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NETTLEHAM PARISH COUNCIL

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**A MEETING OF THE COUNCIL'S PROPERTY COMMITTEE
WILL BE HELD ON TUESDAY 5 NOVEMBER 2024 AT 7.15PM
AT THE OLD SCHOOL SMALL HALL, MILL HILL, NETTLEHAM**

Prior to the start of the meeting a public forum will ordinarily, of no more than 15 minutes, be held. The public may address the council on current matters or issues that may become future agenda items.

AGENDA

- 1. To Resolve to receive apologies and accept reasons for absence.**
- 2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**
(Declaration of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to absent themselves during the discussion and voting on matters in which they had a disclosable pecuniary interest)
- 3. The notes of the Property Committee meeting held on 10 September 2024 to be Approved as the minutes.**
- 4. Financial Matters – (FM)**
 - a) To approve/ratify recent and proposed expenditure.
 - b) To note the income and expenditure report at 31/10/24
- 5. Facilities Manager Report** (for information only).
- 6. To note the draft 2025-2026 budget and consider any recommendations – (RFO)**
- 7. To receive working group updates and to include: -**
 - a) To resolve to approve or not proposals from the B&FRWG
 - b) A recommendation to HR committee regarding reinstating the role of Village litter/Beck clearance operative.
 - c) Field paths Working Group.
- 8. To resolve future action regarding moles in the Burial Ground.**
- 9. To consider quotes for replacing the fencing at the Tennis Courts and the MUGA.**
- 10. To receive and resolve any actions from Draft notes of the meeting of the Mulsanne Park users group.**
- 11. To consider quote for permanent removal of Street Snooker structure.**
- 12. To consider quotes for the Tree works in the Swathe following the Tree Survey report and resolve any action.**
- 13. To consider green waste management in the village and resolve any action.**
- 14. To discuss the viability of hiring out the meeting room and resolve any action.**
- 15. The Swathe.**
 - a) To resolve expenditure for the mapping of the new burial site.
 - b) To resolve any action in relation to the bramble patch and tree maintenance.
- 16. To Discuss Burial Ground issue and resolve any action.**

3

17. To adopt the revised Bench Policy.

18. Future Agenda items.

19. **Date of next meeting:**

The next meeting of the Parish Council's Property Committee will be held on 3 December 2024 Mulsanne Pavilion, Field Close, Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 26 November 2024 for inclusion on to the Property Committee Agenda.**

20. **To resolve whether to move into closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.**

Lucy Waller Clerk to the Parish Council

31 October 2024

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL
ON TUESDAY 10 September 2024, AT 7.15 PM**

Present: Cllr D. Newsam (DN) (Chair), Cllr A.Simpson (AS), Cllr C.Johnson (CJ), Cllr C.Payne (CP)

Also in attendance: Cllr P. McNeill (PM), Cllr A. White (AW), Jane Ashby (FM), Claire Ward (ACL) and 3 members of the public

The meeting commenced at 7:15pm

1. To Resolve to receive apologies and accept reasons for absence.

Apologies were received from Cllr A.Crook (AC)

It was proposed, seconded and

RESOLVED to accept the apologies for absence

2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations - none

3. The notes of the Property Committee meeting held on 9 July 2024 to be Approved as the minutes.

It was proposed, seconded and

RESOLVED to approve the notes, of the Property Committee Meeting held on 9 July 2024 as the minutes of the meeting.

4. Financial Matters – (FM)

a) To approve/ratify recent and proposed expenditure.

PROPOSED EXPENDITURE

Glendale £1420.00 Christmas Tree approx.

RATIFICATION OF EXPENDITURE

Lincoln Copy £26.40 Printing for carnival

Elan City £195.78 SID to have look at the unit plus courier costs

Elan City £222.07 Cost of parts and repair

Tyson Mow £71.66 Cordless strimmer

Waitrose £7.38 Fuel for mower

Value prods £121.76 Slow flooded road/ Footpath closed due to Flooding

Displays UK £89.49 Leaflet wall rack for telephone kiosk

Elan £127.26 Replacement battery charger for mobile SID

Tysonn £85.00 2 x Door plates for Tennis court Toilets

Wickes £3.25 Screws

Wickes £18.90 Combination Lock Mulsanne main gate

Wickes £18.00 2 x Locks for new SID

Allen signs £143.06 Signs for Phone Box

Waitrose £15.00 Fuel for mowers Etc.

Wickes £25.90 Dowels, Bolts, bracket etc Danish oil for bench repairs

B Knights £36.50 Bench slat to repair bench on Greetwell/high street corner

TWG £322.75 The Old School Small Hall board up broken pane/replace

It was proposed, seconded and

RESOLVED to approve/ratify recent and proposed expenditure, and to increase the budget for the Christmas tree to £1600

b) To consider the income and expenditure report at 31/08/24 – noted

5. Facilities Manager Report (for information only)

- a) Village inspection list – update on progress with tasks arising from the inspection given
- b) Extra jobs from January to July 2024 - update on extra jobs completed given
- The Chair requested that the TV in the small hall is recessed into the wall and all fixtures made secure ACTION FM

6. To discuss Election of a Vice Chair.

It was proposed, seconded and

RESOLVED to defer the election of a Vice Chair to a future meeting when all members of the committee are present.

7. To discuss recruitment of Councillors to working groups.

It was proposed, seconded and

RESOLVED to defer a discussion about the recruitment of Councillors to working groups until more Councillors are available.

8. To receive working group updates and to include: -

- a) To consider the review of the Old Quarry Wildflower Meadow Management Plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future.

- b) To consider the review of the Nettleham Beck Management Plan.

Councillors considered the amended Beck Management Plan incorporating flood alleviation measures and discussed the benefits of identifying essential as opposed to desirable tasks. Responsibility for undertaking tasks was also discussed.

The maintenance of the berms was discussed, and it was felt that a maximum height and width should be agreed and implemented. ACTION AS

It was proposed, seconded and

RESOLVED to recommend the Nettleham Beck Management Plan to Full Council for discussion and approval.

- c) To consider a Draft letter to Lincolnshire Police Nettleham HQ regarding the Police Lake.

Following a productive meeting with the new Estates Manager at Police HQ a letter is no longer required.

- d) To consider Draft notes from B&FR WG.

Councillors considered the notes of the working group and the associated proposals:

1. NPC Chair writes to the riparian owners where we believe the Beck to be dangerously overgrown and ask for permission to thin out the vegetation.

It was proposed, seconded and

RESOLVED to ask the NPC Chair to write to the riparian owners ACTION AW

2. The current Beck Management Plan should have been reviewed before January 2024. I will submit a revised simplified and updated plan to the committee before September 1st for consideration. (see 8b)

3. NPC Clerk/Chair writes to the Police Commissioner requesting improvements be made at the Police Lake – it has a part to play in the villages flood defences and is a sanctuary for aquatic life both of which are threatened by neglect. **(see 8c – letter is no longer required)**

4. Contact Batemans/Manager regarding the poor condition of the Beck behind the White Hart and/or make rectification works ourselves. **(LCC have contacted the pub and the manager has agreed to remove the rubble).**

AS/FM to remind manager ACTION AS/FM

5. Development of a Neighbourhood Project – Cllr White has advised that funding may be available to ‘*Support development work to understand the needs, requirements, or evidence for the delivery of projects aligned to neighbourhood priorities. This may include feasibility studies, architectural designs and other professional or consultancy expenditure*’.

I propose a study into the need and cost of replacing the culverts at Vicarage Lane and Church Street.

It was proposed, seconded and

RESOLVED to seek funding to undertake a study into the need and cost of replacing the culverts at Vicarage Lane and Church Street. ACTION AS

e) To consider the Vicars Wood Management Plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future. It is hoped to arrange several working parties before Christmas.

Support from Explorer Scouts aged 14-18yrs may be available, insurance cover would need to be checked. ACTION DN

f) To consider the Heritage Orchard Management Plan.

Councillors noted the recommendations in the plan including a light summer prune, strimming around the base of trees, replacing/relocating the stripped beefing memorial apple tree and undertaking hazel tree coppicing. It was also suggested that access to a water supply could be improved.

It was proposed, seconded and

RESOLVED to recommend the Heritage Orchard Management Plan to Full Council for approval.

g) To consider the Green Lane Management plan.

Councillors noted the updates including incorporating recommendations made in the tree survey in future.

- The Chair acknowledged the work that members have put into creating and amending the management plans

9. To receive the Tree survey reports for Bishops Meadow/Burial Ground, Village Green, Riverdale, Bill Baileys, The Old Quarry.

Councillors considered the tree survey reports and commented that the fallen tree in the Riverdale area was not mentioned.

Councillors requested that contractors are asked to take more care when strimming around the base of trees to avoid damage.

10. To consider change of Cleaning Contractor at Mulsanne Pavilion and the Old School.

The standard of cleaning at Mulsanne Pavilion and the Old School was discussed.

It was proposed, seconded and

RESOLVED to recommend to Full Council a change of Cleaning Contractor at Mulsanne Pavilion and the Old School to contractor A.

11. To receive Health and Safety Policy and Procedures and reports from new provider.

Councillors acknowledged the documentation received from the new provider - Peninsula, and requested one hard copy for circulation.

The documents also will uploaded to the website. ACTION FM

It was proposed, seconded and

RESOLVED to circulate Safety Policy and Procedures and reports to Full Council, for information and discussion at the next meeting.

12. To receive Nettleham FC Long Term Plan.

Councillors discussed the range of improvements planned by the Football Club to both the pitches and the changing facilities. The Lincolnshire FA are very keen to support the club with their mission to make Nettleham one of the most successful local football clubs in Lincolnshire.

It was proposed, seconded and

RESOLVED to circulate to Full Council with a view to accepting, Nettleham Football Club's vision for improvements at Mulsanne Park.

13. To consider a request from Minster Fields to contribute towards new play equipment.

Councillors discussed a request from Minster Fields Community Group for a financial contribution to help provide a better play area for the children of Minster Fields. Further investigation required prior to considering the request at the next Full Council meeting. ACTION CL/RFO

It was proposed, seconded and

RESOLVED to recommend to Full Council a request from Minster Fields to contribute towards new play equipment.

14. To consider reviewing the current NPC Tree policy.

Councillors discussed the condition of the trees in the village and observed that they are not all maintained satisfactorily. In the past basal growth and low branches overhanging footpaths were regularly removed. Councillors would like to reinstate this practice and suggest a phased approach in order to manage costs.

It was proposed, seconded and

RESOLVED to agree to amend the current NPC Tree policy.

ACTION DN/FM

15. To consider a Quote for replacing the fencing at the Tennis Courts and the MUGA.

Councillors discussed a quote for replacing the fencing at the MUGA, however the quote does not include the height of fence required on the western wall.

A revised quote from supplier A and a further quote from another supplier are required

ACTION FM

16. Correspondence.

a) Feedback from residents on the Christmas tree.

