

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 19th June 2024 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 14th Day of June 2024

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 15th May 2024 and authorise the Chairman to sign the official minutes.
5. **Annual Grimoldby and Manby Parish Meeting 2023/24 Draft Minutes**
Council to receive the above and discuss any proposals made by members of the public.
6. **Co-option**
To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy.
7. **Finance**
To receive, note and duly resolve to authorise:
 - a. The Financial Report for June, showing a closing balance on 7th May 2024 of £89,710.88 which agrees to the closing balance on the bank statement issued on 12th May 2024.
 - b. Cheques for payment, listed on the Cheque Schedule 061924 totalling £1,889.31.
 - c. 2023/24 Final Accounts.

Members of the public should note that the following item may go into closed session.

8. **Allotments**
To consider correspondence / requests for permissions from Allotment Holders and resolve upon the way forward.

Grimoldby and Manby Parish Council

9. **Annual Governance and Accountability Return (AGAR) 2023/24**
- 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 2023/24 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 2023/24 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 21st June 2024 to Friday 2nd August 2024.
10. **Planning**
- a. **Applications received by the Local Planning Authority**
To consider current applications including those listed in the schedule (Plans_06_19_24) / ratify comments already made by the Planning Working Group. (No plans for consideration at time of sending agenda).
 - b. **Planning Decisions to Note**
Council to note any planning decisions received:
 - i. N/067/00595/24 – Whitegate House, Tinkle Street, LN11 8TF – Full Planning Permission
11. **Review of Policies and Procedures**
Council to note that the following have been reviewed. No documents required more than a date change. Copies of all policies were emailed to Councillors on 10th June 2024. 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 – no changes
 - 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
12. **Correspondence from Lloyds Bank**
Council to receive correspondence from Lloyds Bank and resolve upon the way forward.
13. **Rights of Way Improvement Plan Survey**
Council to consider making a corporate response to the above. Original email with details circulated to Councillors on 10th June 2024.
14. **Archer Survey**
Further to information circulated by email on 10th June 2024 Councillors to note that the Lincolnshire Road Safety Partnership has undertaken speed surveys on Carlton Road, Manby at 3 locations. However, they inform that the criteria required for either fixed or mobile speed camera enforcement is not met.
15. **Any Other Business**
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
16. **Next Meeting**
Council to note that the date of the next scheduled meeting is Wednesday 17th July 2024.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 15TH MAY 2024**

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 2025.

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 2025.

T4. Apologies for Absence

Apologies for absence were received from Cllr. CF.

T5. Declarations of Interest / Dispensations

- a. Cllr. NH declared an interest in agenda item 15 as an allotment tenancy holder.
- b. Cllr. TV declared an interest in agenda item 16 as a member of the Village Hall Committee.

T6. 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 and MB
- b. **Recreation Committee**
Membership: Chairman of the Council, Vice Chairman of the Council, Cllrs. Mrs. LK, NH and AB
- c. **Planning Committee**
Membership: All members of the Council.

T7. 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.

T8. Roles of the Council

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

T9. Representation on External Bodies

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

T10. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 17th April 2024.

T11. Chairman's Remarks

The Chairman reported that he had had a conversation with Craig Leslie the son of the owner of Beech Grove and he had reported that a few big players were interested. He had promised to keep the Council informed.

T12. Governance

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

- a. Council to confirm that Standing Orders were reviewed and adopted on 20th March 2024.
- b. Council to confirm that Financial Regulations were reviewed and adopted on 20th March 2024.
- c. Council to confirm that the Code of Conduct was reviewed and adopted on 20th March 2024.
- d. Council to confirm that policies including all those relating to GDPR were reviewed in year.
- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 15th November 2024.

T13. Clerk's Delegated Powers

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

T14. 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)

T15. Asset Register

The Council confirmed that its Register of Assets was reviewed and adopted on 20th March 2024.

T16. Insurance

The Council noted that in June 2024 it would enter year 3 of its 3 year Insurance Policy.

T17. Meetings of the Council

The Council confirmed that in 2024 it would endeavour to meet every third Wednesday of each month (except for August).

