

# Grimoldby and Manby Parish Council

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## 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 15<sup>th</sup> November 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 10<sup>th</sup> Day of November 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 18<sup>th</sup> October 2023 and authorise the Chairman to sign the official minutes.

### 5. Committee Minutes

- a. To confirm receipt of the minutes and adopt the resolutions contained therein of the Finance Committee Meeting held on 2<sup>nd</sup> November 2022.
- b. To receive for information the draft notes of the Finance Committee Meeting of 3<sup>rd</sup> November 2023.

### 6. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for November, showing a closing balance on 13<sup>th</sup> October 2023 of £86,454.57. which agrees to the closing balance on the bank statement issued on 13<sup>th</sup> October 2023.
- b. Cheques for authorisation, listed on the Cheque Schedule 111523 totalling £1,119.75.

### 7. Planning

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

To consider current applications including those listed in the schedule (Plans\_11\_15\_23) / ratify comments already made by the Planning Working Group.

#### b. ELDC Planning Decisions to Note

- i. N/11/01477/23 – Bowen House, Manby Park – ELDC has granted Listed Building Consent.
- ii. N/113/01478/23 – Bowen House, Manby Park – ELDC has granted Full Planning Permission.
- iii. N/113/01779/23 – The Gatehouse, Manby Park – ELDC has granted Full Planning Permission.

#### c. Temporary Traffic Restrictions

At the time of printing there were none.

# Grimoldby and Manby Parish Council

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**d. Proposed Work to Trees**

Council to consider the following proposed work to trees:

**Location:** 37 Tinkle Street. **Proposal:** A6 – Several Ash, Beech, Elm, Oak, Scots Pine, Sycamore and Willow Trees in A.006 – Ash marked on plan – fell. **Reason:** A6 – Ash Dieback.

**8. Local Government Pay Claim 2023/24**

Council to note that agreement has now been reached on the above and agree that it be implemented from 1<sup>st</sup> April 2023 as soon as possible, in line with NALC recommendations.

**9. Village Maintenance**

Council to receive a recommendation from the Finance Committee that in the absence of village maintenance work being undertaken by the appointed contractor in 2023/24, the Council should look to have some work undertaken by another contractor as an emergency measure in order to keep on top of some areas.

**10. Risk Management**

Council to receive a recommendation from the Finance Committee to approve the attached Risk Register.

**11. Village Maintenance**

- a. Council to receive a recommendation from the Finance Committee that in 2024/25 Village Maintenance work be re-evaluated, as per new draft schedule, hours being averaged out over the year, invoiced monthly and the works being awarded under new terms.

**12. Budget 2024/25 / Precept Approval**

- a. Council to note that the Finance Committee considered draft budget proposals for 2024/25 on 3<sup>rd</sup> November 2023 alongside the Finance Monitoring Report. It noted current year spend, projections and the condition of its reserves. Noting that the general reserve contains the funds needed for all day to day costs and that it also held a surplus for expenditure, which exceeded that budgeted for, and which could be used for unexpected costs or in an emergency. At 30<sup>th</sup> September the General Reserve stood at £58,818.49. £8,806.86 of which was expected to be spent on day to day expenditure in the six months to 31<sup>st</sup> March 2024. That would leave £50,011.63 surplus, 50% of which was held to cover the Council's running costs for 12 months, which is recommended practice, should an eventuality arise whereby, for instance, the District Council were unable to pay over the precept. That would leave an actual surplus of £25,005.81 to cover the Council in the event of an unexpected event or emergency such as the tennis courts requiring resurfacing or the fence around the tennis courts requiring replacing or the playpark equipment requiring total renewal or extensive roof repairs being required at the Pavilion. The Committee also examined each earmarked reserve individually to confirm its purpose, need and balance. It also discussed arrangements regarding Village Maintenance.
- b. In light of the above, Council to receive a recommendation from the Finance Committee to consider making a precept request for 2024/25 of £20,282.94 which equates to a 10% decrease on 2023/24 and an annual cost to a band d ratepayer of £31.25. (Council to note that these calculations are based on 2023/24 tax base figures and should decrease further when current tax base figures are released).
- c. Council to delegate authority to the Clerk to complete the necessary forms and submit to ELDC, the Collection Authority.

**13. Amenity Grasscutting**

Council to resolve to renew its agreement with LCC regarding amenity grasscutting in 2024/25.

**14. Membership of SLCC**

Council to approve renewal of Clerk's membership with the Society of Local Council Clerks.

**15. Next Meeting**

Council to consider arrangements for its December meeting.

**16. Any Other Business**

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

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, MANBY  
ON WEDNESDAY 18<sup>th</sup> OCTOBER 2023**

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

**Councillors:** A. Bunting (AB), C. Fairburn (CF), N. Hind (NH), M. Starsmore (MS) and T. Vamplew (TV)

**Councillors not present:** Mrs. E. Billings (EB), M. Bruce (MB), Mrs. L. Knowles (LK) and Mrs. N. Turney (NT)

The Clerk, Mrs. L.M. Phillips was also present.