Following feedback from residents:

It was proposed, seconded and

RESOLVED to purchase a real Christmas tree

ACTION FM

b) Complaint from a resident living in the Watermill Lane area.

Councillors considered the issues raised and reiterated the importance of reporting anti-social behaviour to the Police. The manager of the White Hart has been contacted about the weir under the bridge to the rear of the building and it was suggested that installing some signage about anti-social behaviour might be appropriate.

Clerk to respond on behalf of PC

ACTION CL

c) Complaint about the Street Snooker Board being removed.

Councillors considered the issues raised and discussed the feasibility of re installing the street snooker board if a suitable location could be found.

Clerk to respond on behalf of the PC

ACTION CL

17. Future Agenda items:

- Revised Tree policy – discuss implementation of revised tree policy (DN)

18. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 5 November 2024 at Old School Small Hall Mill Hill Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 29 October 2024 for inclusion on to the Property Committee Agenda.**

Meeting closed at 10pm

5 NOVEMBER 2024

AGENDA ITEM 4(a)

RATIFICATION/APPROVAL OF RECENT/PROPOSED EXPENDITURE			
No.	SITE AREA	COST (Non-VAT)	ITEM
PROPOSED EXPENDITURE			
1	AKO	£375	Install ACO Channels in Mulsanne car park 1604
2	James Heath	£270.00	Annual Emergency Lighting check 1104/1204/1604
3	James Heath	£160.00	Annual Fire Check 1104/1204/1604
4	James Heath	£90.00	Christmas Tree connection and disconnection 1504
5	James Heath	£65 for first 30 items then £1.20 an item after that	Annual PAT Testing 1104/1204/1604
RATIFICATION OF EXPENDITURE			
1	Wickes	£62.25	Paint/ sealant/Wood 1637
2	Wickes	£20.40	Wood filler 1637
3	Screwfix	£9.30	Rubber Gauntlets Gloves for Beck & FR WG 1565
4	Wickstead	£148.15	Replacement Cradle seat plus shackle bolt and pin 1546
5	Mike Small Bricklayer	£125.00	Replacement tiles x3 fix failed mortar on verges 1637
6	B Knights	£55.00	Replacement Bollard for the Village Green 1520
7	Amazon	£19.16	Replacement battery pack for urinal flush OSLH 1237
8	ESPO	£40.00	New toilet dispenser for Mulsanne pavilion 1616

30/10/2024

NETTLEHAM PARISH COUNCIL

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Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	0	201,500	201,500	0			100.0%	
1183 ADM - INCOME JOHN MOSS	0	407	7	(400)			5819.0%	
1184 ADM - INCOME MISC	13	270	300	30			90.0%	
1196 ADM - INTEREST REC'D	2,881	6,979	6,200	(779)			112.6%	
ADMINISTRATION :- Income	2,894	209,156	208,007	(1,149)			100.6%	0
1101 ADM - STAFF SALARIES	9,922	66,596	116,326	49,730		49,730	57.2%	
1104 ADM - CONTRACTOR COSTS	401	3,191	3,600	409		409	88.6%	
1108 ADM - TRAINING	65	270	2,000	1,730	120	1,610	19.5%	
1109 ADM - STAFF TRAVEL	17	17	215	198		198	8.0%	
1112 ADM - WATER	0	0	410	410		410	0.0%	
1114 ADM - ELECTRICITY	0	0	1,890	1,890		1,890	0.0%	
1116 ADM - CLEANING MATERIALS	0	3	40	37		37	6.9%	
1117 ADM - CHAIRMAN'S ALL	0	0	250	250		250	0.0%	
1119 ADM - IT MANAGEMENT	0	5,518	10,000	4,482	27	4,455	55.5%	
1120 ADM - MISC EST COSTS	0	11	420	409		409	2.7%	
1121 ADM - TELEPHONE/BROADBAND	176	1,418	2,550	1,132		1,132	55.6%	
1122 ADM - POSTAGE	0	0	50	50		50	0.0%	
1123 ADM - PRINT/STATIONERY	0	344	1,000	656	77	579	42.1%	
1124 ADM - SUBSCRIPTIONS	0	(293)	900	1,193		1,193	(32.6%)	
1125 ADM - INSURANCE	0	5,019	4,650	(369)		(369)	107.9%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	140	358	140	(218)		(218)	255.8%	
1129 ADM - ADVERTISING	0	194	500	306		306	38.8%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	277	300	23		23	92.3%	
1140 ADM - REFUSE COLLECTION	0	345	250	(95)		(95)	138.0%	
1154 ADM - VILLAGE HALL LOAN	1,891	1,891	3,782	1,891		1,891	50.0%	
1157 ADM - AUDIT FEES	0	(630)	1,450	2,080		2,080	(43.4%)	
1158 ADM - BANK FEES	14	142	164	22		22	86.6%	
1162 ADM - S137 GRANTS	0	0	150	150		150	0.0%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	600	1,000	400		400	60.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	425	425	2,000	1,575	98	1,477	26.2%	
ADMINISTRATION :- Indirect Expenditure	13,052	85,695	156,587	70,892	323	70,570	54.9%	0
Net Income over Expenditure	(10,158)	123,462	51,420	(72,042)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	399	8,088	13,500	5,412			59.9%	

Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1282 OS-LARGE ROOM	250	10,241	15,000	4,759			68.3%	
1283 OS-KITCHEN	28	600	500	(100)			120.0%	
1284 OS-MISC INCOME	0	21	0	(21)			0.0%	
1285 OS-STORAGE INCOME	12	246	250	4			98.4%	
1287 OS-MEETING ROOM INCOME	49	229	0	(229)			0.0%	
OLD SCHOOL :- Income	738	19,425	29,250	9,825			66.4%	0
1204 OS-CONTRACTOR COSTS	0	4,840	3,685	(1,155)		(1,155)	131.3%	
1212 OS-WATER	0	285	400	115		115	71.2%	
1214 OS-ELECTRICITY	103	1,111	2,200	1,089		1,089	50.5%	
1215 OS-GAS	284	1,399	4,410	3,011		3,011	31.7%	
1216 OS-CLEANING MATERIAL	0	190	610	420	124	296	51.6%	
1219 OS-PERFORMING RIGHTS	56	56	60	4		4	92.7%	
1220 OS-MISCELLANEOUS	0	0	50	50	19	31	37.2%	
1231 OS-ADVERTISING	0	102	300	198		198	34.0%	
1237 OS-ROUTINE MAINT/REPAIRS	0	689	2,000	1,311	1,657	(346)	117.3%	
1240 OS-REFUSE COLLECTION	0	874	440	(434)		(434)	198.6%	
1253 OS-LOAN REPAYMENTS	3,867	3,867	7,735	3,868		3,868	50.0%	
OLD SCHOOL :- Indirect Expenditure	4,309	13,413	21,890	8,477	1,800	6,677	69.5%	0
Net Income over Expenditure	(3,572)	6,013	7,360	1,347				
103 BURIAL GROUNDS								
1381 BG-INCOME	410	8,205	15,000	6,795			54.7%	
BURIAL GROUNDS :- Income	410	8,205	15,000	6,795			54.7%	0
1312 BG-WATER RATES	0	42	85	43		43	49.4%	
1320 BG-MISCELLANEOUS	0	12	100	88		88	12.2%	
1336 BG-GRASS CUTTING	575	2,108	3,321	1,213		1,213	63.5%	
1337 BG-ROUTINE MAINTENANCE	0	392	500	108		108	78.4%	
1340 BG-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	575	2,554	5,106	2,552	0	2,552	50.0%	0
Net Income over Expenditure	(165)	5,651	9,894	4,243				
104 ALLOTMENTS								
1481 ALL-INCOME	0	0	23	23			0.0%	
ALLOTMENTS :- Income	0	0	23	23			0.0%	0
1412 ALL-WATER RATES	0	70	250	180		180	27.8%	
1413 ALL-RENT	0	0	53	53		53	0.0%	

Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1437 ALL-ROUTINE MAINTENANCE	0	235	500	265		265	47.0%	
1438 ALL-ELECTRICITY	0	0	100	100		100	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	305	903	598	0	598	33.7%	0
Net Income over Expenditure	0	(305)	(880)	(575)				
105 VILLAGE/PARISH FACILITES								
1577 VF-MISCELLANEOUS INCOME	0	2,000	0	(2,000)			0.0%	
VILLAGE/PARISH FACILITES :- Income	0	2,000	0	(2,000)				0
1503 VF -TRAVEL ALLOW - F/STAFF	0	37	112	75		75	32.9%	
1504 VF-CONTRACTOR COSTS	0	600	1,000	400	429	(29)	102.9%	
1505 VF - WORKS VEHICLE	306	2,148	4,200	2,052	0	2,052	51.1%	
1512 VF-WATER RATES	0	36	60	24		24	60.3%	
1514 VF-ELECTRICITY	0	0	160	160		160	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	148	0	(148)		(148)	0.0%	
1520 VF-MISCELLANEOUS	0	302	750	448	345	103	86.3%	
1521 VF - SPEED REDUCTION	0	6,744	7,000	256	600	(344)	104.9%	
1532 VF - COMMUNITY EVENTS	0	26	600	574		574	4.4%	
1533 VF-CHRISTMAS TREE COSTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	771	2,000	1,229		1,229	38.5%	
1536 VF-GRASS CUTTING	838	3,312	5,730	2,418		2,418	57.8%	
1537 VF-ROUTINE MAINTENANCE	0	498	1,000	502	105	397	60.3%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	373	500	127		127	74.6%	
1540 VF-REFUSE COLLECTION	0	85	50	(35)		(35)	170.0%	
1541 VF-WEED SPRAYING	854	1,708	1,400	(308)		(308)	122.0%	
1542 VF-TREE MAINTENANCE	0	1,940	4,000	2,060	1,780	280	93.0%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	500	500		500	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	0	29,679	2,600	(27,079)		(27,079)	1141.5%	
1551 VF-VILLAGE SEATS - MAINTENANCE	0	58	1,000	942		942	5.8%	
1564 VF - DEFIBRILATOR	0	(325)	100	425		425	(325.0%)	
1565 VF - PPE EQUIPMENT	0	96	650	554	38	516	20.6%	
1566 VF - TOOLS /SUNDRIES	0	431	2,000	1,569	17	1,552	22.4%	
1567 VF - OLD QUARRY PROJECT	(155)	0	0	0		0	0.0%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	1,843	48,668	37,412	(11,256)	3,313	(14,569)	138.9%	0
Net Income over Expenditure	(1,843)	(46,668)	(37,412)	9,256				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	0	100	9,400	9,300			1.1%	
1682 MP-PAVILION LETTINGS	0	752	1,600	848			47.0%	

Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1684 MP-MISC INCOME	24	325	500	175			65.0%	
MULSANNE PARK :- Income	24	1,177	11,500	10,323			10.2%	0
1604 MP-CONTRACTOR COSTS	0	2,381	3,000	619	950	(331)	111.0%	
1612 MP-WATER RATES	0	870	1,200	330		330	72.5%	
1614 MP-ELECTRICITY	0	453	1,911	1,458		1,458	23.7%	
1615 MP-GAS	158	880	2,260	1,380		1,380	38.9%	
1616 MP-CLEANING MATERIALS	0	163	600	437	204	233	61.2%	
1619 MP-PERFORMING RIGHTS	(56)	352	275	(77)		(77)	128.1%	
1620 MP-MISCELLANEOUS	0	15	200	185		185	7.5%	
1621 MP-TELEPHONE	0	0	350	350		350	0.0%	
1636 MP-GRASS CUTTING	0	4,002	6,154	2,152		2,152	65.0%	
1637 MP-ROUTINE MAINT/REPAIRS	19	454	2,000	1,546	40	1,506	24.7%	
1639 MP-SECURITY	0	106	0	(106)		(106)	0.0%	
1640 MP-REFUSE COLLECTION	0	1,168	975	(193)		(193)	119.8%	
1641 MP-WEED SPRAYING	0	79	800	721		721	9.9%	
1642 MP-TREE MAINTENANCE	0	1,000	1,000	0		0	100.0%	
MULSANNE PARK :- Indirect Expenditure	122	11,924	20,725	8,801	1,194	7,607	63.3%	0
Net Income over Expenditure	(98)	(10,748)	(9,225)	1,523				
107 BISHOPS PALACE SITE								
1712 BP - WATER	0	34	60	26		26	57.1%	
1713 BP - RENT	0	115	277	162		162	41.5%	
1736 BP - GRASS CUTTING	52	368	1,968	1,600		1,600	18.7%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	52	518	3,805	3,287	0	3,287	13.6%	0
Net Expenditure	(52)	(518)	(3,805)	(3,287)				
108 NEIGHBOURHOOD PLAN								
1820 NP-MISCELLANEOUS	0	485	2,400	1,915		1,915	20.2%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	0	485	2,400	1,915	0	1,915	20.2%	0
Net Expenditure	0	(485)	(2,400)	(1,915)				
109 PARISH OFFICE								
1912 PO-WATER	0	126	0	(126)		(126)	0.0%	
1914 PO-ELECTRICITY	187	1,021	0	(1,021)		(1,021)	0.0%	
1937 PO-ROUTINEMAINT/REPAIRS	0	0	111	111		111	0.0%	
PARISH OFFICE :- Indirect Expenditure	187	1,147	111	(1,036)	0	(1,036)	1033.1%	0
Net Expenditure	(187)	(1,147)	(111)	1,036				

Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 THE SWATHE								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	0	300	300	(0)		(0)	100.0%	
2038 TS - RENT	0	0	100	100		100	0.0%	
2042 TS - TREE MAINTENANCE	0	0	500	500		500	0.0%	
THE SWATHE :- Indirect Expenditure	0	300	1,200	900	0	900	25.0%	0
Net Expenditure	0	(300)	(1,200)	(900)				
120 LCC - GRASS CUTTING								
12086 HIGHWAY VERGES-INCOME	6,598	6,598	2,646	(3,952)			249.4%	
LCC - GRASS CUTTING :- Income	6,598	6,598	2,646	(3,952)			249.4%	0
12036 HIGHWAY VERGES-GRASS CUTTING	1,490	7,452	10,565	3,113		3,113	70.5%	
LCC - GRASS CUTTING :- Indirect Expenditure	1,490	7,452	10,565	3,113	0	3,113	70.5%	0
Net Income over Expenditure	5,108	(854)	(7,919)	(7,065)				
130 CAPITAL EXPENDITURE								
13003 MULSANNE PARK CAP PROJECTS	0	0	660	660		660	0.0%	
13004 SECTION 106 EXPENDITURE	0	0	17	17		17	0.0%	
13012 NEIGHBOURHOOD PLAN	0	0	2,449	2,449	572	1,877	23.3%	
13018 TS - BURIAL GD EXTENSION	0	0	930	930	300	630	32.3%	
13024 ELECTION EXPENSES	0	0	202	202		202	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	0	4,258	4,258	872	3,386	20.5%	0
Net Expenditure	0	0	(4,258)	(4,258)				
131 CAPITAL INCOME								
13027 INCOME - MULSANNE PARK	0	0	4,000	4,000			0.0%	
13028 INCOME - SECTION 106	0	1,800	0	(1,800)			0.0%	
13125 INCOME - CIL	45,918	50,380	0	(50,380)			0.0%	
CAPITAL INCOME :- Income	45,918	52,180	4,000	(48,180)			1304.5%	0
Net Income	45,918	52,180	4,000	(48,180)				
201 FIELDPATHS								
2120 FP-MISCELLANEOUS	0	245	200	(45)	245	(290)	245.0%	
2136 FP-GRASS CUTTING	0	756	2,214	1,458		1,458	34.2%	
FIELDPATHS :- Indirect Expenditure	0	1,001	2,414	1,413	245	1,168	51.6%	0
Net Expenditure	0	(1,001)	(2,414)	(1,413)				

Detailed Income & Expenditure by Budget Heading 30/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	56,582	298,741	270,426	(28,315)			110.5%	
Expenditure	21,630	173,461	267,376	93,915	7,747	86,168	67.8%	
Net Income over Expenditure	34,952	125,280	3,050	(122,230)				
Movement to/(from) Gen Reserve	34,952	125,280	3,050	(122,230)				

SITE	ITEM	REPORT
White Hart	Update	Update: Spoke to the Manager of the White Hart re the stones under the bridge he said he keeps removing them, but the kids keep bringing them from other areas along the beck.
Annual Testing for Fire/Emergency Lights/ PAT.	Update	Update: Facilities annual checks booked in for the 14 November same costings as last year.
Riverdale	Updated	Update: Contractor has removed the fallen tree across the beck.
The Quarry	Update	Update: New signage ordered for both entrances into the Quarry.
Tree Surveys	Update	Update: I had three contractors quoting for the tree work in Swathe according to the Tree Survey.
Bill Baileys	Update	Update: New Fort Installation completed.
Fencing at Tennis Courts and MUGA	Update	Update: Two companies have quoted for the work.
Mulsanne Pavilion	Update	Update: Nine roof tiles replaced after the cricket season finished.
Old School Small Hall	Update	Update: Window now repaired.
Old School Kitchen	Update	Update: Work now complete on the kitchen instructions are on the wall for using the gas valve and extractors.
Village Green	Update	Update: Christmas tree going up on Thursday 28 November ready for switch on Saturday 30 November.
Bill Baileys	Update	Update: Replacement litter bin fitted.
Mulsanne Play Area	Update	Update: Replacement baby swing on order.

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5 NOVEMBER 2024



AGENDA ITEM 6

NETTLEHAM PARISH COUNCIL

2025/26 BUDGET

Version 2 – 30th October 2024

The attached pages detail the recommended budget for financial year 2025/26.

Actual spend up to 30th October 2024 have been used to calculate end of year forecasts with adjustments made where appropriate to ensure the forecast is as accurate as possible, at the time of writing.

The two summary pages collate the same information but presented by cost centre followed by income/expenditure.

For the financial year ending 2024/25 there is an end of year forecast income totalling £339,747 against a budget of £266,427 an improvement of £73,320. This has been achieved by additional CIL income (£50553), interest (£7758), hall hires (£9058), burial income (£1410) and grants (£3800).

Expenditure is forecast to be £324,513 against a budget of £279,090. This is an over spend of £45,423 primarily related to the new play fort (£29,619), loan working software (£588), change of health and safety consultancy (£1345), insurance (£369), refuse (£1125), unexpected repairs to kitchen at The Old School (£3296), additional speed reduction costs (£500), tennis court cleaning (£900), water rates (£540) and Swathe Path (£16133).

The new play fort and Swathe Path were funded from reserves and other lines will be within budget by the year end so it is highly likely forecast expenditure will be better than indicated subject to no other unexpected costs between now and the year end.

The forecast for the financial year 2024/25 shows income of £324,513, assuming the recommended precept of £201,500 is approved, with expenditure totalling £267,626.

The precept suggested for 2025/26 is £203,515 representing an increase of £2,015 (1%) on last year. However, there has been an increase in properties within the parish and the tax base will increase thus potentially generating additional income whilst maintaining a 1% increase.

Whilst there may be a feeling to keep the precept level with no increase, which is achievable by using reserves, costs have increased over the year and forecast to increase further which would mean we would actually go backwards.

The Cash Reconciliation and Reserves page details the forecast end of year cash position together with existing and proposed reserves for the following year.

The forecast end of year cash balance is £431,436. Allowing for current reserves this will leave an estimated balance of £121,048. I have suggested some movement in reserves, renaming of some and removal of one reserve line. I have also collated wishes from officers and councillors and included these all of which could be accomplished without an increase in the precept.

Carl Thomas
30th October 2024

BUDGET VARIATION 2024/25

		2022/23		2023/24		2024/25					2025/26	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	EOY Expectation	Budget	
101 - Administration	Income	191,918	192,083	196,393	222,837	208,008	215,406	7398	268733	Over by	60725	213530
	Expenditure	77,179	69,570	77,322	70,000	156,587	76,496	80091	151128	Under by	-5459	163158
102 - Old School	Income	24,390	35,659	30,800	27,592	29,250	19,154	-10096	38308	Over by	9058	39457
	Expenditure	38,476	34,220	39,788	18,157	21,890	13,413	8476	22873	Over by	-983	22731
103 - Burial Grounds	Income	9,000	13,680	15,000	11,285	15,000	8,205	-6795	16410	Over by	1410	15000
	Expenditure	10,557	7,915	13,979	7,173	5,106	2,554	2552	6208	Over by	-1102	5066
104 - Allotments	Income	24	16	24	17	23	0	-23	0	Under by	-23	0
	Expenditure	1,826	920	1,592	853	903	305	598	710	Under by	193	903
105 - Village/Parish Facilities	Income	225	0	0	6,600	0	2000	2000	2000	Over by	2000	0
	Expenditure	37,151	37,042	42,530	45,558	38,412	49,666	-11254	93405	Over by	-54993	34409
106 - Mulsanne Park	Income	11,250	11,445	11,600	11,814	11,500	1,177	-10323	11650	Over by	150	9682
	Expenditure	20,503	17,581	24,960	24,174	19,975	10,903	9072	19605	Under by	370	22669
107 - Bishops Place	Income	0	0	0	0	0	0	0	0	Under by	0	0
	Expenditure	4,088	2,404	4,182	1,160	3,805	517	3288	1034	Under by	2771	3850
108 - Neighbourhood Plan	Income	0	0	0	0	0	0	0	0	Under by	0	0
	Expenditure	0	0	4,000	2,400	2,400	485	1915	970	Under by	1430	2400
112 - The Swaithe	Income	0	0	0	0	0	0	0	0	Under by	0	0
	Expenditure	1,200	221	1,200	87	17,033	16,133	900	16133	Under by	900	1200
120 - LCC Grass Cutting	Income	2,646	2,865	2,646	0	2,646	0	-2646	2646	Under by	0	2646
	Expenditure	8,200	5,139	8,500	6,038	10,565	7,452	3113	10565	Under by	0	10882
201 - Fieldpaths	Income	0	0	0	0	0	0	0	0	Under by	0	0
	Expenditure	2,000	634	1,800	887	2,414	1,001	1413	2002	Under by	412	2415
	Income	239,453	255,748	256,463	280,145	266,427	245,942	-20,485	339,747	Over by	73,320	280,315
	Expenditure	201,180	175,646	219,853	176,487	279,090	178,926	100,164	324,633	Under by	-56,463	269,682

