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## NETTLEHAM PARISH COUNCIL

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**ANNUAL MEETING OF THE PARISH COUNCIL  
WILL BE HELD ON TUESDAY 20 MAY 2025, AT 7.30PM  
AT THE SMALL HALL, OLD SCHOOL, MILL HILL, NETTLEHAM  
PUBLIC FORUM FROM 7:15PM  
ALL COUNCILLORS ARE SUMMONED TO ATTEND**

Prior to the start of the meeting a public forum will ordinarily, of no more than 15 minutes, will be held. The public may address the council on current matters or issues that may become future agenda items. Reports from County and District Councillors and representatives on outside bodies will be given during this time.

### Agenda

1. Election of Chairperson and to sign the Declaration of Acceptance of Office
2. Election of Vice Chairperson and to sign the Declaration of Acceptance of Office
3. To resolve to accept apologies and reasons for absence received by the Clerk, prior to the Meeting.
4. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.
5. To RESOLVE to approve the notes of the Parish Council's Meeting held on 15/04/2025 as the minutes of the meeting.
6. Clerk's Report
7. Financial Matters
  - a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.
  - b) To NOTE the Full and Summary Income & Expenditure Reports as at 30.04.25 and the Council's Bank Account & Earmarked Reserves balances at 30.04.25.
  - c) To NOTE Council expenditure incurred under s.137 Local Government Act 1972 – for 2024/25
  - d) To RESOLVE to preapprove regular automated payments (by electronic payment or Direct Debit) for the municipal year 2025 -2026.
  - e) To RESOLVE a response to a Grant Request of £495.60 for the Village Carnival (*Expenditure under LGA1972 s.145 £1000 Grants budget available for 25/26*)
  - f) To consider a proposal for CIL expenditure of Approx £4280.00 for a storage container at Mulsanne Park and RESOLVE any action. (*CIL available £50,553.01 10%(ad-hoc) = £ 5055*)
8. Planning Matters
  - a) To RESOLVE a response to West Lindsey District council regarding the below planning applications:
    - WL/2025/00402. Planning application for the erection of 5no. dwellings. LAND SOUTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4QZ
    - WL/2025/00427. Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 146221 granted 31 March 2023 - amended site plan to show new location of the access. LAND NORTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4RA
  - b) Any other planning matters, including any applications received after the agenda was published.

## 9. Annual Council Matters

- a) **Nominations & Appointments to Committees, Panels & local outside bodies**  
*(Note-Property Committee Working Group appointments will be made at the next meeting of that committee) (In line with relevant Terms of Reference Committees will elect their own Chair & Vice (if required) at the next meeting of that committee).*
- b) **Review of delegation arrangements to Committees & staff**
- c) **Review of the Council's Risk Register**
- d) **Review of the Council's Assets Inventory including land, buildings and equipment**
- e) **To RESOLVE the renewal of insurance cover for all insured risks from 1/6/24**
- f) **Review of the Council's and employees' membership of other bodies and annual subscriptions.**
- g) **To readopt the Council's Standing Orders, Financial Regulations & other key policies**
- h) **To approve Terms of Reference - Parish Council Working Groups & Committees**  
*(Note-Property Committee Working Group Terms of reference will be considered at the next meeting of that committee)*
- i) **To resolve the time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council. (Other committees to be scheduled as required throughout the Municipal Year in line with the required frequency stipulated in the Committee Terms of Reference.)**

## 10. Working Groups (to RESOLVE any action in relation to the proposals of):

Nettsafe- integrated traffic plan

BFRWG – Weils Disease signage (remove and replace with information on notice boards).