T18. Other Annual Council Business

The Council **RESOLVED** to approve deferral of other Annual Council Business to the Council's next meeting in June 2024.

T19. Finance

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

- a. The Financial Report for May, showing a closing balance on 31st March 2024 of £80,842.76 which agrees to the closing balance on the bank statement issued on 12th April 2024. (Attached).
- b. The cheques listed on the Cheque Schedule 051524 – totalling £2,885.49. (Attached).
- c. 2023/24 Draft Accounts. (Attached).
- d. 2023/24 Cashbook to 31st March 2024. (Attached).

T20. 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/067/00595/24 – support with the condition that a suitable traffic management plan be implemented to mitigate the dangers of HGV's exiting the site on a bad bend.

b. Planning Decisions to Note

The Council noted the following planning decision received:

c. Council to note any planning decisions received:

- i. N/067/02461/23 – The Hollies, Northgate Lane, Grimoldby, LN11 8TG – Full Planning Permission

T21. Allotments

The Council considered correspondence from allotment holders for permissions on their plots and **RESOLVED** as follows:

- a. That the tenant of plot 2 be granted permission to keep the pallet 'shed' already sited on the plot but on the proviso that it should not be allowed to fall into disrepair.
- b. That the tenants of plot 4 be refused permission for their peach tree to grow over 5ft on the grounds that if allowed to grow taller it would present a health and safety challenge and would require ladders to manage.
- c. That the tenants of plot 6 be allowed to install raised planters on their allotment.
- d. The Council discussed plots 6 and 7 which Councillors thought had asbestos on (a substance not allowed by NSALG) but also had tyres, bricks and tarps. It was agreed that the tenants of plots 6 and 7 should be requested to tidy the plots up and if indeed they had brought asbestos onto the site they should remove it as soon as possible.

T22. Grants

The Council considered a grant application form from the Village Hall and **RESOLVED** to approve the payment of a grant in the sum of £200.

T23. Any Other Business

Cllr. BA reported that a camper van had been seen staying in the Pavilion car park overnight. He confirmed that he had spoken to the owner and he did not think the person would come back but he was of the opinion that the Council should keep an eye on this issue with a view to restricting access to the car park in the future.

T24. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 19th June 2024.

The meeting closed at 8.06pm

Signed _____ (Chairman) Dated _____

**MINUTES OF THE GRIMOLDBY AND MANBY ANNUAL PARISH MEETING
HELD IN THE VILLAGE HALL, GRIMOLDBY
ON WEDNESDAY 15th MAY 2024**

Present Councillor T. Knowles (in the chair)

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

1. Welcome by the Chairman

The Chairman welcomed those present to the meeting.

2. Minutes of the Grimoldby Annual Parish Meeting 2023

It was **RESOLVED** that the notes of the Grimoldby Annual Parish Meeting which took place on 17th May 2023 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 year 1 of a 4-year term. Since the elections last year it has co-opted 3 Councillors and has seen one of those leave. The Council is currently comprised of: Councillors Bernard Adams, Emma Billings, Michael Bruce, Ant Bunting, Chris Fairburn, Noel Hind, Terry Knowles, Linda Knowles, Mike Starsmore and Terry Vamplew. When full, the Council comprises 14 Councillors. Currently there are 4 vacancies.

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

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

The Council met on 10 occasions in 2023/24 having to cancel its meeting in December due to the 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 2023/24.

In 2023/24 the Council was consulted on controversial proposals by National Grid to install pylons from Grimsby to Walpole, one possible route coming very close to the villages. The Council responded to the consultation by arranging for a leaflet to be hand delivered through every door in the villages, alerting residents to the proposals and imploring them to make individual objections via the correct route. The Council also submitted a robust objection and supported many of Grimoldby and Manby's surrounding neighbours in their quest to overturn the proposals.

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 15 planning applications as opposed to 26 in 2022/23 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 etc. In 2023/24 the Council received 5 notifications of road closures/traffic restrictions, commented on 1 proposed public path diversion, 4 proposed works to trees and 2 appeals.