**T52. Apologies**

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

**T53. Chairman's Remarks**

The Chairman reported on two things: 1) that the hearing on the biodigester planning application had been deferred and might take place in December; and 2) the playpark had been repainted.

Cllr. MS arrived at 7.33pm.

**T54. Declarations of Interest / Dispensations**

There were no declarations of interest or requests for dispensations.

**T55. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 20<sup>th</sup> September 2023 with an amendment to T48. to show the date of the approved minutes as 19<sup>th</sup> July 2023 rather than 21<sup>st</sup> June 2023 and at T53. In the quote from the insurance company that the word negligent be changed to negligible.

**T56. Finance**

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

- a. The Financial Report for October, showing a closing balance on 1<sup>st</sup> September 2023 of £76,257.33 which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> September 2023.
- b. Cheques for payment, listed on the Cheque Schedule 101823 totalling £3,553.14.
- c. The Council also **RESOLVED** that its Finance Committee should meet on Friday 3<sup>rd</sup> November 2023 from 6pm in the Pavilion to discuss the Council's budget and precept for 2024/25.

**T57. Planning**

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

The Council considered all applications including those listed in the schedule (Plans\_09\_20\_23) and **RESOLVED** as follows:

- i. N/113/01885/23 – 3 Hunter Avenue, Manby – No objection.

**b. Planning Decisions**

The Council noted the following planning decisions received from ELDC.:

- i. N/113/01247/23 – Lynx House, Manby Park – ELDC has refused planning permission.
- ii. N/113/01248/23 – Lynx House, Manby Park – ELDC has refused Listed Building Consent.

**c. Temporary Traffic Restrictions**

The Council noted that there were no temporary traffic restrictions to consider.

**T58. Proposed Work to Trees**

The Council considered the following proposed work to trees and **RESOLVED** to remain neutral:

- a. **Location:** Linden Lea, 1 Church Lane, Manby – **Proposal:** T15 – Lime – (T3 on plan) – Reduce from 21m to a finished height of approx. 15m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance. T18 – Lime – (T2 on plan) – Reduce from approx. 18m to a finished height of approx. 13m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance. T19 – Lime – (T1 on plan) – Reduce from 21m to a finished height of approx. 15m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance.

**T59. Annual Governance and Accountability Return (AGAR)**

- a. The Council noted that the Council's External Auditor had completed its limited assurance review of Grimoldby and Manby Parish Council for the year ended 31st March 2023. (All documents circulated by email 02/10/23 and posted on Noticeboards 30/9/23).
- b. The Council noted that the Notice of Conclusion of Audit was posted on the website and noticeboards on 30/9/22 to meet legislative deadlines.
- c. The Council received Section 3 - External Auditor Report and Certificate 2022/23 and note the external auditor's comments regarding reserves. (Circulated by email 02/10/23). It was **RESOLVED** to review its reserves and earmarked reserves when considering the precept and amend/approve as appropriate.
- d. The Council note that a change had been made to the Practitioners' Guide 2023 which would be mandatory for the 2023/24 period. This being to Paragraph 1.26 which related to the requirements in relation to Assertion 3 and states "Email Management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website". In order to answer yes to Assertion 3 on the 23/24 Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently. The Clerk explained that another local parish Council had asked for confirmation regarding its email address (a parishcouncilname@btinternet.com one) and had been told that as it was specific to the Council, even though it was not a .gov.uk or .org.uk domain it would meet the requirements and would not require changing.

**T60. Internal Auditor**

The Council **RESOLVED** to appoint Mrs. J. Cooper as its internal auditor for 2023/24. It noted the scope that the internal audit would take and that she had the relevant experience of Council's and independence to be suitably qualified for the role.

**T61. Closed Session Item**

The Council **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to Personnel:

- a. Appraisal – The Chairman shared with Councillors notes that the Clerk had written regarding her appraisal. It was **RESOLVED** that:
  - i. The Clerk should arrange to undertake playpark inspection training at the next available opportunity.
  - ii. The Clerk be authorised to use the small room off the meeting room in the Pavilion as a storage space for old Council records.
  - iii. The Clerk make provision in the 2024/25 budget for the purchase of a Council laptop and associated software/IT.
  - iv. The Clerk would add duties associated with GDPR, the play park, the allotments and the football field to her job description to future proof the Council.
- b. Annual Salary Review – It was **RESOLVED** to raise the Clerk's salary to SCP 26 from November 2023.

**T62. Any Other Business**

Councillors enquired about a) the cutting of the hedge alongside the tennis court adjacent to Carlton Road. The Clerk confirmed that this was not forgotten, one quote had been received so far, more were awaited; and b) the enquiry that had been received regarding bins. The Clerk confirmed that the Chairman had spoken to ELDC who had increased the frequency at which they emptied the bins in the village, no further complaints had been received. However, she reminded Councillors that they had agreed to undertake an inventory, marking the location of bins on a map, that she had provided to them and suggesting where new bins might be needed. However, she had not yet received the information back from this exercise.