BUDGET FORECAST 2025/26

Projected Income	78814
Projected Expenditure	269682

Precept Required	190868
Proposed Precept	201500

Tax Base	2025/26	
	2024/25	1639.77
Difference		

Bad D Equivalent	2025/26	
	2024/25	121.66

22 WETLEHAM PARISH COUNCIL

BUDGET VARIATION 2024/25

		2022/23		2023/24		2024/25					2025/26	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	EOY Expectation	Budget	
101 - Administration	Income	191918	192083	196393	222837	208008	215406	7398	268733	Over by	60725	213530
102 - Old School	Income	24390	35659	30800	27592	29250	19154	-10096	38308	Over by	9058	39457
103 - Burial Grounds	Income	9000	13680	15000	11285	15000	8205	-6795	16410	Over by	1410	15000
104 - Allotments	Income	24	16	24	17	23	0	-23	0	Under by	-23	0
105 - Village/Parish Facilities	Income	225	0	0	6600	0	2000	2000	2000	Over by	2000	0
106 - Mulsanne Park	Income	11250	11445	11600	11814	11500	1177	-10323	11650	Over by	150	9682
107 - Bishops Place	Income	0	0	0	0	0	0	0	0	Under by	0	0
108 - Neighbourhood Plan	Income	0	0	0	0	0	0	0	0	Under by	0	0
112 - The Swaithe	Income	0	0	0	0	0	0	0	0	Under by	0	0
120 - LCC Grass Cutting	Income	2646	2865	2646	0	2646	0	-2646	2646	Under by	0	2646
201 - Fieldpaths	Income	0	0	0	0	0	0	0	0	Under by	0	0
TOTAL INCOME		239453	255748	256463	280145	266427	245942	-20485	339747	Over by	73320	280315
101 - Administration	Expenditure	77179	69570	77322	70000	156587	76496	80091	151128	Under by	-5459	213530
102 - Old School	Expenditure	38476	34220	39788	18157	21890	13413	8476	22873	Over by	-983	22731
103 - Burial Grounds	Expenditure	10557	7915	13979	7173	5106	2554	2552	6208	Over by	-1102	5066
104 - Allotments	Expenditure	1826	920	1592	853	903	305	598	710	Under by	193	903
105 - Village/Parish Facilities	Expenditure	37151	37042	42530	45558	38412	49666	-11254	93405	Over by	-54993	34409
106 - Mulsanne Park	Expenditure	20503	17581	24960	24174	19975	10903	9072	19605	Under by	370	22669
107 - Bishops Place	Expenditure	4088	2404	4182	1160	3805	517	3288	1034	Under by	2771	3850
108 - Neighbourhood Plan	Expenditure	0	0	4000	2400	2400	485	1915	970	Under by	1430	2400
112 - The Swaithe	Expenditure	1200	221	1200	87	17033	16133	900	16133	Under by	900	1200
120 - LCC Grass Cutting	Expenditure	8200	5139	8500	6038	10565	7452	3113	10565	Under by	0	10882
201 - Fieldpaths	Expenditure	2000	634	1800	887	2414	1001	1413	2002	Under by	412	2415
TOTAL EXPENDITURE		201180	175646	219853	176487	279090	178926	100164	324633	Over by	-56463	320055

Versio 3 - 22nd October 2024

Projected final balance as at 31/03/23	431316
Less current reserves	310388
Final projected balance	120928

2024/25 Reserves					
Code	Description	Opening	Debit	Credit	Close
	General Reserves	70013			70013
320	Larch Avenue S106	23235			23235
322	Mulsanne Park	28562			28562
323	Old School	22026			22026
324	Major Projects	42814			42814
326	Bill Bailey's Capital Projects	35104			35104
328	Play Equipment	60103			60103
329	Tennis Courts	26360			26360
333	Memorial Safety	7555			7555
334	Village Beck	5000			5000
335	Burial Ground Extension	47076	15833		31243
336	Permissive Paths	3207			3207
337	Election Costs	3977			3977
338	Legal Costs	3010			3010
339	Tree Works Reserve	11420			11420
340	Minster Fields	3000			3000
341	CIL	25416	25416		0
350	Capital receipts Reserve	6357	4584		1773
	Allotment return to landowner	2000			
		0			
		0			
		0			
		0			
		356221	45833	0	310388

Aiming for minimum of 3 months expenditure. Target: 69772

No longer requires ring fencing. Combine into Play Equipment
Rename Mulsanne Park projects
Rename Old School projects
Rename Old School Wall
Rename Bill Bailey projects
Transfer from Larch Avenue S106
Capped at £5000
Play equipment
Play equipment balance / remove from

Suggested Movement in Funds		
Description	Movement	Balance
General Reserves	7259	77272
Larch Avenue S106	-23235	0
Mulsanne Park		28562
Old School		22026
Old School wall		42814
Bill Bailey's Capital Projects		35104
Play Equipment	23235	83338
Tennis Courts		26360
Memorial Safety		7555
Village Beck		5000
Burial Ground Extension		31243
Permissive Paths		3207
Election Costs	1000	4977
Legal Costs	1000	4010
Tree Works Reserve	20000	31420
Minster Fields		3000
CIL	50553	50553
Capital receipts Reserve	-1773	0
Allotment return to landowner		0
	0	0
	0	0
	0	0
TOTAL MOVEMENT	78039	

2024/25 Project Expenses / Wish List	
Re-painting of play areas	5000
Electric cooker for small hall	350
Floors in old school refurbished	3000
Decoration of Old School	3000
Decoration of office	750
Re-design of village map plus leaflets	4000
Speedwatch group - trolley *	80
Vicars wood - native plants *	200
Wood for bird & bat boxes *	200
Heritage orchard - replacement sign showing layout *	200
Wood for bird & bat boxes *	200
Heritage orchard - replacement sign showing layout *	200
Solar panels on allotments	5000
Clearing old allotment site	1000
Blister pack recycling *	750
Tree works at The Swaith (existing reserves ?)	12000
Cemetery mapping (existing reserves ?)	2500
Transfer	-42889

Aiming for 0. Transfer balance to project expenses

* Include in budget and not reserves

End of year forecast surplus	42889	-4459
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2024/25 Forecast Income	280315	Based on precept of 201500
2024/25 Forecast Expenditure	269682	
2024/25 Project Expenses/Wish List	-4459	
BALANCE	6174	Should be 0 - Can any surplus be earmarked ?

ACCOUNTING STATEMENTS ANALYSIS 2024/25

101 - Administration

Income		2022/23		2023/24		2024/25					2025/26	Notes
		Budget	Actual	Budget	Actual	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget	
1176	Precept Received	191298	191298	196023	196023	201501	201501		201501		201501	
1177	WLDC Council tax Contribution	100	100	100								
1183	Income John Moss	10	11	10	5	7	407	400	407	Over by	400	
1184	Income Misc	10	223	10	355	300	257	-43	514	Over by	214	
1196	Interest Received	500	451	250	4652	6200	6979	779	13958	Over by	7758	11500
13028	S106 Grant						1800		1800			
13125	CIL Income				21802		4462		50553			
		191918	192083	196393	222837	208008	215406	7398	268733	Over by	60725	213530

Expenditure		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1101	Staff Salaries	47326	45490	46419	36535	116326	56663	59663	113326	Under by	3000	118993	5% increase
1104	Contractor Cost	3450	2844	3500	2546	3600	2872	728	5744	Over by	-2144	5916	Addition of loan working app (+588) and change of H&S consultancy (+1348)
1108	Training	700	642	1000	1288	2000	270	1730	540	Under by	1460	2000	
1109	Staff Travel	50		50	122	215	17	198	215	Under by		221	
1912	Water	230	171	210	284	410	126	284	252	Under by	158	350	
1113	PO Rent	1		1						Under by			
1114	Electricity	1350	606	2400	863	1890	1021	869	2042	Over by	-152	2103	
1116	Cleaning Materials	30	27	40	8	40	3	37	6	Under by	35	49	
1117	Chairmans Allowance	200	214	200	33	250		250	250	Under by		250	
1118	IT Management				23					Under by			
1119	IT Management	2800	3048	2800	7352	10000	5518	4482	8500	Under by	1500	10000	
1120	Misc Est Costs	500	1655	500	371	420	11	409	23	Under by	398	400	
1121	Telephone/Broadband	1800	1149	1300	1848	2550	1323	1227	2646	Over by	-96	2725	
1122	Postage	50	83	100	4	50		50	50	Under by		52	
1123	Print/Stationary	750	800	750	349	1000	344	656	688	Under by	312	1000	
1124	Subscriptions	1000	1353	900	765	900	-293	1193	-586	Under by	1486	900	
1125	Insurance	4100	4235	3850	4955	4650	5019	-369	5019	Over by	-369	5169	Increase in premium
1126	Prop Reports	50	3	50		50		50	50	Under by		52	
1127	P/Copier Contract				353	140	358	-218	716	Over by	-576	737	under budgeted. 23/24 £354
1129	Advertising				454	500	194	306	388	Under by	112	500	
1130	Office equipment	1500	250	1500	1983	1500		1500	1500	Under by		1000	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

101 - Administration

Income	2022/23		2023/24		2024/25					2025/26	Notes	
	Budget	Actual	Budget	Actual	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1137 Routine Repairs/Maint	300	57	300	48	300	277	23	554	Over by	-254	300	Increase in costs. Expected to be within budget at year end
1140 Refuse Collection	260	195	220	200	250	345	-95	690	Over by	-440	711	Low risk waste/sanitary disposal not budgeted for
1150 Elections	1250	390	1250									
1153 Loan Repayments				7896								
1154 Village Hall Loan	3782	3782	3782		3782	1891	1891	3782			3782	
1157 Audit Fees	1500	197	2000	1606	1450	-630	2080	1450			1500	
1158 Bank fees	200	167	200	106	164	142	22	284	Over by	-120	293	unity Bank fees
1162 S137 Grants		124		8	150		150	150			155	
1163 Legal Expenses	1000	1250	1000		1000		1000	1000			1000	
1164 Grants General	1000		1000		1000	600	400	1000			1000	
1165 Climate Change Initiative	2000	838	2000		2000	425	1575	850	Under by	1150	2000	
	77179	69570	77322	70000	156587	76496	80091	151128	Under by	-5459	163158	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