One of the planning applications it was consulted on was for the possible installation of a Biodigester in the village. When the formal application was received the Council called a public meeting to gather the views of its constituents. This was well attended and the notes taken at this meeting can be read on the homepage of the Council's website. Following the public meeting the Council's Planning Working Group met to compile a response and ultimately the Council objected vehemently putting forward the many concerns it had heard along with conditions. When the application was heard by the County Council Committee, the Chairman of the Council attended the meeting to speak on behalf of the residents. Unfortunately, the application was approved by Lincolnshire County Council but it is pending agreement of conditions.

Finance Committee

The Finance Committee comprises 4 Councillors including the Chairman and Vice Chairman. This Committee has responsibility for examining and monitoring the Council's expenditure and for considering the setting of the precept each year. In 2023/24 the Committee met to consider budget proposals for recommendation to Council and it resolved to propose that a precept of £20,282.94 be levied in 2024/25 which equated to a 10% decrease on 2023/24 and an annual cost to a band d ratepayer of £31.25. (However, the Committee noted that these calculations were based on 2023/24 tax base figures and should decrease further when up to date tax base figures were released by ELDC).

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, Council can resolve to pay its members an allowance. How much is decided by specialist independent review panel. However, Grimoldby and Manby Parish Councillors choose not to receive an allowance and, therefore, allowance rates for 2023/24 remained at £0.

Members

Members in 2023/24 were: Councillors Bernard Adams, Mrs. Emma Billings, Michael Bruce, Ant Bunting, Chris Fairburn, Noel Hind, Mrs. Linda Knowles, Terry Knowles, Mike Starsmore, Mrs. Nicola Turney (resigned) and Terry Vamplew.

Grants

In 2023/24 the Council set aside £600 to award in grants, £200 at a time, to successful applicants. Only one application was received and it awarded Grimoldby Cricket Club £200.

General Report

The Council is in a sound financial position and has set aside money for future projects and to offset future risks, in specified earmarked reserves. It undertook an in depth review of its earmarked reserves this year and resolved to make some changes. The Council maintains a General Reserve which it can use in case of emergency or for unbudgeted items of expenditure. In 2023/24 the Council resolved to make a precept request for 2024/25 of £20,282.94 which using new tax base figures, supplied by ELDC, equates to an 11% decrease on 2023/24 and an annual cost to a band d ratepayer of £30.87.

Internal Audit reviewed the Council's Internal Controls for 2022/23 and no concerns were raised. The Council's Internal Audit for 2023/24 will shortly take place. In June 2023 the Council approved its Annual Governance and Accountability Return for 2022/23 and this was submitted to the external auditor for review. In September the External Auditors comments were received and the Council noted these at its October meeting resolving to undertake a review of its earmarked reserves at budget setting time and amend/approve, as appropriate.

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

The Council will receive draft accounts for 2023/24 this evening for review (15/5/24). 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 2024 and the Council will formally publish the audited accounts no later than 30th September 2024. 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

The Council experienced some problems with Village Maintenance in 2023/24 as the contractors work, whom it had awarded the work to, fell below standards. No payments were made to that contractor for maintenance work and in the latter part of the year, another contractor was engaged to attempt to bring some areas into line., while the Council reviewed its Village Maintenance Schedule of Works and agreed to advertise the position for contractors/self employed persons where the amount that the whole year's work was worth would be averaged out and an equal payment per month would be made.

Tennis Courts and Play Park

The Council formally took ownership of these facilities in 2022/23 rather than just leasing them. They not only allow for the playing of tennis but also football. The Council's Recreation Representative inspects the two areas on a regular basis and makes notes. They also empty the bins and keep the area generally tidy. Again because of the difficulties experienced with the original maintenance contractor the Council struggled to keep these areas to its required standards and it did note some anti social behaviour took place on the tennis courts. However, following reorganisation of maintenance contractor the areas are now much better and the Council is to obtain quotes to have the hedge between the tennis courts and Carlton Road cut to a height of 5ft so that the area is more visible to the public and less likely to attract unwanted behaviour.

In 2023/24 the Council replaced the ramp on the playpark equipment and had all of the equipment revitalised with a fresh coat of special paint, following recommendations made in the Annual Inspection report, carried out by Wicksted. It also erected disclaimer signage at both sites.