**T63. Next Meeting**

The Council noted that the date of the next scheduled meeting was Wednesday 15<sup>th</sup> November 2023.

The meeting closed at 8.11pm

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

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF  
GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD IN THE PAVILION, GIBSON WAY  
ON WEDNESDAY 2<sup>nd</sup> NOVEMBER 2022**

**Present** Councillor Mrs. E. Billings (EB) (in the chair)

**Councillors:** T. Knowles (TK), C. Fairburn (CF)

**Councillors not present:** Mrs. N. Turney (NT), M. Bruce (MB)

The Clerk, Mrs. L.M. Phillips was also present.

**F1. Apologies for Absence**

No apologies for absence were received.

**F2. Chairman's Remarks**

The Chairman had no remarks to make.

**F3. Declarations of Interest / Dispensations**

No declarations of interest were received.

**F4. Budget 2023/24**

The Committee examined and discussed the draft budget, noting the current year spend and projections. Cllr. TK reminded Cllrs. that the Council would shortly take ownership of the playpark and tennis courts. Councillors discussed the draft budget and it was **RESOLVED** to recommend to Council that it precept for an amount of £22,541.87 a decrease on 22/23 which equates to an approximate change in cost per band d property of -9% or a decrease of £3.59. (Council to note these calculations are based on 22/23 tax base figures and should decrease further when current tax base figures are released).

<b>Draft Budget 2023/24</b>		
	<b>23/24 Draft Budget</b>	<b>Notes</b>
	<b>£</b>	
Opening Balance		
<b>INCOME</b>		
Precept		
VAT	900.00	
Bank Interest		
Grasscutting cont's from LCC	1,063.13	Based on 22/23 figures
HMRC PAYE Repayment		
Grants		
Allotment rent	250.00	£25 pa x 10
Pavilion Rent	560.00	£7 ph x 2 x 40 weeks
Football Club rent	250.00	As previously discussed
<b>Total</b>	<b>3,023.13</b>	
<b>EXPENDITURE</b>		
Day to Day Running		
Clerk's Salary	6,500.00	Allows for increase in hours or overtime and/or uplift

PAYE/NIC	1,750.00	Allows for above and possible inclusion in pension scheme
Rent (Mtgs)	308.00	Allows for 14 mtgs at £22 each
Play Park	2,000.00	Allows for maintenance, inspection, repairs and replacements
Tennis Courts	500.00	Allows for maintenance etc
Grasscutting/maintenance of right of way footpaths	1,000.00	Paths x 6 grass, 1 hard surface
Seats	200.00	Maintenance of x3 and area surrounding
Bus Shelters	80.00	Sweeping of x5 once every other month
Subscriptions	650.00	LALC, SLCC, Allotment Soc.,
Grants	600.00	Allows for 3 grants of £200 each
Publications and Training	300.00	
Insurance	1,300.00	Allows for possible increase due to tax and addition of assets
Audit	240.00	22/23 £40 internal audit, £200 external
Wreaths	37.00	Remembrance wreaths x 2
Speed Sign	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	500.00	
Defibrillator	-	
Elections	-	
Allotments/Football Field/Pavilion	3,000.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	1,200.00	Allows for approx. 12 cuts with a cylinder mower and follow up strimming (weather permitting)
General Reserve	-	
Platinum Jubilee	-	
VAT	-	
Total Day to Day Running	20,165.00	
<b>EARMARKED RESERVES</b>		
EMR War Memorial	-	
EMR Specialist .gov email addresses/IT	500.00	= Balance at end 2022/23 + 500
EMR Speed Sign	1,000.00	= Balance at end 2022/23 + 1000
EMR Play Park	500.00	= Balance at end 2022/23 + 500
EMR Elections	500.00	= Balance at end 2022/23 + 500
EMR Audit	100.00	= Balance at end 2022/23 + 100
EMR Allotment/Football Field/Pavilion	500.00	= Balance at end 2022/23 + 500
EMR Defibrillator	100.00	= Balance at end 2022/23 + 100
EMR Tennis Courts	1,000.00	= Balance at end 2022/23 + 1000
EMR Grasscutting (verges and Bulldog Crescent)	-	
EMR Streetlights	-	
EMR Contingency	1,000.00	= Balance at end 2022/23 + 1000
EMR Noticeboards	200.00	= Balance at end 2022/23 + 200
EMR Filing Cabinets/Office Equipment	-	= Balance at end 2022/23 + 150
EMR Future Commitments	-	
EMR Community Projects	-	
EMR Green Projects	-	
Total Earmarked Reserves	5,400.00	

Expenditure Total	25,565.00	
Precept (expenditure minus income)	22,541.87	
22/23 Cost per band d property (based on 22/23 tax base)	39.31	
23/24 Cost per band d property (based on 22/23 tax base)	35.72	
23/24 Change in band d (based on 22/23 tax base)	(3.59)	
23/24 Monthly cost per band d property (based on 22/23 tax base)	2.98	
23/24 weekly cost per band d property (based on 22/23 tax base)	0.69	
23/24 % increase (based on 22/23 tax base)	-9%	

F5. The meeting closed at 6.10pm.