102 - Old School

		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
Income													
1281	Small Room	10000	17989	15000	11428	13500	8033	-5467	16066	Over by	2566	16548	
1282	Large Room	13000	16523	15000	14901	15000	10072	-4928	20144	Over by	5144	20748	
1283	Kitchen	500	471	500	992	500	572	72	1144	Over by	644	1178	
1285	Storage	300	355	300	245	250	234	-16	468	Over by	218	482	
1286	Telephone	500	249	0	0			0	0		0	0	
1287	Meeting Room	90	72	0	26	0	222	222	444	Over by	444	457	
1284	Miscellaneous						21	21	42	Over by	42	43	
		24390	35659	30800	27592	29250	19154	-10096	38308	Over by	9058	39457	
Expenditure													
1201	Staff Salaries	11850	11274	10258	9324								
1202	Wages	1455	1776	1544	1361								
1204	Contractor Costs	2500	2978	3200	2606	3685	4840	-1155	6580	Over by	-2895	4000	Unexpected repairs to kitchen (£3296). Increased cleaning costs.
1212	Water	700	610	500	266	400	285	115	570	Over by	-170	587	Under budgeted
1214	Electricity	2100	737	3200	1476	2200	1111	1089	2222	Over by	-22	2289	
1215	Gas	3100	1723	4500	1386	4410	1399	3011	2798	Under by	1612	4410	
1216	Cleaning Material	200	323	400	445	610	190	420	380	Under by	230	400	
1219	Performing Rights	500	47	50	51	60	56	4	56	Under by	4	60	
1220	Miscellaneous	200	32	200	24	50		50	50	Under by	0	50	
1221	Telephone/Fax	220	187	220	0			0	0	Under by	0	0	
1231	Advertising	360	408	425	204	300	102	198	204	Under by	96	300	
1237	Routine Maintenance	3000	1854	3000	702	2000	689	1311	1378	Under by	622	2000	
1240	Refuse Collection	280	260	280	312	440	874	-434	900	Over by	-460	900	Low risk waste/sanitary disposal not budgeted for.
1253	Loan Repayments	12011	12011	12011		7735	3867	3867	7735	Over by	0	7735	
								0	0	Under by	0	0	
		38476	34220	39788	18157	21890	13413	8476	22873	Over by	-983	22731	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

103 - Burial Grounds

		2022/23		2023/24		2024/25					2025/26	Notes
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget	
Income												
1381	Burial Income	9000	13680	15000	11285	15000	8205	-6795	16410	Over by 1410	15000	
								0	0			
		9000	13680	15000	11285	15000	8205	-6795	16410	Over by 1410	15000	
Expenditure												
1301	Salaries	3854	3573	7153	3391							
1302	Wages	2183	2484	2316	2041							
1312	Water Rates	60	35	60	62	85	42	43	84	Under by 1	87	
1320	Miscellaneous	150	31	150	21	100	12	88	24	Under by 76	25	
1336	Grass Cutting	2700	1658	2700	1658	3321	2108	1213	4216	Over by -895	3321	Expected to be within budget at year end
1337	Routine Maintenance	500	17	500		500	392	108	784	Over by -284	500	Mole control. Expected to be within budget at year end
1340	Refuse Collection	110	117	100		100		100	100	Under by 0	103	
1342	Tree Maintenance	1000		1000		1000		1000	1000	Under by 0	1030	
								0	0		0	
		10557	7915	13979	7173	5106	2554	2552	6208	Over by -1102	5066	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

104 - Allotments

		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
Income													
1481	Income	24	16	24	17	23		-23	0	Under by	-23	0	
								0	0				
		24	16	24	17	23	0	-23	0	Under by	-23	0	
Expenditure													
1402	Wages	727	767	772	681			0	0			0	
1412	Water Rates	200	113	180	132	250	70	180	140	Under by	110	250	
1413	Rent	40	40	40	40	53		53	0	Under by	53	53	
1437	Routine Maintenance	759		500		500	235	265	470	Under by	30	500	
1438	Electricity	100		100		100		100	100	Under by	0	100	
								0	0			0	
		1826	920	1592	853	903	305	598	710	Under by	193	903	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

105 - Village/Parish Facilities

Income		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1577	Income	225			6600		2000	2000	2000	Over by	2000		2024/25 Star Energy grant.
							0	0					
		225	0	0	6600	0	2000	2000	2000	Over by	2000	0	

Expenditure		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1501	Salaries	9480	8699	11885	8181							0	
1502	Wages	7277	8538	7720	6805							0	
1503	Travel Allowance - F/Staff	250	149	250	84	112	37	75	74	Under by	38	115	
1504	Contractor Costs	1000	950	1000		1000	600	400	1000	Under by	0	1030	
1505	Works Vehicle	4000	3999	4500	3217	4200	2148	2052	4296	Over by	-96	4200	
1512	Water Rates	60	50	60	49	60	36	24	72	Over by	-12	75	under budgeted
1519	Performance Rights	130	127	130	141	160	148	12	160	Under by	0	165	
1520	Miscellaneous	750	2009	750	2473	750	302	448	604	Under by	146	550	
1521	Speed Reduction	50		50	2800	7000	6743	257	7500	Over by	-500	2500	2024/25 inc new signs. Expected to be within budget at year end.
1532	Community Events				602	600	26	574	53	Under by	547	600	
1533	Christmas tree Costs	1200	1414	1600	25	2000		2000	2000	Under by	0	2060	
1534	Floral Displays	1400	1312	2000	1393	2000	771	1229	1541	Under by	459	2000	
1536	Grass Cutting	2700	3055	2700	3363	5730	3312	2418	5730	Under by	0	5902	
1537	Routine Maintenance	1300	401	1000	6547	1000	498	502	996	Under by	4	1026	
1539	Village Green Telephone Kiosk	100		100		500	373	127	500	Under by	0	515	
1540	Refuse Collection	54	39			50	85	-35	85	Over by	-35	88	under budgeted
1541	Weed Spraying	1400	1530	1500	1583	1400	1708	-308	3416	Over by	-2016	3518	increased costs
1542	Tree Maintenance	4000	2885	4000	4877	5000	2940	2060	5000	Under by	0	4000	
1544	Tree Maintenance Highways	500		500		500		500	500	Under by	0	515	
1546	Play Equip Repair & Service	500	1138	1000	2596	2600	29679	-27079	59358	Over by	-56758	2600	29619 transfer from EMR. Expected within budget
1551	Village Seats - Maintenance	200	237	1000	75	1000	58	942	116	Under by	884	1000	
1552	Telephone Kiosk											0	
1564	Defibrillator	100	83	85		100	-325	425	-650	Under by	750	150	
1565	PPE Equipment	200	61	200	495	650	96	554	192	Under by	458	300	
1566	Tools/Sundries	500	366	500	252	2000	431	1569	862	Under by	1138	1500	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

105 - Village/Parish Facilities

Income	2022/23		2023/24		2024/25					2025/26	Notes	
	Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1567 Old Quarry Project							0	0				
	37151	37042	42530	45558	38412	49666	-11254	93405	Over by	-54993	34409	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

106 - Mulsanne Park

Income		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1681	Ground Lettings	9000	9430	9400	9430	9400	100	-9300	9400	Under by	0	9682	
1682	Pavilion Lettings	1000	1326	1200	1806	1600	752	-848	1600	Under by	0		
1684	Misc Income	1250	689	1000	578	500	325	-175	650	Over by	150		
								0	0	Under by	0		
		11250	11445	11600	11814	11500	1177	-10323	11650	Over by	150	9682	

Expenditure		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
1601	Salaries	3080	3036	5144	2777								
1602	Wages	2183	2579	2316	2041								
1604	Contractor Costs	2000	2998	2200	7838	3000	2381	619	3900	Over by	-900	3000	tennis court cleaning + 950. Increased cleaning costs.
1612	Water Rates	600	779	600	1896	1200	870	330	1740	Over by	-540	1200	excessive water bill 707.75
1614	Electricity	1500	1519	2000	1794	1911	453	1458	906	Under by	1005	1911	
1615	Gas	2200	457	4000	797	2260	880	1380	1760	Under by	500	2260	
1616	Cleaning Materials	200	241	350	442	600	163	437	326	Under by	274	500	
1619	Performing Rights	230	237	250	265	275	352	-77	500	Over by	-225	500	higher PRL/PPL charges than expected. Expected to be in budget year end.
1620	Miscellaneous	200	903	200	184	200	15	185	30	Under by	170	200	
1621	Telephone	200	290	300	86	350		350	0	Under by	350	350	
1635	Property Management				30			0	0			0	
1636	Grass Cutting	3500	2580	3500	3826	6154	4002	2152	8004	Over by	-1850	8244	
	Advertising					250		250	0	Under by	250	250	
1637	Routine Maintenance	2000	311	2000	1054	2000	434	1566	868	Under by	1132	2000	
1639	Security	500					106	-106	212	Over by	-212	218	Intruder alarm upgrade (BT lines)
1640	Refuse Collection	550	754	500	697	975	1168	-193	1200	Over by	-225	1236	Low risk waste/sanitary disposal not budgeted for
1641	Weed Spraying	560	447	600	447	800	79	721	159	Under by	641	800	
1642	Tree Maintenance	1000	450	1000								0	
												0	
		20503	17581	24960	24174	19975	10903	9072	19605	Under by	370	22669	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

107 - Bishops Place

		2022/23		2023/24		2024/25					2025/26	Notes
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget	
Income												
		0	0	0	0	0	0	0	0	Under by	0	
		0	0	0	0	0	0	0	0	Under by	0	
Expenditure												
1702	Wages	728	867	772	680						0	
1712	Water	60	43	60	47	60	34	26	68	Over by	-8	70
1713	Rent	250	292	250	208	277	115	162	230	Under by	47	280
1736	Grass Cutting	1500	1202	1600	225	1968	368	1600	736	Under by	1232	2000
1737	Routine Maintenance	500		500		500		500	0	Under by	500	500
1742	Tree Maintenance	1000		1000		1000		1000	0	Under by	1000	1000
1743	Tree Planting	50						0	0			0
								0	0			0
		4088	2404	4182	1160	3805	517	3288	1034	Under by	2771	3850

ACCOUNTING STATEMENTS ANALYSIS 2024/25

108 - Neighbourhood Plan

		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
Income								0	0		0		
		0	0	0	0	0	0	0	0	Under by	0		
Expenditure													
1820	Miscellaneous			4000	2400	2400	485	1915	970	Under by	1430	2400	Is a budget required 2025/26
								0	0			0	
		0	0	4000	2400	2400	485	1915	970	Under by	1430	2400	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