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 6,302m² 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. As above, there were some issues with this but the areas were brought into line.

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 (electricity paid for by the Council) and it owns a reactive speed sign which has been kindly taken down, charged and put up again, moving around the two villages, by a volunteer to deter speeding. However, this task has now been added to the Village Maintenance Schedule and will be undertaken by contractors in 2024/25. In 2022/23 the Council received complaints about mud on the footpath opposite the Post Office and adjacent to the layby. It contacted LCC who will look at the areas this week along with other areas of concern. It also 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. Hopefully, LCC will agree to review the situation formally with a view to finding a solution going forward.

Bins

In 2023/24 the Council undertook a review of the bins in the villages and it was agreed that some prevalent areas had no allocation. Therefore, the Council looked into whether it could rectify that situation and following consultation with both ELDC and LCC permission have been granted and the Council is to install 3 new bins in the following areas: 1) Corner of Manby Middlegate and Tinkle Street, 2) Corner of Manby Middlegate and Gibson Way/Manby Fields, 3) Next to the cut through from Manby Middlegate to Gauntlet Road/Bulldog Crescent. Just after the above was agreed, the Council was approached by a member of the

public who was concerned about the amount of dog poo on Carlton Road between the tennis courts and the roads junction with Manby Middlegate. Although, Carlton Road already has 6 bins the Council will look into the problem and consider what it can do. It has already contact ELDC who employ a dog warden and asked if there are any measures they could take to help alleviate the problem.

Tedder Park

Following the relocation of ELDC on 23rd January 2023 and the sale of their buildings and car park to a private buyer the Council has kept a close eye on the situation. The Chairman has been in regular contact with the new owner and owners of other buildings on the site. It is anticipated that the site will be put to a use which will not adversely affect the community.

Allotments, Pavilion and Football Field

The Council took ownership of the Manby Fields allotments 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 have agreed terms for a licence to use the site and who currently pay £250 rent per year. This year, they will also cut the football field to ensure that it is kept to the standard required and they will invoice the Council, as required. 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 following a review in April tenants have been asked to seek permission for anything on their plots which is not specifically allowed within the tenancy agreements. 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 consider ways in which it can help to combat anti-social behaviour, solve litter problems, assist in solving the untidy verge problem and it will represent the views of residents as required and on controversial issues, ensuring that residents are given a chance to voice their opinions in a public arena. It will continue to work closely with the District Council and with the County Council on any issues which might affect the villages striving for outcomes that residents want.

Please do not hesitate to contact your Councillors as follows:

List of Councillors and Contact Details as at 15th May 2024:

Mr. Bernard Adams	-	07988353112	-	manbycllr3@outlook.com
Mrs.Emma Billings	-	01507 327445	-	manbycllr1@outlook.com
Mr. Michael Bruce	-	07772591282	-	grimoldbycllr7@outlook.com
Mr. Ant Bunting	-	07515354119	-	grimoldbycllr6@outlook.com
Mr. Chris Fairburn	-	07816953167	-	grimoldbycllr2@outlook.com
Mr. Noel Hind	-	07723018170	-	grimoldbycllr3@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
Mrs. Linda Knowles	-	01507 601739	-	manbycllr2@outlook.com

4. Public Forum

No members of the public spoke in the public forum.