Signed E. Billings (Chairman)

Dated 03/11/2023

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF  
GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD BY TELEPHONE CONFERENCE  
ON FRIDAY 3<sup>rd</sup> NOVEMBER 2023**

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

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

**Councillors not present:** Mrs. N. Turney (NT)

The Clerk, Mrs. L.M. Phillips was also present.

**F1. Election of Chairman**

It was **RESOLVED** that Cllr. Mrs. EB should be elected as Chairman of the Finance Committee to hold office until the Annual Meeting of the Council in 2024.

**F2. Election of Vice Chairman**

It was **RESOLVED** that Cllr. MB should be elected as the Vice Chairman of the Finance Committee to hold office until the Annual Meeting of the Council 2024.

**F3. Apologies for Absence**

Apologies for absence were received from Cllr. NT.

**F4. Declarations of Interest / Dispensations**

No declarations of interest were received.

**F5. Minutes**

It was **RESOLVED** to approve as a correct the record the minutes of the Finance Committee meeting held on 2<sup>nd</sup> November 2022.

**F6. Budget 2023/24**

**a. Finance Review**

The Committee received a report monitoring its finances.

**b. Draft 2024/25 Budget**

The Committee considered draft budget proposals for 2024/25 alongside the Finance Review. It noted current year spend, projections and the condition of its reserves. Noting that the general reserve contains the funds needed for all day to day costs and currently held a surplus for expenditure which exceeds that budgeted for and which could be used for unexpected costs or in an emergency. At 30th September the General Reserve stood at £58,818.49. £8,806.86 of which was expected to be spent on day to day expenditure in the six months to 31st March 2024. That would leave £50,011.63 surplus, 50% of which was held to cover the Council's running costs for 12 months, which is recommended practice, should an eventuality arise whereby the District Council were unable to pay over the precept. That would leave an actual surplus of £25,005.81 to cover the Council in the event of an unexpected event or emergency such as the tennis courts requiring resurfacing or the fence around the tennis courts requiring replacing or the playpark equipment requiring total renewal or extensive roof repairs being required at the Pavilion. The Committee also examined each earmarked reserve to confirm its purpose, need and balance. It also discussed arrangements regarding Village Maintenance.

**c. Risk Review**

The Committee considered the risks that the Council faces and ways to mitigate these.

**d. It was **RESOLVED** to recommend the following to Council:**

- i.** That a precept of £20,282.94 be levied in 2024/25 which equates to a 10% decrease on 2023/24 and an annual cost to a band d ratepayer of £31.25. (Council to note that these calculations are based on 2023/24 tax base figures and should decrease further when current tax base figures are released). See below.
- ii.** That in the absence of village maintenance work being undertaken by the appointed contractor in 2023/24, and as that contractor had been given the opportunity to communicate on the matter but had not, the Council should look to have some jobs undertaken by another contractor as an emergency measure in order to keep on top of some areas.
- iii.** That in 2024/25 Village Maintenance work be reevaluated, as per the schedule circulated, hours



- being averaged out over the year, invoiced monthly and the works being awarded under new terms.  
 iv. That the Risk Review document be noted and approved.

<b>Draft Budget 2024/25</b>				
	<b>24/25 Amount to be taken from Reserves</b>	<b>24/25 Amount to be Precepted For</b>	<b>24/25 Actual Draft Budget</b>	<b>Notes</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Opening Balance				
<b>INCOME</b>				
Precept	-	-	-	
VAT	-	-	-	
Bank Interest	-	-	-	
Grasscutting cont's from LCC	-	-	1,157.06	Based on 23/24 figures
HMRC	-	-	-	
Grants	-	-	-	
Allotment rent	-	-	250.00	£25 pa x 10
Pavilion Rent	-	-	600.00	£7 ph x 2 x 40 weeks
Football Club rent	-	-	250.00	As previously discussed
Cllr. T. Knowles	-	-	-	
<b>Total</b>	-	-	2,257.06	
<b>EXPENDITURE</b>				
Day to Day Running				
Salary	-	6,750.00	6,750.00	Allows for increase in hours or overtime and/or uplift
PAYE/NIC	-	2,000.00	2,000.00	Allows for above and possible inclusion in pension scheme
Rent (Mtgs)	-	100.00	100.00	Allows for 2 public mtgs at £50 each
Play Park	-	1,500.00	1,500.00	Allows for maintenance, inspection, repairs and replacements
Tennis Courts	-	-	-	
Grasscutting/maintenance of right of way footpaths	-	-	-	
Seats	-	-	-	
Bus Shelters	-	-	-	
Subscriptions	-	800.00	800.00	LALC, NALC, SLCC, Allotment Soc.,
Grants	-	600.00	600.00	Allows for 3 grants of £200 each
Publications and Training	-	300.00	300.00	
Insurance	-	1,300.00	1,300.00	Allows for possible increase due to tax and addition of assets
Audit	-	250.00	250.00	23/24 £40 internal audit, £210 external
Wreaths	-	40.00	40.00	Remembrance wreaths x 2
Speed Sign	-	-	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	-	-	-	