112 - The Swaithe

		2022/23		2023/24		2024/25					2025/26	Notes
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget	
Income								0	0	Under by	0	
		0	0	0	0	0	0	0	0	Under by	0	
Expenditure												
2036	Grass Cutting	300	126	300		300		300	0	Under by	300	
2037	Routine Maintenance / Repairs	300		300		16133	16133	0	16133	Over by	0	Mapping
2038	Rent	100	95	100	87	100		100	0	Under by	100	
2042	Tree Maintenance	500		500		500		500	0	Under by	500	Tree works expected 2025/26.
								0	0	Under by	0	
		1200	221	1200	87	17033	16133	900	16133	Under by	900	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

120 - LCC Grass Cutting

		2022/23		2023/24		2024/25					2025/26	Notes	
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget		
Income													
12086	Highway Verges	2646	2865	2646		2646		-2646	2646	Under by	0	2646	
								0	0	Under by	0	0	
		2646	2865	2646	0	2646	0	-2646	2646	Under by	0	2646	
Expenditure													
12036	Highway Verges - Grass Cutting	8200	5139	8500	6038	10565	7452	3113	10565	Under by	0	10882	
								0	0	Under by	0	0	
		8200	5139	8500	6038	10565	7452	3113	10565	Under by	0	10882	

ACCOUNTING STATEMENTS ANALYSIS 2024/25

201 - Fieldpaths

Version 3 - 22nd October 2024

		2022/23		2023/24		2024/25					2025/26	Notes
		Budget	Actual	Budget	Actual YTD	Budget	Actual YTD	Variance £	EOY Forecast	Expectation	Budget	
Income								0	0	Under by	0	
		0	0	0	0	0	0	0	0	Under by	0	
Expenditure												
2120	Miscellaneous	200				200	245	-45	490	Over by	-290	200
2136	Grass Cutting	1800	634	1800	887	2214	756	1458	1512	Under by	702	2215
								0	0			0
		2000	634	1800	887	2414	1001	1413	2002	Under by	412	2415

NETTLEHAM PARISH COUCNIL

PUBLIC WORKS LOAN BOARD ANALYSIS

Details	Loan Ref	Loan Amount	Start Date	Balance as at 310824	Bi Annual Payment	Annual Payment	Interest Rate (%)	Loan End Date	
<i>Purchase of Old School</i>	480972	30000	18/05/1998	1036.68	1132.57	2265.14	5.875	16/02/2024	Expired
<i>Purchase and refurbishment of Old School</i>	482135	30000	15/02/1999	939.69	1005.54	2011.08	4.5	16/01/2024	Expired
Refurbishment of Old School	482527	50000	10/05/1999	1466.94	1706.56	3413.12	5.875	16/01/2025	Active
Renewal of Old School car park	493465	65000	18/07/2007	39026.10	2160.73	4321.46	5.3	16/01/2038	Active
Re-roofing of Village Hall	498796	50000	29/07/2011	21499.78	1890.87	3781.74	4.39	16/07/2031	Active
				63969.19	5758.16	15792.54			

Last Updated: 31st August 2024

5 NOVEMBER 2024**AGENDA ITEM 7a)**

1. Confirmation match funding would be made available to hydraulically model the VL culverts if the application to WLDC for a grant of up to £5K was successful. I understood NPC had already previously offered funding of at this level but cannot find anything in previous meeting notes to confirm?
2. To propose digging the weed and silt out a minimum of 4m upstream of the VL culverts – compliance with Beck Management Plan.
3. To discuss the construction of a raised barrier at the VL Culverts using bricks or a reinforced earthworks to raise the bank height by 250 – 300mm to either side of the Culverts. This is basically to replicate what we did a year ago with sandbags which appeared to stop the Beck overtopping. A gap would be left at the current footpath which in an emergency would be plugged with sandbags or a purpose made barrier. Calculations indicate a circa 15% improvement in capacity of the culverts.
4. To propose a polite letter is written to the Management of the White Hart to explain NPC Volunteers have cleared the weir, excessive weed and rubble at their site and we would be pleased if they would now maintain it in this condition. As the Manager has expressed disappointment with the behaviour of some of his customers I would also like to ask them to have signs on their property for their customers asking them to respect their neighbours.
5. To discuss possible installation of signage to dissuade anti-social behaviour in the Beck upstream from the White Hart, to consider installing some small signs (circa 200mm x 100mm) to provide education re Weil's disease. The sign would simply state 'Caution: Weil's Disease' and a QR code linked to a specific page on the Nettleham Parish council website advising of sensible precautions to take whilst putting the risk into context/ or some other advisory page. Lucy/Jane: I was wondering if this is something we should seek advice upon from Peninsula?
6. Proposal re availability of sufficient sandbags to be made readily accessible at the Old School
7. New suggested location of level gauge – following removal at Watermill House and incidences of anti - social behaviour.
8. Propose a Review of Beck flow check procedure – simplification – compliance with Beck Management Plan.
9. It is proposed a fund is agreed to purchase drain maps.

NEIGHBOURHOOD DEVELOPMENT FUND

Application Form



1. Your Organisation

1.1 Organisation Details

Name of Organisation:

Registration Number:

VAT Number:

Type of Organisation:

Postal Address including postcode:

Website address or social media page:

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Please include your full address including postcode.

1.2 Contact Details

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Please provide full contact details for yourself and another person we can contact in your organisation.

1.3 About Your Organisation

Please tell us about your organisation and what you do:

Describe what your organisation is all about and what activities or services you provide.

Tell us about things such as:

- *Why it exists?*
- *Its aims*
- *Number of members*
- *Key members of management committee*
- *The background including achievements and successes*

2. Your Project

Name of your project:

Please give your project a title in under 10 words. It could be a description of what the project will do. This is the name we will use when referring to your project in any publicity.

Describe what your project will do and how you will deliver it.

The explanation doesn't need to be complicated but should give a clear understanding of what you would do if you received funding.

2.1 Project Details

Please describe your project and how you will use the grant?

2.2 Project Management

How will the project be managed and by who?
What skills do they have to manage this project?

Which members of your organisation will be managing the project and why have they been chosen to do so?

Tell us about any skills, knowledge or experience they will bring to managing the project.

2.3 Environmental Impact

Have you considered the environment when planning your project?
Does your project include positive environmental improvements?

Provide details of how you have considered and will use an environmentally friendly approach to delivering your project.

If applicable, tell us about any specific actions of your project that will lead to greater energy efficiency and/or carbon reduction.

2.4 Project Accessibility

How will you ensure the project is accessible to everyone?
Does the project include any actions to improve accessibility?

Accessibility means that the project is open and available to everyone regardless of factors such as ability, location, and background.

Tell us about any specific actions the project will take to improve accessibility.

2.5 Project Timescale

When do you plan to start your project?

Please provide dates to show the project timescale.

Tell us about any factors you know about that could delay the project.

For example, planning permission required or adverse weather conditions.

Project start date:

Anticipated completion date:

Is this fixed?

or flexible?

Please tell us about any known factors that could delay the project:

3. Project Outcomes and Need

3.1 Community Benefit

How will your project benefit the local community?
What difference will your project make to local people?

Describe who will benefit from your project and how.

If you are requesting funding to develop a project, tell us how this work will enable the project to proceed.

Tell us about any longer term benefits you hope to achieve for your community by completing this project.

3.2 Local Consultation and Evidence of Need

How do you know there is a need for your project?

What engagement or consultation have you done with local people?

Describe any consultation you have undertaken such as surveys, events, public consultation, neighbourhood plans or requests from the local community.

If your project involves consultation or gathering evidence, tell us about how you plan to do it.

4. Project Costs and Funding

4.1 Total Project Costs

Please enter all the project costs:

Item - Please also list the provider who will be doing the work or supplying goods/services	Net Cost	VAT	Total	Select items our fund will be used for
<i>Example: Design consultancy provided by JG Design & Planning.</i>	£3,000	£600	£3,600	✓
Total Costs				

4.2 Total Project Funding

The **maximum** grant available is: **£10,000**

The **minimum** grant available is: **£500**

We expect that most grants awarded will be between £500 to £6,000.

Total amount requested from this fund:

Please enter all sources of funding for your project:

Funding Source (Name of funder or grant scheme)	Amount Requested	Is this confirmed?	Date applied	Date to be confirmed
Neighbourhood Development Fund				
Your own organisation funds for the project				
Total Funding:				

Please note we cannot fund VAT if your organisation is able to reclaim it.

Can your organisation reclaim VAT?

Yes

No

Will you be reclaiming for this project?

Yes

No

4.3 Organisation Sustainability

Does this project help the sustainability of your organisation?
If yes, please describe how:

If applicable, tell us how the project will support the longer-term sustainability of your organisation.

For example, will the project help sustain your services, get more users, or generate more income.

5. Submitting Your Application

5.1 Supporting Documents

The following documents must be submitted with your completed application form. We won't be able to process your application until these documents are received.

- Annual accounts (if available)
- Bank statement from within the last 3 months
- Constitution or similar governing document (not required for Parish or Town Councils)
- Copies of quotes to evidence cost of items

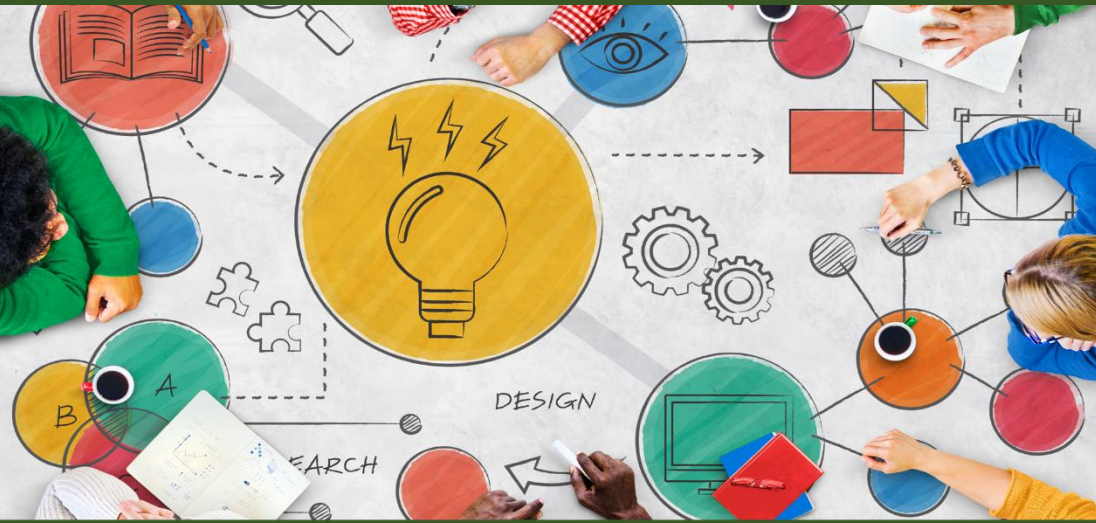
5.2 Submit Your Application

Before submitting your application, please make sure all sections are fully completed and your project cost and funding figures are accurate and balance.