## 11. Urgent Property matters:

- a. **Riverdale no mow / reduced mow proposals – Resolve action**
- b. **To resolve to delegate to the Clerk in conjunction with the Chairs of Council and Property Committee the approve necessary expenditure to address tree works required at Mulsanne Park, including authority to exceed annual budget and utilise EMR for tree works, subject to obtaining 3 quotes. (Annual budget £1000, EMR £6420.00).**

## 12. Correspondence (to be noted or for response)

- a. **Request to place an additional memorial plaque on a bench.**
- b. **Mobile catering trailer Mulsanne**
- c. **Request for a Head Microphone at the old school**

## 13. Items for inclusion on the next agenda / Date of Next Meeting of the Parish Council – this has been suggested for Tuesday 24th June 2025 at the Small Hall, Mill Hill, Nettleham

## 14. Risk Management

## 15. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

## 16. Staffing matters (Exclusion of Public and Press recommended due to staff data)

- Receive the recommendations of the interview panel and resolve any action.
- To RESOLVE if any further action is required during the temporary staffing shortfall/ Recruitment.

## 17. Contractor matter (Exclusion of Public and Press recommended due to commercially sensitive data)



Parish Clerk - 15 MAY 2025

**NETTLEHAM PARISH COUNCIL  
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM  
ON TUESDAY 15 APRIL 2025, AT 7.30PM**

**Present: Councillors:** Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),  
Cllr D. Newsam, Cllr A. Simpson, Cllr A. Crook, Cllr C. Payne, Cllr C. Johnson,  
Cllr K. Swain

**Also in attendance:** Cllr J. Brockway of Lincolnshire County Council (LCC), Lucy Waller (Parish Clerk), 6 members of the public.

**Councillors not present:** None

***The public session commenced at 7.15pm***

Councillor J. Brockway informed the Council that a public information session regarding proposed updates to the Nettleham Roundabout is scheduled to take place in July. She also suggested that, following the implementation of the new 40mph speed limit on the A46, the Parish Council may wish to consider the installation of an additional Speed Indicator Device in the area.

Councillor Brockway further expressed concern regarding the limited timeframe given to local authorities to respond to the government's consultation on potential future Unitary Council models. She noted that the compressed schedule had hindered proper consultation, resulting in multiple differing proposals. She voiced apprehension that, should consensus not be reached among authorities, a model could ultimately be imposed upon them.

A member of the public supported Councillor Brockway's comments.

***The meeting commenced at 7.30pm***

**1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.**

No apologies were received from Parish Councillors

Members noted apologies from Councillor F. Brown and Councillor J. Barrett (West Lindsey District Council)

**2. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**

None received.

**3. To RESOLVE to approve the notes of the Parish Council's Meeting held on 18/03/2025 as the minutes of the meeting.**

It was **RESOLVED** to approve the notes of the Parish Council's Meeting held on 18/03/2025 as the minutes of the meeting.

**4. To NOTE the Clerk's report.**

Members noted the report, and it was requested that the RFO liaise with the contractor for the repairs to the Beck Path and the Co-op notice board, to expedite works.

***ACTION POINT: RFO to liaise with the contractor for the repairs to the Beck Path and the Co-op notice board, to expedite works.***

**5. Planning Matters:**

- a) To RESOLVE responses to West Lindsey District Council in relation to the following planning application(s):**

**WL/2025/00312 - 15 GREETWELL LANE, NETTLEHAM, LINCOLN, LN2 2PN-** Planning application for proposed over garage first floor side extension, single storey rear extension and new rear facing dormer window.

It was **RESOLVED** to submit the below response:

*Nettleham Parish Council has no objections to the application but wishes to highlight the importance of appropriate drainage measures, even in minor development proposals such as homeowner extensions. In line with national guidance from the GOV.UK Flood Risk Assessment Standing Advice and in accordance with Policy S21 of the Central Lincolnshire Local Plan and Policy D3 of the Nettleham Neighbourhood Plan, it is essential that any proposal considers the potential impact on local flood risk and water management. Although small in scale, cumulative extensions can increase surface water runoff and contribute to drainage issues within the village. The Parish Council therefore strongly encourages the incorporation of sustainable drainage systems (SuDS) as part of the development to ensure surface water is managed on-site, reducing the risk of localised flooding and protecting the integrity of Nettleham's water environment. Applicants should demonstrate how these considerations have been addressed in their submission.*

**WL/2025/00338 - LAND TO THE NORTH OF 40 LODGE LANE NETTLEHAM LINCOLN LN2 2RS** - Planning application for the construction of a specialist 65-bedroom dementia care home (Use Class C2) together with associated car and cycle parking, structural landscaping and amenity space provision being variation of condition 6 of planning permission WL/2024/00508 granted 18 September 2024 - add PV panels to the flat roof of the care home and to amend the boundary fencing from railings to close boarded and acoustic fencing to vary conditions 5 & 6 of planning permission WL/2024/01016 granted 5 March 2025 - To allow for the removal of some of the dummy chimneys and for alterations in the proposed roofing materials.