Defibrillator	50.00	-	50.00	
Elections	-	-	-	
Allotments/Football Field/Pavilion	-	2,500.00	2,500.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	-	1,200.00	1,200.00	Allows for approx. 12 cuts with a cylinder mower and follow up strimming (weather permitting)
General Reserve	-	-	-	
Platinum Jubilee	-	-	-	
VAT	-	-	-	
Village Maintenance	-	5,200.00	5,200.00	
Admin Equipment/IT	1,500.00	-	1,500.00	
<b>Total Day to Day Running</b>	<b>1,550.00</b>	<b>22,540.00</b>	<b>24,090.00</b>	

Expenditure Total			28,240.00	
Of which to come from General Reserve			5,700.00	
Of which precepted for			22,540.00	
Income Total			2,257.06	
Precept (expenditure minus income)			20,282.94	
23/24 Cost per band d property (based on 23/24 tax base)			34.73	
24/25 Cost per band d property (based on 23/24 tax base)			31.25	
24/25 Change in band d (based on 23/24 tax base)			(3.48)	
24/25 Monthly cost per band d property (based on 23/24 tax base)			2.60	
24/25 weekly cost per band d property (based on 23/24 tax base)			0.60	
24/25 % increase/decrease (based on 23/24 tax base)			-10%	

2023/24 Tax Base 649

**RESERVES**

<b>EARMARKED RESERVES</b>				
	<b>24/25 Amount to be taken from Reserves</b>	<b>24/25 Amount to be Precepted For</b>	<b>24/25 Actual Draft Budget</b>	<b>Notes</b>
EMR War Memorial	-	-	-	

EMR Specialist .gov email addresses/IT	-	-	-	= Leave at £0
EMR Speed Sign	350.00	-	350.00	= Balance at end 2023/24 + 350
EMR Play Park	-	-	-	= Balance at end 2023/24
EMR Elections	-	-	-	= Balance at end 2023/24
EMR Audit	-	-	-	= Balance at end 2023/24
EMR Allotment/Football Field/Pavilion	500.00	-	500.00	= Balance at end 2023/24 + 500
EMR Defibrillator	800.00	-	800.00	= Balance at end 2023/24 + 800
EMR Tennis Courts	1,000.00	-	1,000.00	= Balance at end 2023/24 + 1000
EMR Contingency	1,000.00	-	1,000.00	= Balance at end 2023/24 + 1000
EMR Noticeboards	500.00	-	500.00	= Balance at end 2023/24 + 500
EMR Filing Cabinets/Office Equipment	-	-	-	= Balance at end 2023/24
<b>Total Earmarked Reserves</b>	<b>4,150.00</b>	<b>-</b>	<b>4,150.00</b>	

F7. The meeting closed at 6.35pm.

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

**Financial Report - November 2023**

			£	£
Opening balance as at 14th September 2023				76,257.33
ADD receipts	ELDC	2nd Precept Instalment	11,270.93	
	Smith, YC	Pavilion Rent	196.00	
	Mr. N. Hind	Writing back cheque 1441 as cheque cancelled	20.70	
				<hr/> 87,744.96
LESS payments				
1427	Mr. T. Knowles	Travel Expenses	40.00	
1431	G&M1	Wages September	477.34	
1432	HMRC	PAYE September	119.40	
1433	Mr. T. Knowles (GRS Signs Ltd)	Playpark Sign (cheques not accepted by GRS. TK to bank	555.69	
1434	Mr. M. Elston	Allotment Plot 3 Refund	12.50	
1435	British Gas Trading Ltd	Pavilion Electric	64.76	
1436	G&M1	Staff Costs October	477.37	
1437	HMRC	Staff Costs October	119.40	
1438	Mo Needham	Playpark Painting	2,300.00	
1439	Tudor Ground Maintenance	Grass Cutting Amenity x 2 and Play Park & Allots	238.94	
1440	PKF Littlejohn LLP	External Audit	252.00	
1441	Mr. N. Hind	Travel to Training	20.70	
1442	Adrip Plumbing Ltd	Pavilion Boiler Service	80.00	
1443	G&M1	Staff Costs November inc. Backpay	845.13	
1444	HMRC	Staff Costs November inc. Backpay	253.92	
1445	Mr. N. Hind	Travel to Training	20.70	
			5,877.85	81,867.11
ADD Uncleared Cheques				
1436	G&M1	Staff Costs October	477.37	
1437	HMRC	Staff Costs October	119.40	
1438	Mo Needham	Playpark Painting	2,300.00	
1439	Tudor Ground Maintenance	Grass Cutting Amenity x 2 and Play Park & Allots	238.94	
1440	PKF Littlejohn LLP	External Audit	252.00	
1442	Adrip Plumbing Ltd	Pavilion Boiler Service	80.00	
1443	G&M1	Staff Costs November inc. Backpay	845.13	
1444	HMRC	Staff Costs November inc. Backpay	253.92	
1445	Mr. N. Hind	Travel to Training	20.70	
Closing balance as at 13th October 2023			4,587.46	86,454.57
VAT owed as at 31/10/23 for 2023/24				374.34