Submit completed application form by e-mail to: funding@west-lindsey.gov.uk

NEIGHBOURHOOD DEVELOPMENT FUND

Guidance Notes



1. Introduction

Welcome to our guidance notes for the **Neighbourhood Development Fund**. As a Local Authority we recognise the importance of supporting the sustainable management of community spaces and enabling projects that deliver investment and improvements in community infrastructure.

We want to support local place leaders, such as parish/town councils, charities, community organisations and social enterprises, to develop new projects that align with Neighbourhood Plans and respond to the needs of a community.

This fund has two aims:

- **Development of a Neighbourhood Project**

Support development work to understand the need, requirements, or evidence for the delivery of projects aligned to an adopted Neighbourhood Plan. This may include feasibility studies, architectural designs and other professional or consultancy expenditure.

- **Neighbourhood Plan Support**

Enhance or review existing Neighbourhood Plans to incorporate community spaces or community infrastructure. This may include business planning advice, policy support or specialist advice.

This fund provides grants for **REVENUE** expenditure only (e.g., project costs, consultancy, design solutions). In these guidance notes you will find details of the criteria and eligibility.

The Neighbourhood Development Fund is delivered by West Lindsey District Council and funded by the UK Government's UK Shared Prosperity Fund.

2. Contact details

If you require any assistance in completing an application, please contact us.

We can arrange a consultation meeting with one of our officers. Our officers can liaise with you via telephone, virtual meeting or on the site of your project.

E-mail: funding@west-lindsey.gov.uk Telephone: 01427 676676

3. How to apply to this fund

Step 1: Expression of Interest Form

This short form provides us with some basic details about your organisation, project, and costs. It allows us to check your organisation and project against the eligibility criteria for this fund.

- We will review your Expression of Interest Form within 7 days.
- The Expression of Interest Form can be completed online:
www.west-lindsey.gov.uk/neighbourhoodfund

Step 2: Application Form

The Application Form gives us more detailed information about your project. It includes questions on community need for the project, the impact and financial breakdown.

- We will send you an Application Form after reviewing your Expression of Interest.
- We will arrange online or in person meetings as needed to support the completion of your application.
- We will review your Application Form within 4 weeks.
- Where possible, we will accept and use application forms you have already completed for other funders.

4. Closing Dates for this fund

This fund will close to applications on 28th February 2025.

This fund may close earlier if all available funding is awarded.

Our website provides up to date information on the status for all our grant funds.

Visit: www.west-lindsey.gov.uk/funding

5. Grant amount available

The **maximum** grant available is: **£10,000**

The **minimum** grant available is **£500**

- We can fund up to **100% of project costs** however, securing match funding will be viewed favourably in the review process.
- We expect that most grants awarded will be between £500 to £6,000.
- We may offer reduced grant awards subject to our budget available for this fund.
- Eligible organisations can submit a maximum of two applications. A second application can only be accepted upon fully completion of the first awarded grant.
- We may be able to consider requests for more than the maximum for district-wide or strategically important projects.

6. Criteria for this fund

Key Criteria

- The project must support the greater understanding of the need, requirements, or evidence for the delivery of a project for community benefit.
- The project must align with an adopted Neighbourhood Plan or support the enhancement or review of an existing Neighbourhood Plan.
- The project must demonstrate strong community benefit.
- The project must be delivered within the district of West Lindsey or be able to demonstrate significant benefits to West Lindsey residents.
- The project must not contravene any of our policies, procedures, or strategies.
- The project must be able to secure other funding applied for (match funding).
- All grants will be a one-off grant with no on-going funding commitment.

Positive outcomes and differences to the local community

The main aim of this fund is to help support the sustainable management of community spaces and enable projects that deliver investment and improvements in community infrastructure.

Here are some examples of outcomes your project could achieve:

- Increased understanding of the cost of a project.
- Increased resilience or business plans for managing community assets.
- Increased understanding of the impact, viability, or feasibility of a project.
- Increased understanding of design or architectural options.
- Improved organisational governance, structure, or sustainability.

Organisational Requirements

- Constitution or similar governing documents (excluding Parish/Town Councils).
- Bank account in the same name as the organisation.
- Evidence of financial accounting (e.g., Annual accounts).
- Safeguarding policies (for projects involving children and vulnerable people).
- Any required insurance policies (e.g., Public Liability Insurance).

Freedom of Information Act

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore, any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.

Grant Funding Agreement

If offered funding, you must be able to sign our **'Grant Funding Agreement'** between the council and your organisation.

It is essential you do not begin spending against your project until you have a fully signed Grant Funding Agreement. Our officers can provide additional advice and support when completing a grant agreement.

7. What this grant can be spent on

- ✓ Professional fees
- ✓ Consultancy costs
- ✓ Feasibility costs
- ✓ Learning & development costs

8. What this grant CANNOT be spent on

- ✗ Capital costs
- ✗ Anything illegal
- ✗ Promotion of any religion
- ✗ VAT if your organisation can reclaim it
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Anything contrary to the Council's financial regulations, policies or strategies
- ✗ Anything that an organisation or local authority has a statutory obligation to deliver
- ✗ Projects based/operating outside of West Lindsey unless they provide significant benefit to communities within West Lindsey
- ✗ Anything that has already been spent or committed before receiving a grant (known as retrospective funding)
- ✗ Anything that is already fully funded or subsidised through any other government departments/scheme.

9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish and Town Councils
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Constituted community groups
- ✓ Parish Meetings
- ✓ Faith or Belief groups/organisations

10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure a project is achieving best value and delivering results for the local community. It also enables you to learn what has worked well and where there have been challenges.

All successful projects will be required to complete an end of project evaluation form. We use this information to highlight the importance of funding community projects and the value of volunteers.

We will work with you on monitoring and evaluating your grant to:

- Demonstrate the change your project has made to the community and people's lives
- Approve that the project or activities have been delivered in the way described in the application and other requested documentation
- Collect feedback, including publicity, user comments, survey information, photographs, and video
- Highlight project successes
- Demonstrate how your project has ensured inclusion and accessibility for all in the community
- Understand more about what you learned and what skills you developed as individuals and as an organisation

11. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

Phase 1 – Eligibility Check

We check eligibility of your project against the criteria of this fund

Phase 2 – Application Scoring

We score your application against our set funding criteria for this fund

Phase 3 – Panel Review

Our panel for this grant fund makes a final decision on whether to offer funding

12. Updates to these Guidance Notes

These Guidance Notes were adopted on 10 June 2024.

Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

Other support for your project

The following organisations and sources of information can help you find funding and provide advice on delivering your project.



Voluntary Centre Services provide advice and support to voluntary groups and charities on funding, governance and management. They work with organisations to find volunteers and can help promote of volunteering opportunities you have.

Website: www.voluntarycentreservices.org.uk



Lincolnshire Volunteering & Funding website, hosted by Voluntary Centre Services, provides the latest information on funding opportunities. The website includes a funding directory and other useful information.

Website: www.lincolnshirevolunteering.org.uk/find-funding



myCommunity

myCommunity provides all the latest tools, tips and ideas to support organisations to make your community an even better place to live. You can access advice and resources on topics including:

- Funding
- Governance
- Community assets
- Parks and green spaces
- Volunteer management
- Community engagement

Website: www.mycommunity.org.uk

We need clear instructions from councillors on how they would like to proceed with the mole problem in the Burial Ground, we have not received any measures from councillors to put in place to humanely remove the moles from the Burial Ground.

The mole hills appeared recently, and we had to instruct the firm (at a one-off charge) to remove the mole before any distress was caused to any family members. If we go down the AD HOC route this could work out more expensive.

From: info@pestcotek.com <info@pestcotek.com>

Sent: Wednesday, June 26, 2024 4:15 PM

To: Clerk <clerk@nettleham-pc.gov.uk>

Subject: RE: Pest control contract Nettleham Parish Council - information request

Hello Lucy,

Thank you for your query. We use traditional mole trapping methods which involves placing an authorised trap in an active mole run. These traps are authorised for use in England under The Small Ground Vermin Trap order 1958. Traps in the UK are only authorised for use if deemed humane by the relevant authority in this case DEFRA. We strictly adhere to all relevant legislation. The meaning of the word humane should not be confused with the term non-lethal. In mole control there is no humane method for live capture and release due to the stress a mole would have to endure being confined to a trap and then released into a strange territory. Further to this it would be very difficult nigh impossible to gain permission to release moles on another location so this is not a humane or practical solution to mole control.

Well set, correct standard mole traps effect a quick and painless death and is why they are authorised for use. However there is always a chance of a foul catch whereby the mole may suffer. This is very rare but cannot be denied as a possibility.

Prevention of moles is impossible. There are no effective deterrent that will stop moles entering an area that is suitable for them. The other frequently used method besides trapping is the use of gas to poison moles in their runs. This is not a method I use and do not advocate for it, gassing is indiscriminate and in my opinion far less effective than precise and well set traps.

5 NOVEMBER 2024

AGENDA ITEM 9

Contractor A

Further to your recent enquiry, please see below quotation for sports court fencing re-fresh:

MUGA Court:

- Takedown and dispose of all existing chain-link wire, retaining existing posts
- Supply and install 3.90 high PVC green coated chain-link c/w new line wires and ferrule winders as required
- Re-clad 2no. existing pedestrian gates with new netting to match

£14857.50 + VAT including all labour, materials and waste disposal.

Tennis Court:

- Takedown and dispose of all existing chain-link wire, retaining existing posts
- Supply and install 2.7m high PVC green coated chain-link c/w new line wires and ferrule winders as required
- Re-clad 2no. existing pedestrian gates with new netting to match
- Supply and install 1no. set of new vehicle gates 3.6m W x 2.7m H

£11,146.10 + VAT including all labour, materials and waste disposal.

Regarding the new gates on the above court, this could have a wicket gate included in one of the leaves for an extra of £750.00 + VAT, if required.

Total cost

£26,753.60 +VAT

Contractor B

Nettleham Parish Council – Tennis Courts and MUGA.

This quote includes: Chain link fencing, **Metal extension posts**, Strainers, Straining wire, Gates, Drill bits, Fencing clips, Labour.

Total £6954.00 + VAT

23/10/2024

Quote

Nettleham Parish Council

Job description – removal of score board/football at Mulsanne tennis courts.

This quote includes:

Breaker,

Petrol,

Rubble away,

Disposal of steel and boards,

Concrete,

Tarmac,

Labour.

Total £1950.00 inc.VAT

(£1625 + VAT)

Contractor 1

Quote

The Swathe, Nettleham Parish Council

Please see below for a detailed quote of all works to be completed by A 'n' E Tree Services.