The meeting closed at 7.29pm

Signed _____ (Chairman) Dated _____

Financial Report - June 2024

			£	£
Opening balance as at 1st April 2024				80,842.76
ADD receipts				
	Brumpton	Plot 5 Rent		25.00
	Hind	Plot 2 Rent		25.00
	Elston	Plot 4 Rent		25.00
	Emberson	Plot 6 Rent		25.00
	Borrill	Plots 7 & 8 Rent		50.00
	Hartley	Plot 10 Rent		25.00
	Franks	Plot 3 Rent		30.00
	Cannon	Plot 1 Rent		25.00
	ELDC	1st Instalment of Precept		10,141.47
	Lougheed	Plot 9 Rent		25.00
				<hr/>
				91,239.23
LESS payments				
1450	SLCC	Annual Membership	139.20	
1458	Mr. K. Towler	Work to playpark	110.00	
1459	Mr. T. Knowles	Reimbursement for delivery of leaflets	200.00	
1460	Anderson Business and Computing	1000 A5 leaflets re. GY to Walpole	55.00	
1461	Darryl J. Stones	Repair to Pavilion window	92.00	
1463	Grimoldby Cricket Club	Grant	200.00	
1464	Grimoldby and Manby Village Hall	Green Bin and Defib Power Recharge	65.00	
1465	G&M1	Employer Costs	627.75	
1466	HMRC	Employer Costs	160.46	
1467	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Pavilion	369.60	
1468	Mrs. L. Phillips	Allotment Keys x 2 from Jameson Shoe Repairs	9.00	
1469	NSALG	National Allotment Assoc. Subs	66.00	
1470	G&M1	Employer Costs	627.55	
1471	HMRC	Employer Costs	160.66	
1472	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Play Park and Tennis Cou	246.00	
1473	Zurich Municipal	Insurance	1,267.95	
1474	Mr. K. Towler	Village Maintenance	433.33	
1475	Adrip Plumbing Ltd	Repair Leaking Toilet at the Pavilion	84.00	
1476	G&M1	Employer Costs	627.75	
1477	HMRC	Employer Costs	160.46	
1478	Mr. K. Towler	Village Maintenance May	433.33	
1479	British Gas Trading Ltd	Pavilion Electric	127.77	
1480	Dave Skells Traffic Management Ltd	2 x cuts of Amenity Grass	300.00	
1481	Grimoldby and Manby Village Hall	Grant	200.00	
1482	Mrs. J. Cooper	Internal Audit	40.00	
			<hr/>	
			6,802.81	<hr/>
				84,436.42
ADD Uncleared Cheques				
1450	SLCC	Annual Membership	139.20	
1463	Grimoldby Cricket Club	Grant	200.00	
1466	HMRC	Employer Costs	160.46	
1469	NSALG	National Allotment Assoc. Subs	66.00	
1470	G&M1	Employer Costs	627.55	
1471	HMRC	Employer Costs	160.66	
1472	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Play Park and Tennis Cou	246.00	
1473	Zurich Municipal	Insurance	1,267.95	
1474	Mr. K. Towler	Village Maintenance	433.33	
1475	Adrip Plumbing Ltd	Repair Leaking Toilet at the Pavilion	84.00	
1476	G&M1	Employer Costs	627.75	
1477	HMRC	Employer Costs	160.46	
1478	Mr. K. Towler	Village Maintenance	433.33	
1479	British Gas Trading Ltd	Pavilion Electric	127.77	
1480	Dave Skells Traffic Management Ltd	2 x cuts of Amenity Grass	300.00	
1481	Grimoldby and Manby Village Hall	Grant	200.00	
1482	Mrs. J. Cooper	Internal Audit	40.00	
			<hr/>	
Closing balance as at 7th May 2024			5,274.46	<hr/>
				89,710.88
VAT owed as at 30/05/24 for 2024/25				<hr/>
				138.60

Cheque Schedule 061924

June 2024							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1476	G&M1	Employer Costs	627.75	627.75	-	627.75	
1477	HMRC	Employer Costs	160.46	160.46	-	160.46	
1478	Mr. K. Towler	Village Maintenance	433.33	433.33	-	433.33	22
1479	British Gas Trading Ltd	Pavilion Electric	127.77	127.77	6.08	121.69	A14081741
1480	Dave Skells Traffic Management Ltd	2 x cuts of Amenity Grass	300.00	300.00	50.00	250.00	DSTM0826
1481	Grimoldby and Manby Village Hall	Grant	200.00	200.00	-	200.00	
1482	Mrs. J. Cooper	Internal Audit	40.00	40.00	-	40.00	
TOTALS			1,889.31	1,889.31	56.08	1,833.23	

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2023 2024

I have carried out the audit of Grimoldby & Manby Parish Council for the year 1st April 2023 to 31st March 2024 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 2024 and other policies reviewed and adopted throughout the year. |
| D PRECEPT/PROGRESS | Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting |
| E INCOME/VAT | Expected income was received and recorded on the spreadsheet. |
| F PETTY CASH | There is no petty cash held. |
| G SALARIES | Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk |
| H ASSETS | The Asset Register is up to date and reviewed in March 24. |
| 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.