Cheque Schedule 111523

November 2023							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Invoice
1443	G&M1	Staff costs November inc. backpay	845.13	845.13	-	845.13	Month 8
1444	HMRC	Staff Costs November inc. backpay costs	253.92	253.92	-	253.92	Month 8
1445	Mr. N. Hind	Travel to Training	20.70	20.70	-	20.70	-
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	
<b>TOTALS</b>			<b>1,119.75</b>	<b>1,119.75</b>	<b>-</b>	<b>1,119.75</b>	

Grimoldby and Manby Parish Council

Planning Schedule  
15th November 2023

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
12/23	ELDC	N/113/ 02096	Listed Building Consent	King's Church Marshes Trust	Conversion of existing first floor offices into 4no. self-contained flats to be used in conjunction with King's Church Marshes Trust.	Bowen House, Manby Park, Manby, LN11 8UT		22/11/2023
13/23	ELDC	N/113/ 02095	Planning Permission	King's Church Marshes Trust	Change of use and conversion of existing first floor offices which forms part of a listed building into 4no. Self-contained flats to be used in conjunction with King's Church Marshes Trust.	Bowen House, Manby Park, Manby, LN11 8UT		22/11/2023

**Grimoldby and Manby Parish Council  
Risk Register 2023/24**

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

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

To conduct this assessment the following points should be followed:

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

<b>Service</b>	<b>Risk</b>	<b>Recommendation</b>
<b>Insurance</b>	Public Liability	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Officers Liability	Continue existing cover (£100,000)
	Council Legal Liability and Legal Expenses	Continue existing cover (£200,000)
	Money and Assault	Continue existing cover (value limit - £250,000)
	Fidelity Guarantee (Employee / Councillor Dishonesty)	Included in Council legal liability and legal expenses. Continue existing cover (£200,000)
	Business Equipment Cover	Continue with existing cover on office equipment, tennis courts, play park, outdoor furniture and defibrillator. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.
	Property Damage	Continue with existing cover on office equipment, tennis courts, play park and outdoor furniture. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.
	Libel and Slander	£250,000 less 10% or £1,000 of each claim.

	Group Personal Accident	Continue with existing cover. Includes officers / members - pay-outs vary.
	Business Interruption	Continue existing cover (£10,000)
	Business Travel	Not covered. Consider adding?
	Councillors Over 80	No accident or death cover for Councillors over 80.
<b>Payroll</b>	Loss of data on PC due to system fault	Continue to back up data on a monthly basis and continue maintenance of hard copy payroll details.
	Loss of services of employee	Immediately advertise any permanent vacancy. Existing Clerk to prepare procedural notes for key tasks.
<b>Administration</b>	Agency advice	Continue with memberships of LALC and SLCC.
	Minutes/Agendas/ Notices Statutory Documents`	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair.
	Data Protection	Relevant policy and governance documents adopted and reviewed as required. Membership of ICO maintained.
	Transparency and Accountability	Council adheres to the Transparency Code for Smaller Authorities in accordance with the the Local Audit and Accountability Act 2014.
<b>Pandemic</b>	Staff unable to work, meetings unable to be held	Obtain administrative assistance from LALC, prepare contingency arrangements, delegate relevant authority to clerk and resolve to follow, as necessary.



<b>Precept</b>	Annual precept not the result of proper detailed consideration	Continue to consider Finance Committee estimates and present the budget to a meeting of the full Council.
	Inadequate monitoring of performance	Budget monitoring report (expenditure against budget) presented to Council (regularly).
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
<b>Accounting</b>	Non-standard and / or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts.
	Non-compliance with statutory deadlines for the completion / approval / submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and ensure all recommendations made by the auditor are considered by the Council and implemented.
	Grants	Current procedures adequate: Requests for grant-aid have to be submitted on standard pro-forma application form and returned together with accounts and supporting data. All applications considered by full Council. Payments made following approval. Details of minute number and cheque number recorded on applications and kept on file.
	VAT	Recorded electronically and reclaimed annually. Copy of claim filed in VAT file, with payment slip.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement and approval by Council at each meeting.

