council set aside £600 to award in grants, £200 at a time, to successful applicants. However, 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. The Council maintains a General Reserve which it can use in case of emergency or for unbudgeted items of expenditure.

Internal Audit reviewed the Council's Internal Controls for 2021/22 and no concerns were raised. The Council's Internal Audit for 2022/23 will shortly take place.

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 2022/23 this evening for review. 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 2023 and the Council will formally publish the audited accounts no later than 30th September 2023. The Annual Return will show the actual position and this and other financial information will be posted on the website once approved by Council.

Street Furniture

During the past year, the Council's contractor has maintained several public benches including re-painting and repairing as necessary. They also ensured that the Council's 5 Bus Shelters were kept clean and tidy.

Tennis Courts and Play Park

In 2022/23 the Council formally took ownership of these facilities rather than just leasing them. They not only allow for the playing of tennis but also football. Unfortunately, very recently the football goals installed on the playpark were badly vandalised and have had to be removed. The Council's Recreation Representative inspects the two areas on a regular basis and makes notes. They also empty the bins and keep the area generally tidy. The Council instructs a local firm to maintain the shrubbery and plants in the area, as required.

In 2022/23 the Council obtained grant funding from the District Council to commemorate HRH The Queen's Platinum Jubilee. The Council is in the process of using the money to rename the Play Park in honour of this and will shortly erect new signage. It has also installed a new bench therein on which a plaque commemorating the Platinum Jubilee will be placed and it is discussing replacing (like for like) the ramp feature which was highlighted at the recent Annual Inspection as in need of some TLC as well as looking at repainting all of the equipment.

Platinum Jubilee

As well as the above, the Council also purchased commemorative mugs with the assistance of the Chairman who used funds available to him as a District Councillor and these were distributed to local school children.

Amenity Grass Verges and Parish Paths

For the past few years the Council has undertaken the cutting of amenity grass verges. The Council has about 5,976m² 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 recognises that a safe environment makes for a happy environment and therefore, it maintains a good relationship with the local police. It also owns and maintains a defibrillator which the Village Hall kindly allow us to site on the outside wall of their premises and it owns a reactive speed sign which is kindly taken down, charged and put up again, moving around the two villages, by a volunteer to deter speeding. In 2022/23 the Council received complaints about mud on the footpath opposite the Post Office and adjacent to the layby. It contacted the East Lindsey Pride Team who are a group run by ELDC to tidy up grot spots. They were happy to visit Manby and in April they cleared the mud from the path. They and the Clerk also reported the matter to LCC who are in charge of footpaths and highways asking if there was anything that could be done to minimise the problem long term.

Bins

The Council was approached in 2022/23 by members of the public who were concerned about the amount of dog poo on footpaths used by mums and children going to and from school. Councillors discussed the matter and all were concerned. It was agreed that the Chairman should contact ELDC and ask them to empty the villages bins more frequently. Councillors also agreed that they would undertake a review of current and possible placement with a view to purchasing more bins.

Relocation of ELDC

On 23rd January 2023 ELDC officially relocated to Horncastle having sold their buildings and car park to a private buyer. The Community are obviously worried about what will happen to the site and the Chairman is working tirelessly to ensure that any plans will be favourable for residents while also working with the local Sports Association to keep the gym open for as long as possible and working with the Police and the new owners to ensure that the site is not used for mischief.

Allotments

The Council took ownership of the Manby Fields allotments in 2019/20, a sports field and a pavilion for use by the community. The football field and Pavilion are predominantly used by Manby FC who it is hoped are to enter into a licence with the Council very shortly. A local Thai Chi group rents a room regularly within the Pavilion for use and the Parish Council now also meet here each month. All of the allotments are currently rented out and are being beautifully kept. If you are interested in renting an allotment please contact the Clerk who can place you on a waiting list.

Conclusion

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

Going forward it intends to strengthen its relationship with the local Police in order to help combat antisocial behaviour in the community. It will represent the views of residents as required and on controversial issues will ensure that residents are given a chance to voice their opinions in a public arena. It will continue to work closely with the District Council and with the County Council on any issues which might affect the villages striving for outcomes that residents want.

Please do not hesitate to contact your Councillors as follows:

List of Councillors and Contact Details as at 16th May 2023:

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

4. Public Forum

No members of the public spoke.

The meeting closed at 7.05pm

Signed _____ (Chairman)