It was **RESOLVED** to submit no objections provided that the soundproofing panels were consistent in height with the previously planned fencing.

**WL/2025/00163 -LINELANDS ALL SAINTS LANE NETTLEHAM LINCOLN LN2 2NT**  
Re-consultation Amended plans received 08/04/2025

It was **RESOLVED** to submit the below response:

Members of the Parish Council have met on two occasions with the developer and the architect.

At the second meeting in May 2024 we were shown a similar scheme to the present application.

Councillors present were supportive of the site plan and the house designs. We assumed that there would only be a requirement for one parking space per property as the development is for older residents.

Policy D1. Parking Standards for New Residential Development in the November 2024 Nettleham Neighbourhood Plan states: -

2. Development proposals should provide off-street parking to the standards as set out in Policy S49 and Appendix 2 of the Central Lincolnshire Local Plan.

3. The provision of lower levels of residential parking for older person's accommodation or assisted care facility will be supported where it can be demonstrated that the development concerned has lower parking needs, and that those needs can be accommodated within the cartilage of the site concerned.

Central Lincolnshire Local Plan April 2023: Policy S49 Part B: Other considerations.

In areas where there is a made Neighbourhood Plan containing residential parking standards, these will take precedence over the standards contained in Appendix 2. (Which are two spaces for a two bedroomed property.)

The Parish Council made no objection to the previous site plan but questioned the requirement for and siting of the visitor parking bays at the front of the site alongside All Saints Lane because of existing school traffic on the road.

The Highways Case Officer also objects to the proposed parking bays at the front of the site. However, in her comment about the layout she only refers to the Central Lincolnshire Local Plan and makes no reference to the Nettleham Neighbourhood Plan.

This comment seems to be the reason for the reconsultation on this application.

- b) Any other planning matters, including any applications received after the agenda was published.**

PRE-PLANNING APPLICATION CONSULTATION FOR A MOBILE PHONE BASE STATION UPGRADE AT CS\_11516726, LAND AT LINCOLNSHIRE POLICE HQ, DEEPDALE LANE, NETTLEHAM, LINCOLN, LN2 2LT, (NGR:E500245, N375599)

It was **RESOLVED** to respond with no objections.

## 6. Financial Matters

- a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.**

Members noted and ratified the pre-approved payments made since the last meeting and **RESOLVED** to approve the schedule of accounts for payment attached as APPENDIX A of these minutes.

- b) To NOTE the Full and Summary Income & Expenditure Reports as at 31.03.25 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.03.25**

Members noted the Full and Summary Income & Expenditure Reports as at 31.03.25 and noted the Council's Bank Account & Earmark Reserves balances at 31.03.25.

- c) To NOTE the Public Works Loan Board Statement as at 31.03.25**

Members noted the Public Works Loan Board Statement as at 31.03.25

- d) To Note receipt of Final External Auditor Report and Certificate 2023/24 and to RESOLVE any actions (if applicable) in regard to other matters drawn to the attention of the authority.**

Members noted the Final External Auditor Report and Certificate 2023/24 and the below other matters were considered:

***The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 4 of Section 2.***

Members noted the confidential report from the RFO highlighting his responses to the auditor and the complexities of providing the information in the format required by the auditor, it was noted that the auditors had confirmed that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

It was **RESOLVED** that the Council would note the other matter drawn to their attention and use the experience to aim to make future responses compliant with auditor requirements.

***We received challenge correspondence in relation to the 2023/24 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.***

Members noted that the auditors had considered the challenge correspondence and subsequent information supplied. Following which the auditors had confirmed that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR was in accordance

with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. Members noted that an invoice for £3045.90 had been received in relation to the additional work arising from the challenge correspondence.