<b>Money and Invoices</b>	Loss of cash	Continue not to have petty cash.
	Payment of invoices	Payment by cheque signed by two authorised signatories. Continue with requirement to report to and have cheque schedule approved by Council. All payments recorded electronically and cheque number recorded on relevant hard copy invoice which is retained on file.
	Contractors staff	Ensure compliance of all H&S and employment matters (as per tender documentation).
<b>Salary</b>	Clerk	Salary set annually by NJC agreement and vote of Council. Income Tax and NIC deducted as per HMRC real-time software. All details recorded electronically and backed up.
<b>Volunteers</b>	Temporary volunteers	Advise insurance of use of temp volunteers. Ensure volunteers are made aware of H&S Issues.
<b>Property</b>	Tennis Courts and Play Park	Visually and hand check all equipment weekly, all sheets evidencing checks to be copied to the clerk, problems noted and reported. Employ services of professional play equipment surveyor for annual full survey. Keep abreast of and abide by all Government advice.
	Village Maintenance	In the event that regular village maintenance is not carried out by the contractor in accordance with the schedule of work quoted for 1) Establish that contractor does not wish to continue, 2) Attempt to ensure that key areas are kept on top of as quickly as possible through emergency use of another contractor.

	Seating Area	Continue with regular maintenance. Keep abreast of and abide by all Government advice.
	Bus Shelters	Continue with regular maintenance.
	Notice Boards	Continue with regular maintenance.
	Seating Area	Continue with regular maintenance.
	Bulldog Crescent	Continue with regular maintenance.
	War Memorial	Check annually in May and consider maintenance work, as required.
	Village Signs	Continue with regular maintenance.
	Allotments	Continue with allotment tenancies, regular grass cutting and regular inspections. Consider nominating a Cllr. to oversee. Keep abreast of and abide by all Government and Allotment Association advice.
	Pavilion/Football Field	Arrange formal paperwork for signature by football club. Ensure paperwork is supplied and completed for adhoc hire of Council room. Continue with regular inspections and grass cutting. Consider nominating a Cllr. to oversee. Keep abreast of and abide by all government advice.
	Speed Sign	Councillors to monitor, report to Clerk when battery is flat. EMR to be maintained for purchase of new sign or charge in case of mechanical failure of existing.
<b>Members interests</b>	Conflict of interests Register of members interests	Councillors to continue to ensure that all declarations of interest (not already declared on their Register of members interests form) are declared on every occasion that they arise, at the correct point where requested on the agenda, at Council meetings.  Register of members interests forms reviewed regularly.

<p><b>Council Records</b></p>	<p>Loss through theft, fire, damage or corruption of computer.</p>	<p>Electronic records stored on the Clerk's laptop, backed up to the Cloud and a USB stick which is kept 'off site'. Current procedures adequate. Paper records stored at the Clerk's home in sealed plastic boxes. Council has authorised purchase of lockable, fire proof cabinets. Council to consider use of Pavilion for storage.</p>
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**For Approval November 2023**

Draft Budget 2024/25									
	2021/22 Actual Spend	2022/23 Actual Spend	23/24 Actual Spend to end Month 6	23/24 Total Projected Spend	Budget 2023/24 + CF's / Gen Res Top Ups	24/25 Amount to be taken from Reserves	24/25 Amount to be Precepted For	24/25 Actual Draft Budget	Notes
	£	£	£	£	£	£	£	£	
Opening Balance					72,394.94				
<b>INCOME</b>									
Precept	25,079.83	24,802.83	22,541.87	22,541.87	22,541.87	-	-	-	
VAT	-	-	-	600.00	900.00	-	-	-	
Bank Interest	-	-	-	-	-	-	-	-	
Grasscutting cont's from LCC	1,012.17	2,088.05	-	1,157.06	1,063.13	-	-	1,157.06	Based on 23/24 figures
HMRC	-	264.20	-	-	-	-	-	-	
Grants	-	2,000.00	-	-	-	-	-	-	
Allotment rent	222.06	250.00	225.00	235.00	250.00	-	-	250.00	£25 pa x 10
Pavilion Rent	322.00	581.00	469.00	600.00	560.00	-	-	600.00	£7 ph x 2 x 40 weeks
Football Club rent	-	-	-	-	250.00	-	-	250.00	As previously discussed
Clfr. T. Knowles	-	30.00	-	-	-	-	-	-	
<b>Total</b>	<b>26,636.06</b>	<b>30,016.08</b>	<b>23,235.87</b>	<b>25,133.93</b>	<b>25,565.00</b>			<b>2,257.06</b>	
<b>EXPENDITURE</b>									
Day to Day Running									
Salary	4,346.48	5,146.09	2,864.24	6,350.00	6,500.00	-	6,750.00	6,750.00	Allows for increase in hours or overtime and/or uplift
PAYE/NIC	1,086.60	1,483.56	716.00	1,198.95	1,750.00	-	2,000.00	2,000.00	Allows for above and possible inclusion in pension scheme
Rent (Mtgs)	247.00	285.00	30.00	30.00	308.00	-	100.00	100.00	Allows for 2 public mtgs at £50 each
Play Park	55.00	1,288.25	1,089.10	2,000.00	2,000.00	-	1,500.00	1,500.00	Allows for maintenance, inspection, repairs and replacements
Tennis Courts	296.00	400.00	-	500.00	500.00	-	-	-	
Grasscutting/maintenance of right of way footpaths	975.00	981.00	-	1,000.00	1,000.00	-	-	-	
Seats	85.00	85.00	-	200.00	200.00	-	-	-	
Bus Shelters	104.00	10.00	-	80.00	80.00	-	-	-	
Subscriptions	528.88	617.21	627.69	770.00	650.00	-	800.00	800.00	LALC, NALC, SLCC, Allotment Soc.,
Grants	-	-	400.00	600.00	600.00	-	600.00	600.00	Allows for 3 grants of £200 each
Publications and Training	-	-	-	300.00	300.00	-	300.00	300.00	
Insurance	1,484.74	1,086.83	1,208.92	1,208.92	1,300.00	-	1,300.00	1,300.00	Allows for possible increase due to tax and addition of assets
Audit	240.00	240.00	40.00	40.00	240.00	-	250.00	250.00	23/24 £40 internal audit, £210 external
Wreaths	34.00	-	-	40.00	37.00	-	40.00	40.00	Remembrance wreaths x 2
Speed Sign	-	-	-	-	-	-	-	-	
Shrub/hedge/noticeboard etc Maintenance in G&M	398.00	-	-	500.00	500.00	-	-	-	
Defibrillator	-	-	-	-	-	50.00	-	50.00	
Elections	-	-	-	97.00	-	-	-	-	
Allotments/Football Field/Pavilion	802.02	1,593.30	256.09	1,500.00	3,000.00	-	2,500.00	2,500.00	Grasscutting, power, maintenance etc.
Amenity Grasscutting	1,343.00	840.00	327.60	700.00	1,200.00	-	1,200.00	1,200.00	Allows for approx. 12 cuts with a cylinder mower and follow up strimming (weather permitting)
General Reserve	88.20	30.00	40.00	-	-	-	-	-	
Platinum Jubilee	-	1,755.44	300.00	-	-	-	-	-	
VAT	748.27	998.47	408.37	-	-	-	-	-	
Village Maintenance	-	-	-	-	-	-	5,200.00	5,200.00	
Admin Equipment/IT	-	-	-	-	-	1,500.00	-	1,500.00	
<b>Total Day to Day Running</b>	<b>12,862.19</b>	<b>16,840.15</b>	<b>8,308.01</b>	<b>17,114.87</b>	<b>20,165.00</b>		<b>1,550.00</b>	<b>22,540.00</b>	<b>24,090.00</b>