Dated _____

Financial Report - June 2023

			£	£
Opening balance as at 14th April 2023				85,200.88
ADD receipts				
FPI	Smith, YC	Room Hire		84.00
FPI	Smith, YC	Room Hire		105.00
				<hr style="width: 100%; border: 0.5px solid black;"/>
				85,389.88
LESS payments				
1378	Cojo's	Football Goals	450.00	
1388	Mr. T. Knowles	Replacement for chq 1368 (Travel Expenses)	30.00	
1340	Darryl J. Stones	Village Maintenance	1030.00	
1402	G&M1	Wages April 2023	477.54	
1403	HMRC	PAYE/NIC April 2023	119.20	
1404	Foxhall Construction Ltd	Installation of Jubilee Bench	360.00	
1405	NSALG	Allotment Society Annual Subscription	66.00	
1406	G&M1	Wages - May 2023	477.34	
1407	HMRC	PAYE/NIC - May 2023	119.40	
1408	Tudor Grounds Maintenance	Gasscutting Allotments, Play Park, Football, Amenity	161.85	
1409	Kingschurch Marshes Trust	Grant	200.00	
1410	Mimi's Mission	Grant	200.00	
1411	Zurich Municipal	Insurance (Year 2 of 3)	1,208.92	
1412	LALC	ATS and Annual Membership	600.69	
1413	G&M1	Wages June 2023	477.34	
1414	HMRC	PAYE June 2023	119.40	
1415	Tudor Grounds Maintenance	Amenity Grass Cut 3	98.28	
1416	Mrs. J. Cooper	Internal Audit 2022/23	40.00	
			<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
			6,235.96	79,153.92
ADD Uncleared Cheques				
1388	Mr. T. Knowles	Replacement for chq 1368 (Travel Expenses)	30.00	
1340	Darryl J. Stones	Village Maintenance	1,030.00	
1403	HMRC	PAYE/NIC April 2023	119.20	
1404	Foxhall Construction Ltd	Installation of Jubilee Bench	360.00	
1405	NSALG	Allotment Society Annual Subscription	66.00	
1406	G&M1	Wages - May 2023	477.34	
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1414	HMRC	PAYE June 2023	119.40	
1415	Tudor Grounds Maintenance	Amenity Grass Cut 3	98.28	
1416	Mrs. J. Cooper	Internal Audit 2022/23	40.00	
			<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
Closing balance as at 10th May 2023			5,308.42	84,462.34
VAT owed as at 31/05/23 for 2023/24				125.97

Cheque Schedule 062123

June 2023						
Cheque No	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net
1413	G&M1	Wages June 2023	477.34	477.34	-	477.34
1414	HMRC	PAYE/NIC June 2023	119.40	119.40	-	119.40
1415	Tudor Grounds Maintenance	Amenity Grass Cut 3: Inv-0420	98.28	98.28	16.38	81.90
1416	Mrs. J. Cooper	Internal Audit 2022/23	40.00	40.00	-	40.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTALS			735.02	735.02	16.38	718.64

Annual Internal Audit Report 2022/23

GRIMOLDBY + MANBY PARISH COUNCIL

HTTPS://GRIMOLDBY-MANBY.PARISH.LINCOLNSHIRE.GOV.UK/

During the financial year ended 31 March 2023, 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 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 06/06/23 DD/MM/YYYY

ENTER NAME J. COOPER

Signature of person who carried out the internal audit

J. Cooper REQUIRED

Date 06/06/23

***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).

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2022 2023

I have carried out the audit of Grimoldby & Manby Parish Council for the year 1st April 2022 to 31st March 2023 and make the following observations and notes:

A ACCOUNTS	Accounts are kept on a spreadsheet clearly showing income and expenditure, including cheque numbers, albeit very small print !
B FINANCIAL REGS/INVOICES	The council has in place substantial Regulations, which are reviewed periodically and confirmed by council. Invoices are properly recorded and VAT properly accounted for and claimed.
C RISK ASSESSMENT	The Council has in place substantial Risk Management and all policies, including Standing Orders, Financial Regulations and Code of Conduct were adopted in March 2022 and other policies reviewed and adopted in June 2022.
D PRECEPT/PROGRESS	Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting
E INCOME/VAT	Expected income was received and recorded on the spreadsheet.
F PETTY CASH	There is no petty cash held.
G SALARIES	Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk
H ASSETS	The Asset Register is up to date and reviewed in March 22.
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 TRUST FUND	There are no trust funds.

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. I raised a couple of queries with the Clerk and am satisfied with the answers and therefore I am happy to submit the internal audit with no notes.

J. Cooper BSc

6th June 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

GRIMOLDBY + 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 2023, that:

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

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

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

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[HTTPS://GRIMOLDBY-MANBY-PARISH.LINCOLNSHIRE.GOV.UK/](https://grimoldby-manby-parish.lincolnshire.gov.uk/)

Section 2 – Accounting Statements 2022/23 for

GRIMOLDBY + MANBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	47235	59219	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	25080	24803	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1556	5213	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	5433	6630	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9219	10210	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59219	72395	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	59219	72395	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	288450	289050	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

SEMI Phillips SIGNED

Date

04/06/2023

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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Grimoldby and Manby Parish Council

Planning Schedule
21st June 2023

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
01/23	ELDC	N/067/ 00967/23	Planning Permission	Mr. Howes	Change of use, conversion of and alterations to existing barn into a dwelling (works already commenced).	Barn adjacent to the Elms, Middlesykes Lane, Grimoldby, LN11 8TE	The following comments are for ratification by Council. They have already been submitted to meet ELDC deadline: Grimoldby and Manby Parish Councils Planning Working Group have no objection to this application but are concerned about heavy traffic on a single track, weight restricted lane that is awaiting further construction itself.	06/06/2023
02/23	LCC	PL/ 0037/23	Planning Permission	Manby BGE Ltd	To construct a gas to grid anaerobic digester and fertiliser production facility comprising of nine digester/fermentation tanks; feedstock reception/straw processing and storage building; digestate separation and fertiliser production building; biogas upgrade plant; emergency gas flare; odour control and condensing unit; gas entry compound/unit other ancillary plant and equipment and underground pipeline connecting to National Grid	Land at Manby Airfield, Off Manby Middlegate		16/07/2023