- e) **To RESOLVE or not expenditure of approx. £420 (Plus the cost of concrete base) to install a larger litter bin outside Nettleham Convenience store.** (*Expenditure under Litter Act 1983, Section 5(1) - from Village Facilities Misc Budget £550.*)

It was **RESOLVED** to approve expenditure of approx. £420 (Plus the cost of concrete base) to install a larger litter bin outside Nettleham Convenience store.

It was also requested that the Clerk enquire if the smaller plastic bin could be retained by the council to replace the one vandalised in Bill Baileys and / or if a larger bin could be installed in Bill Baileys.

***ACTION POINT: Clerk to arrange larger bin and base & enquire if the smaller plastic bin could be retained by the council to replace the one vandalised in Bill Baileys and / or if a larger bin could be installed in Bill Baileys.***

**7. Committees: Finance to note the notes of the meeting held on 25.03.25 & and RESOLVE any action in relation to the recommendations of the committee:**

Members noted the notes of the meeting held on 25.03.25

**a) CIL use**

Following extensive discussion of the various suggestions provided for CIL use and a subsequent suggestion of purchasing land it was decided that ongoing discussions were required to determine CIL usage, however the purchase of an outdoor table tennis table or other outdoor sporting equipment and acoustic boards were suggested in the short term. It was agreed that proposers should bring further details including costings to the next available Property Committee for consideration. The Chair of the Council agreed to raise the usage of the Police Field with the Estate Manager when they next met.

***ACTION POINT: Proposers of short-term CIL expenditure suggestions to bring further details including costings to the next available Property Committee for consideration. Chair to raise the usage of the Police Field with the Estate Manager when they next met.***

**b) Investment Strategy revision.**

It was **RESOLVED** to accept the revisions to the Investment strategy as proposed by the Finance Committee & RFO.

***ACTION POINT: RFO to make the banking alterations as per the resolved investment strategy.***

**8. Working Groups:**

- **Climate Change Working Group – to note the notes of the meeting held on 09/01/2025**  
Members noted the notes of the meeting held on 09/01/2025.

**9. To RESOLVE to approve the draft Terms of Reference for Publicity Councillors and to appoint Cllrs Swain and McGuire to the role.**

It was **RESOLVED** to approve the Terms of Reference for Publicity Councillors as per the draft circulated and to appoint Cllr Swain to the role (following the resignation of Cllr McGuire).

**10. To Consider if NPC will have a presence at the 2025 Nettleham Carnival and the nature of the presence.**

It was **RESOLVED** to have a presence at the Carnival to promote the Council's work and attract new Councillors and Volunteers. Cllrs McNeill & Swain agreed to organise this with assistance in advance (but not on the day) from Cllr Johnson.

A future event to thank Council Volunteers was also suggested.

***ACTION POINT: Clerk to book space Cllrs McNeill & Swain (with Cllr Johnson) to organise Carnival presence.***

#### 11. Correspondence to be noted or for response:

**a) Draft public rights of way improvement plan consultation**

Members noted the correspondence, and it was suggested that they reply as individuals should they wish to.

**b) Request for support regarding Nettleham, Deepdale Enterprise Park - request for waiting restrictions (Cllr J Brockway LCC)**

With the Chair's permission Cllr Brockway provided an update, and it was noted that no further action was required from the Parish Council at this stage, but that Cllr Brockway would update the Council should that change.

**c) Updates on previously outstanding queries to LCC**

Members noted the correspondence, and it was highlighted that the Nettsafe Group would be discussing the responses in greater detail.

**d) Request to make donations. (Basketball Nets & Bench)**

It was **RESOLVED** to accept the donation of the Basketball Nets and to agree the need for a new bench in the Basketball area. The opportunity to donate the bench would be offered to others on the waiting list prior to taking up the offer from the correspondent. The Council thanks the correspondent for their kind offers.

***ACTION POINT: Clerk to arrange donation of Basketball Nets & Bench (subject to the waiting list).***

#### 12. Risk Management (No decisions to be made)

No new items of risk were highlighted.