J. Cooper BSc

4th June 2024

Annual Internal Audit Report 2023/24

GRIMOLDBY + MANBY PARISH COUNCIL

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

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

3/6/24

Name of person who carried out the internal audit

J. COOPER Bsc

Signature of person who carried out the internal audit

J. Cooper

Date

3/6/24

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

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

Section 1 – Annual Governance Statement 2023/24

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 2024, 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.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We 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.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***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: _____
 and recorded as minute reference: _____

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

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

Section 2 – Accounting Statements 2023/24 for

GRIMOLDBY + MANBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	59219	72395	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	24803	22542	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5213	4360	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	6630	8429	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	10210	10926	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	72395	79942	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	72395	79942	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	289050	289250	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

em Phillips

Date

31/05/2024

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

as recorded in minute reference:

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

May 2024



Mrs Lynda Phillips
Grimoldby & Manby Parish Council
9 Alexandra Road
Louth
Lincolnshire
LN11 0ND



Lloyds Bank plc
Business and Commercial Banking
PO Box 1000
BX1 1LT



01/336 /00481/00155027/C

Your business wouldn't be covered by the FSCS if financial firms fail

Dear Mrs L Phillips

As you have business accounts with us, I wanted to let you know that we believe the Financial Services Compensation Scheme (FSCS) wouldn't protect the money you have in them, should we ever go out of business. Based on a recent review of the information we hold, your business falls under one or more of its exclusions.

Take a look at the FSCS's exclusions list

Please read the enclosed information sheet and the 'Exclusions List'. You can also find out more at www.fscs.org.uk and if you have any questions just let us know, we're here to help.

A reminder about how the Scheme works

The Scheme is an independent organisation set up by the government. They can step in and refund up to £85,000 to eligible customers who hold money in a UK-authorized bank, building society or credit union that goes out of business.

Yours sincerely

John Ramage
Managing Director, BCB Accounts and Deposits

To know more:

- Take a look at the information sheet with this letter
- Go to www.fscs.org.uk

Any questions:

- 🔄 Contact us in the usual way.



Don't get scammed – Fraudsters can call and pretend to be your bank, the police or other well-known companies and organisations. If you get a call that tells you to move money to another account, or asks for your banking details – **HANG UP**. This is a scam. You could lose your money. If you need to call us, use the number on the back of your bank card. To call a company, use a number you trust, not one a caller has used or may give you. Fraudsters can copy genuine telephone numbers, so don't trust your caller ID. Find out how to stay safe from fraud: lloydsbank.com/fraud



Our service promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published on our 'Help & Support' pages at: lloydsbank.com/business/help-and-support/account-management/make-a-complaint



If you need extra help

If your vision is impaired – please contact us for an alternative format such as large print, Braille or audio.

If your hearing or speech is impaired – you can use Relay UK. More information on the Relay UK Service can be found at: relayuk.bt.com



If you need to tell us something

When you call us – your call may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service. Not all Telephone Banking services are available 24 hours a day, seven days a week.



Things you need to know

While all reasonable care has been taken to ensure that the information provided is correct, no liability is accepted by Lloyds Bank for any loss or damage caused to any person relying on any statement or omission. This is for information only and should not be relied upon as offering advice for any set of circumstances. Specific advice should always be sought in each instance.

Keeping your money protected – eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.



Protected

FINANCIAL SERVICES COMPENSATION SCHEME INFORMATION SHEET



Protected



Basic information about the protection of your eligible deposits	
Eligible deposits in Lloyds Bank plc are protected by:	The Financial Services Compensation Scheme ("FSCS") ¹
Limit of protection:	£85,000 per depositor per bank ² The following trading names are part of your bank: Lloyds Bank, Mayfair Private Banking, Lloyds Bank Private Banking, Lloyds Bank 360, MBNA and Scottish Widows Bank. Some savings accounts under the Charities Aid Foundation brand name are also deposits with Lloyds Bank plc.
If you have more eligible deposits at the same bank:	All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £85,000 ²
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately ³
Reimbursement period in case of bank's failure:	20 working days ⁴
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Lloyds Bank plc for enquiries relating to your account:	You can visit one of our branches, call us, go online or write to us at the address below: 25 Gresham Street, London, EC2V 7HN
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	http://www.fscs.org.uk

Additional Information

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank. This means that all eligible deposits at the same bank are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank operates under different trading names. Lloyds Bank plc also trades under those trading names detailed above. This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- Certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- A death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- The payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

continued overleaf...