Grimoldby and Manby Parish Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

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

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

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

Grimoldby and Manby Parish Council

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

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

How we use sensitive personal data

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

Grimoldby and Manby Parish Council

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

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

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

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

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

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

Grimoldby and Manby Parish Council

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

Grimoldby and Manby Parish Council

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

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

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

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

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

Grimoldby and Manby Parish Council

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

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on: <https://grimoldby-manby.parish.lincolnshire.gov.uk> This Notice was last updated in June 2023.

Contact Details

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

The importance of secure email systems and GOV.UK

LALC E-News Dated 31 October 2022

The JPAG Practitioners' Guide 2022 sets out the recommended 'Proper Practices' that Responsible Financial Officers (RFO's) should aim to comply with and sets out measures to improve internal controls and reduce risk in local councils. It also sets out what internal auditors should be auditing.

All local councils are subject to Freedom of Information and the Data Protection Acts and the JPAG Practitioners' Guide recommends the following:

5.204. All authorities except Parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers.

5.205. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.206. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.207. For the purposes of user management, councils should ensure that the Proper Officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

Current budget-setting allows all councils to consider building in some funds to reduce data risks. LALC have gathered some indicative fees from various suppliers to help local councils budget for introducing a .GOV.UK secure email system.

You can find out more about .gov.uk domains – how to navigate the adoption process and the benefits of ownership – via the CDDO website.

<https://www.gov.uk/government/organisations/central-digital-and-data-office>

What is a .gov.uk domain?

- It's the Internet's unique name for your organisation's online digital identity
- What your website and email is built on
- It is a valuable digital asset

What are the benefits of a .gov.uk domain?

- Shows your website and emails belong to an official UK public sector organisation
- .gov.uk services are trusted and familiar
- Confidence your domain is being constantly monitored so that problems and malicious intent are quickly spotted and resolved
- Control access to official papers and correspondence; easily removing access when people leave
- Handle Freedom of Information (FOI) or data requests more easily: you will not have to surrender private emails
- Your .gov.uk domain will always be yours; it has been provided under English law

Further advantages of using these secure email systems are as follows:

- Keeps private and council emails separate
- Stores data in a centralised secure server by a hosting provider
- Whenever a Clerk, staff member or councillor joins, is suspended, goes off sick or resigns their email account and data can be managed by the council and not left to the individual to decide (closed down, suspended, deleted, forwarded, auto-reply).
- Reduces the risk of the Information Commissioner's Office, Police and other agencies having to trawl through personal, shared and other private business email accounts if they suspect a Data Protection Act breach has occurred.

In all cases you would need to buy a domain name agreed with the service provider compliant with government requirements and then you can purchase email accounts either on a 'per user' basis or as part of a package. Some providers provide a bare-bones package while others will offer other add-on services which councils would need to decide if they needed.

Provider / Contact	Domain Name		Email	
	Initial Costs	Ongoing	Initial costs	Ongoing
SCIS Ltd, Lincs www.scisuk.com	£70 annually £38.99 hosting package	£70 annually £38.99 hosting package	£3 a month per user	£3 a month per user
Cloudnext, Derby www.cloudnext.uk	£110 for 2 years	£110 every two years	25 email boxes £49.99 per annum.	25 email boxes £49.99 per annum.
Cloudy IT, Bucks www.cloudyit.co.uk	£129 for 2 years	£89 renewal every 2 years	£3 a month per user	£3 a month per user
Aubergine, Beds www.aubergine262.com	£90 a year	£90 a year	£5 a month per user	£5 a month per user
2Commune, Leics www.2commune.com	£200 for 2 years	£150 for 2 years	£35 a year per user	£35 a year per user.

Notes

- Indicative prices quoted are Ex VAT and are subject to change; these were correct as at November 2022.
- Additional labour and other costs may be incurred for transfer of data, storage, DNS and software licences (for example, Microsoft 365) depending on the precise requirements of the council and the service provided which will be bespoke to each council.
- Training and Support is provided by each provider by phone and email.

Further information about the use of data and data concerns can be found at:

<https://ico.org.uk/for-organisations/sme-web-hub/whats-new/blogs/top-three-issues-for-town-and-parish-councils/#>

<https://ico.org.uk/media/for-organisations/documents/2615578/parish-councils-own-device-fact-sheet.pdf>

<https://ico.org.uk/media/for-organisations/documents/2615588/parish-councils-resource-pack-201908.pdf>

An example ICO FOI investigation:

<https://www.iversparishcouncil.gov.uk/wp-content/uploads/sites/55/2022/03/Appendix-13.1-ICO-to-Ivers-Parish-Council-10.03.22.pdf>

This suggested change is NOT mandatory but it is highly recommended