<ul style="list-style-type: none">- Brambles cut back 4ft around the perimeter with use machine- Deadwood trees above path- Tree No. 4 - Coppice all low lying shrubs to 0.5m from ground level- Tree No. 6 - Coppice all low lying shrubs to 0.5m from ground level. No need to shape trees just crown raise to approx 6ft from ground level to provide clearance- Tree No. 12 - Coppice all low lying shrubs to 0.5m from ground level. Trees do not appear to be in bad shape - no shaping required at present.- Tree No. 15 - Shape and thin trees where necessary paying particular attention to footpath areas- Tree No. 16 - Coppice all low lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary paying particular attention to footpath areas- Tree No. 19 - Coppice all low lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary paying particular attention to footpath areas- Tree No. 22 - Coppice all low lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary.- Tree No. 28 - Coppice all low lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary.- Tree No. 31 - Remove biggest failed stems from fence, control spread of suckers into field.- All waste to be chipped and sprayed on site, logs to be kept in habitat piles <p>6 person team with tracked chipper and mulching machine. All work to be completed out of bird nesting season. The price indicated does not include any costs for surveys or applications; this is a cost for labour and machinery only.</p>	<p style="text-align: right;">5 days Subtotal - £10,750 VAT @ 20% - £2,150 Total - £12,900</p>
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Contractor 2

To

Facilities Manager
Nettleham Parish Council

Description of works to be carried out

Tree works in the Swathe, Nettleham

30/10/2024

- Tree No. 2 - Deadwood trees above path
- Tree No. 4 - Coppice all low-lying shrubs to 0.5m from ground level
- Tree No. 6 - Coppice all low-lying shrubs to 0.5m from ground level. crown raise to approx. 6ft from ground level to provide clearance
- Tree No. 12 - Coppice all low-lying shrubs to 0.5m from ground level.
- Tree No. 15 - Shape and thin trees where necessary paying particular attention to footpath areas
- Tree No. 16 - Coppice all low-lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary paying particular attention to footpath areas
- Tree No. 19 - Coppice all low-lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary paying particular attention to footpath areas
- Tree No. 22 - Coppice all low-lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary.
- Tree No. 28 - Coppice all low-lying shrubs to 0.5m from ground level. Reduce and shape trees where necessary.
- Tree No. 31 - Remove the biggest failed stems from fence, control spread of suckers into field.
- Bramble area to be cut 4ft around the edge
- All Waste to be chipped and leveled out
- Logs could be piled in areas for environmental purpose maybe near bramble area where its more quieter

Net Quotation: - £3,850.00**Plus VAT: - £770.00****Total Quotation: - £4,620.00**

Price includes: -

- Labour.
- Plant hire.
- All materials.

Please note -. This quote is valid for 14 days from the above date.

Contractor 3

Description	Quantity	Unit Price	Amount GBP
Remedial Arboricultural Works as per works specification.	1	£3,360.00	£3,360.00
Quote includes everything listed within the Tree Survey Report apart from Tree Number 32; planting.			
Access will be required through the school grounds, to be conducted during school holidays.	1	£0.00	£0.00
		Subtotal	£3,360.00
		Total VAT	£672.00
		Quote Total	£4,032.00

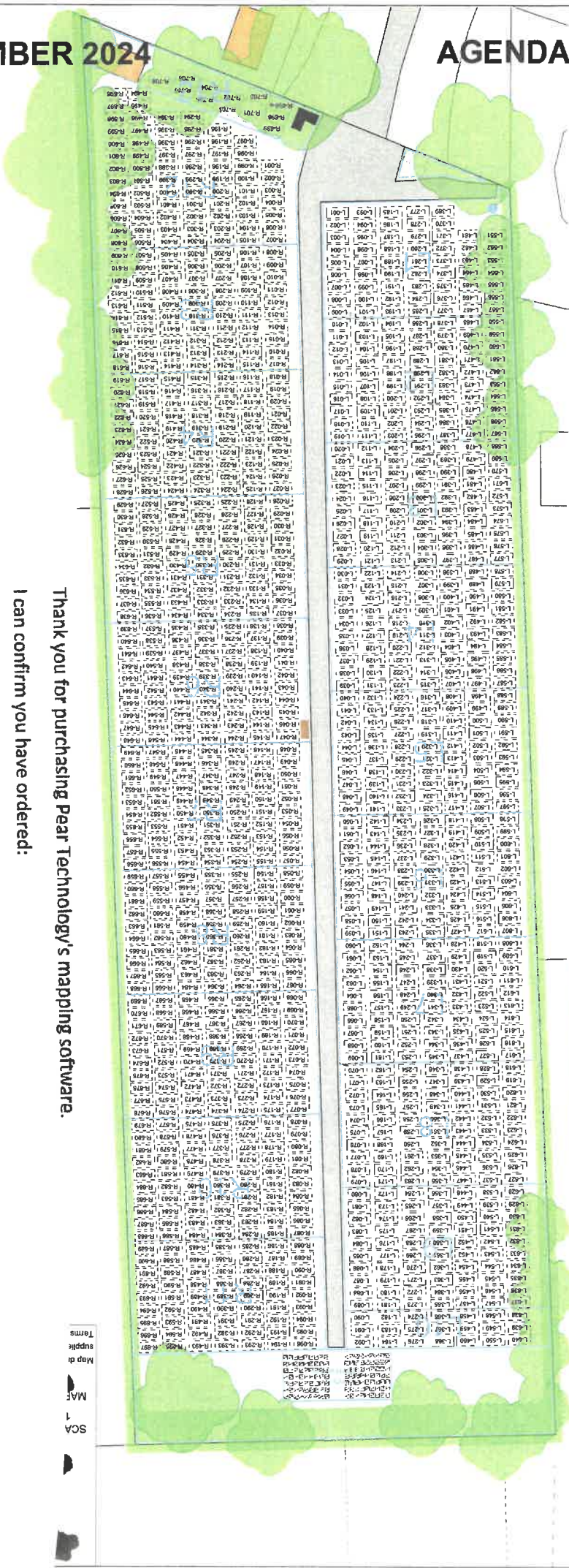
Quote Valid for: 30 Days

Description	Quantity	Unit Price	Amount GBP
Remedial Arboricultural Works as per works specification - Trimming of the bramble patch at the bottom of the Swathe by 4ft around the perimeter.	1	£480.00	£480.00
		Subtotal	£480.00
		Total VAT	£96.00
		Quote Total	£576.00

Quote Valid for: 30 Days

Legend

- Grave
- Cremation
- Sections
- Bins
- Water Tap
- Bench
- Gravary



Thank you for purchasing Pear Technology's mapping software.

I can confirm you have ordered:

- * Creating new Cemetery Map includes set up for HeritEdge
- * Printing Postage and Packaging
- * Cemetery grave numbering
- * Map Maintenance

- £1,150.00 One-time
- £50.00 One-time
- £100.00 One-time
- £95.00 Annual
- 1st year cost £1,395.00
- Subsequent years £95 per annum

Please note that the above prices are subject to VAT.



Map d
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1
SCA



DONATED BENCH SEATS POLICY

1. Nettleham Parish Council currently maintains around 55 benches (Sept 2021) many of which have been donated to the Council over many years and are in varying degrees of condition.
2. Insurance cover for damage, loss or destruction of benches is included in the Council's policy, although limited, as the insurers initial excess charge is currently set at £125.00 and is subject to change.
3. Generally, the Council does not cover the cost to replace existing benches and does not generally accept requests to site additional benches – unless, following survey the need for a new bench is identified.
4. A survey of all benches is generally carried out annually (usually between May - September) and the following action(s) will be taken by the Council, as identified - **although our actions are subject to the availability of staff resources:**
 - General clean and paint treatment carried out where required;
 - Identified repairs to be undertaken;
 - Or if beyond repair or the cost to repair the bench is more that 50% of its replacement cost - see section 5 & 6 below
5. The Council will not generally cover the cost to replace benches which are lost, damaged beyond repair or not within reasonable repair costs.
 - In such circumstances, the donor of the seat will be notified and may be offered the opportunity to provide a replacement bench;
 - The Council will also maintain a list of residents who have expressed an interest in donating a bench (in date order of receipt of their written request);
 - Where it is not possible to contact the bench donor, the bench will be removed and disposed of - and the plaque retained at the Council Store for up to five years;
 - In this event, the Property Committee may approve a replacement bench, from a new donor, (with full replacement costs being met at the new donor's expense). Donor applications will be considered, in the date order received.
 - The potential donor will be contacted and if they still wish to donate a bench the request will be included as a Property Committee agenda item, to seek approval.
6. Any replacement bench needs to be agreed and approved by the Property Committee and will be provided, generally, in line with the following specification:
 - a) **Heavy Duty Recycled plastic or composite** (incorporating sawdust) plastic fully assembled; ideally classic style with smoothly contoured scrolled arms; 100 x 50mm min. bullnose planks with heavy duty frame/legs/arm supports which can be galvanised/stainless steel with powder coat finish; colour brown/timber effect – support frame can be black; 4no. feet fixing brackets with associated screws and plugs for fixing to concrete - **e.g. type similar to Type B in photograph shown overleaf.**
 - b) **Heavy Duty Timber benches - hardwood and from sustainable sources** (FCS Certified Hardwood) fully assembled: classic style with smoothly contoured scrolled arms with clear stain finish; 75mm thick min. material for arm and leg sections; 36mm thick min. rails – top rail 90mm for memorial plaque; 4no. feet fixing brackets with associated screws and plugs for fixing to concrete - **e.g. type similar to Type A in photograph overleaf.**
 - c) **Bench Size** generally 1800mm long (although similar to one being replaced and to suit existing base) x 900mm min. high; Seat 500mm min. deep and backrest 420mm min high – height of seat from base to be 480mm.
 - d) **Memorial** plaques to be brass and a maximum size of 150mm x 60mm with the maximum number of words being 15.

7. The full cost for replacing the bench must be borne by the donor. Following approval by Property Committee, the donor will be invoiced and payment must be received, in full, before the Council places the order for the replacement bench.
8. Alternatively, if it is agreed that the donor can provide the bench, the Property Committee will need to approve the type, supplier, specification and timescales, prior to it being ordered and delivered to the bench site (or Council premises). The associated fixings will also need to be supplied by the donor. The bench will then be fixed in position by the Council.
9. Once a seat has been installed it becomes the property of the Council. The Council then takes liability and responsibility for all maintenance requirements, in line with section 5 shown overleaf. No maintenance of any kind should be undertaken by the donor, their family or their representatives without prior agreement of the Council.

TYPICAL BENCHES

TYPE A - Hardwood (Heavy Duty) Bench



TYPE B - Recycled Plastic (Heavy Duty) Bench



Approved & adopted at meeting of Nettleham Parish Council – 19.10.21 minute 146/21(a)