#### 13. Date of Next Meeting of the Parish Council and Any Future Agenda Items –this has been arranged for Tuesday 20<sup>th</sup> May 2025 (ACM) , commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. As this is the Annual Council Meeting Councillors are requested to only submit items for the agenda if they are urgent. (Submissions of council agenda items / reports by no later than close of business 12/05/2025)

Members noted the date of the next meeting, it was also highlighted that due to there being insufficient staff to meet the statutory deadlines and undertake all other required tasks the Property Committee in May would be cancelled, but any time sensitive or urgent matters related to the Property Committee could be submitted for consideration at the May Council Meeting.

#### 14. To RESOLVE whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

It was **RESOLVED** to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

#### 15. Staffing matters. (Exclusion of Public and Press recommended due to staff data)

**To RESOLVE if any further action is required during the temporary staffing shortfall/ Recruitment.**



An update was given on the progress of recruitment of a Facilities Manager. Members noted the closure of the Parish office from 18/04/25 - 29/04/25 and the cancellation of the Property Committee due to reduced staffing levels. It was noted that no further action was required at this time.

Meeting closed at 8.51pm

## **APPENDIX A**



## Schedule of Payments

March 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
17/02/2025	394	The Plant Pot Cafe	574.00	0.00	574.00
18/02/2025	395	ACTIVE8	28.42	5.68	34.10
18/02/2025	396	SAVILLS	115.00	0.00	115.00
24/02/2025	397	GREENSTRIPE	127.87	25.58	153.45
24/02/2025	398	GREENSTRIPE	154.75	30.95	185.70
24/02/2025	399	GREENSTRIPE	118.57	23.71	142.28
19/02/2025	400	HCG	80.00	16.00	96.00
19/02/2025	401	AKO	2646.80	529.36	3176.16
21/02/2025	402	AKO	200.00	40.00	240.00
15/02/2025	403	CROPPER	180.00	0.00	180.00
26/02/2025	404	JAMES HEATH	404.14	0.00	404.14
26/02/2025	405	IAN MOORE	980.00	196.00	1176.00
25/02/2025	407	AKO	3620.67	724.13	4344.80
28/02/2025	408	LINC WEB DESIGN	201.00	0.00	201.00
27/02/2025	409	MORRAL PLAY SERVICES	375.00	75.00	450.00
<b>TOTAL INVOICES</b>			<b>9806.22</b>	<b>1666.41</b>	<b>11472.63</b>

17/02/2025	CB286	SMARTEST ENERGY	268.65	13.43	282.08
17/02/2025	CB287	SMARTEST ENERGY	578.78	115.76	694.54
17/02/2025	CB288	SMARTEST ENERGY	212.70	10.64	223.34
20/02/2025	CB289	VATIX	49.00	9.80	58.80
21/02/2025	CB290	FLEETDRIVE MANAGEMENT LTD	306.00	61.19	367.19
21/02/2025	CB291	EE	94.93	18.99	113.92
24/02/2025	CB292	SAFETY SIGNS 4 LESS	75.58	15.13	90.71
24/02/2025	CB293	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
24/02/2025	CB294	Landlife Wildflowers	321.65	63.34	384.99
24/02/2025	CB295	BOSTON SEEDS	387.50	77.49	464.99
24/02/2025	CB296	Flowers By Design	83.33	16.67	100.00
24/02/2025	CB297	PENINSULA	169.43	33.89	203.32
24/02/2025	CB298	Conflict Training	25.00	5.00	30.00
28/02/2025	CB299	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
03/03/2025	CB300	AW WAVE	17.56	0.00	17.56
03/03/2025	CB301	AW WAVE	17.56	0.00	17.56
03/03/2025	CB302	AW WAVE	159.98	0.00	159.98
03/03/2025	CB303	Cakes By Design	100.00	0.00	100.00
03/03/2025	CB304	Executive Cleaning Services	640.00	0.00	640.00
03/03/2025	CB305	AW WAVE	15.64	0.00	15.64
05/03/2025	CB306	Co Operative Bank	13.96	0.00	13.96
28/02/2025	FEES	Unity Trust Bank	12.15	0.00	12.15
21/02/2025	WAGES	DATAPLAN PAYROLL LTD	10426.48	0.00	10426.48
<b>TOTAL CASHBOOK</b>			<b>33755.91</b>	<b>3807.67</b>	<b>37563.58</b>