³ Limit of protection for joint accounts

In the case of joint accounts, the limit of £85,000 applies to each depositor. However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

⁴ Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: **0800 678 1100** or **020 7741 4100**, Email: **ICT@fscs.org.uk**. It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank shall also confirm this on the statement of account.

EXCLUSIONS LIST

A deposit is excluded from protection if:

1. The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank.
2. The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
3. It is a deposit made by a depositor which is one of the following: credit institution, financial institution, investment firm, insurance undertaking, reinsurance undertaking, collective investment undertaking, pension or retirement fund¹, public authority, other than a small local authority.
4. It is a deposit of a credit union to which the credit union itself is entitled.
5. It is a deposit which can only be proven by a financial instrument² (unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which existed in the UK, Gibraltar or a Member State of the EU on 2 July 2014).
6. It is a deposit of a collective investment scheme which qualifies as a small company.³
7. It is a deposit of an overseas financial services institution which qualifies as a small company.⁴
8. It is a deposit of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company⁵ - refer to the FSCS for further information on this category.
9. It is not held by an establishment of a bank, building society or credit union in the UK or, in the case of a bank or building society incorporated in the UK, it is not held by an establishment in Gibraltar.

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

¹ Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded.

² As listed in Part I of Schedule 2 to the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001, read with Part 2 of that Schedule.

³ Under the Companies Act 1985 or Companies Act 2006.

⁴ See footnote 3.

⁵ See footnote 3.

LCC Rights of Way Improvement Plan Survey

Consultation Closes 16th July 2024

	Question	Answer
1	Please tell us in what capacity you are responding. Please select the most relevant if more than one applies.	Parish/town council
2	If you would like to, please tell us your name	Lynda Phillips
3	If relevant, please provide your organisation name	Grimoldby and Manby Parish Council
4	Please leave your email address. This is for contacting you to discuss your responses if clarification is required (optional)	grimoldbyandmanbypcc@outlook.com
5	From your perspective, what are the current and likely future needs of the public from the perspective of the following:	
	Walkers	
	Runners	
	Disabled users	
	Horse riders	
	Cyclists	
	Carriage drivers	
	Off road motorcycling	
	Off road vehicle users	
6	What are the improvements you feel the ROWIP 2025 should focus on?	
7	Are there any specific user groups you feel we should be consulting? Please provide their organisation name and contact information, if known.	

Potential Impacts

The Equality Act 2010 was set by the UK government. It says we, the council, must think about how changes might affect people with 'protected characteristics'. It also says we must think what can be done to reduce or stop negative impact(s). In Lincolnshire we include others we think should be part of this process too.

Does the current rights of way management have an impact on you or individuals your organisation represents because of any of the following:

8	Age:	Positive Impact Negative Impact N/A	
9	Disability	Positive Impact Negative Impact N/A	
10	Gender	Positive Impact Negative Impact N/A	
11	Gender Reassignment	Positive Impact Negative Impact N/A	
12	Marriage/civil p'ship	Positive Impact Negative Impact N/A	
13	Pregnancy/maternity	Positive Impact Negative Impact N/A	
14	Race	Positive Impact Negative Impact N/A	
15	Religion	Positive Impact Negative Impact N/A	
16	Sexual Orientation	Positive Impact Negative Impact N/A	
17	Rural residents	Positive Impact Negative Impact N/A	
18	Those living in poverty	Positive Impact Negative Impact N/A	
19	If you think there might be a negative effect, please use this space to tell us: <ul style="list-style-type: none">• To which protected characteristic(s) you are referring• How the option we're suggesting might affect you• How those negative effects could be reduced or stopped		