Expenditure Total								28,240.00	
Of which to come from General Reserve								5,700.00	
Of which precepted for								22,540.00	
Income Total								2,257.06	
Precept (expenditure minus income)								20,282.94	
23/24 Cost per band d property (based on 23/24 tax base)								34.73	
24/25 Cost per band d property (based on 23/24 tax base)								31.25	
24/25 Change in band d (based on 23/24 tax base)								(3.48)	
24/25 Monthly cost per band d property (based on 23/24 tax base)								2.60	
24/25 weekly cost per band d property (based on 23/24 tax base)								0.60	
24/25 % increase/decrease (based on 23/24 tax base)								-10%	

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## RESERVES

EARMARKED RESERVES									
	2021/22 Actual Spend	2022/23 Actual Spend	23/24 Actual Spend to end Month 6	23/24 Total Projected Spend	Budget 2023/24 + CF's / Gen Res Top Ups	24/25 Amount to be taken from Reserves	24/25 Amount to be Precepted For	24/25 Actual Draft Budget	Notes
EMR War Memorial	-	-	-	-	-	-	-	-	
EMR Specialist .gov email addresses/IT	-	-	-	-	1,500.00	-	-	-	= Leave at £0
EMR Speed Sign	-	-	-	-	2,150.00	350.00	-	350.00	= Balance at end 2023/24 + 350
EMR Play Park	-	-	-	-	5,500.00	-	-	-	= Balance at end 2023/24
EMR Elections	-	-	-	-	2,500.00	-	-	-	= Balance at end 2023/24
EMR Audit	-	-	-	-	200.00	-	-	-	= Balance at end 2023/24
EMR Allotment/Football Field/Pavilion	-	-	-	-	5,500.00	500.00	-	500.00	= Balance at end 2023/24 + 500
EMR Defibrillator	-	-	-	-	700.00	800.00	-	800.00	= Balance at end 2023/24 + 800
EMR Tennis Courts	-	-	-	-	4,000.00	1,000.00	-	1,000.00	= Balance at end 2023/24 + 1000
EMR Contingency	-	-	-	-	3,000.00	1,000.00	-	1,000.00	= Balance at end 2023/24 + 1000
EMR Noticeboards	1,790.00	-	-	-	2,007.34	500.00	-	500.00	= Balance at end 2023/24 + 500
EMR Filing Cabinets/Office Equipment	-	-	-	-	500.00	-	-	-	= Balance at end 2023/24
<b>Total Earmarked Reserves</b>	<b>1,790.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,557.34</b>	<b>4,150.00</b>	<b>-</b>	<b>4,150.00</b>	