Key: <span style="color: green;">Green</span> – complete <span style="color: orange;">Amber</span> - in progress <span style="color: black;">Black</span> - outstanding				
Minute No	Action	Assigned to	Notes	Status
<b>NPC Full Council 24/09/2024</b>				
<u>6</u>	<i>Clerk to arrange Allotment Software purchase as appropriate.</i>	<i>Clerk</i>	<i>In progress as required</i>	<i>In progress</i>
<u>7</u>	<i>H&amp;S Working group to review policy.</i>	<i>WG</i>	<i>meeting with the H&amp;S Advisor 17 April, draft policy changes sent to Peninsula for examination 01/05/2025</i>	<i>Ongoing /In progress</i>
<b>NPC Full Council 15/10/2024</b>				
<u>10</u>	<i>Re draft the Social Media Policy to reflect current practice for approval at a future meeting.</i>	<i>Clerk</i>	<i>See notes on council policies Re: potential future Overarching IT Policy</i>	
<b>NPC FULL COUNCIL 21/01/2025</b>				
<u>8</u>	<i>Facilities Manager/Clerk to arrange base including liaising with the Landowner &amp; residents, purchase and installation of the bench and plaque.</i>	<i>FM /Clerk</i>		<i>In progress</i>
<u>10</u>	<i>Clerk to order photo ID for Councillors and Staff, Councillors and staff to provide a photo. &amp;12 Generic Councillor Badges</i>	<i>Clerk</i>	<span style="color: green;">Generic badges arrived – ID in progress</span>	<i>Ongoing</i>
<b>NPC FULL COUNCIL 25/02/2025</b>				
<u>10</u>	<b>Future Agenda items -</b> Beck maintenance outsourcing , Riverdale & Mulsanne Pavilion fire door <ul style="list-style-type: none"> <li>• Arrangements to deal with temporary staffing shortfall</li> </ul>	<i>Clerk</i>	<ul style="list-style-type: none"> <li>• <span style="color: orange;">Scheduled for Property Committee June</span></li> <li>• <span style="color: orange;">On all Council agendas going forward</span></li> </ul>	
<u>14</u>	<ul style="list-style-type: none"> <li>• <span style="color: green;">Clerk &amp; HR Committee to carry out recruitment</span></li> </ul>	<i>Clerk/HR</i>	<span style="color: green;">Recommendation on this agenda</span>	<span style="color: green;">Complete</span>

	<ul style="list-style-type: none"> <li><i>Clerk to arrange temporary measures to cover staff shortage.</i></li> <li><i>Clerk to bring back the quote as appropriate after appointment of a new Facilities Manager.</i></li> </ul>			
NPC FULL COUNCIL 18.03.25				
<u>c</u>	<i>Clerk to progress transfer of new allotments</i>	CLERK		Ongoing
	<i>Chair to liaise with local Parish Councils with a view to arranging a meeting to take place after the local elections in May 2025.(Inter parish Highways meeting)</i>	Chair		
NPC FULL COUNCIL 15.04.25				
<u>4</u>	<i>ACTION POINT: RFO to liaise with the contractor for the repairs to the Beck Path drainage channels and the Co-op notice board, to expedite works.</i>	RFO	<i>Noticeboard on hold – awaiting instruction from Co-op. RFO Chasing Beck Path drainage channels</i>	Ongoing
<u>6e</u>	<i>ACTION POINT: Clerk to arrange larger bin and base &amp; enquire if the smaller plastic bin could be retained by the council to replace the one vandalised in Bill Baileys and / or if a larger bin could be installed in Bill Baileys.</i>	Clerk	<i>Sent email 29.04.25 – no response to date – base to be provided FOC by contractor.</i>	Ongoing
<u>7a</u>	<i>ACTION POINT: Proposers of short-term CIL expenditure suggestions to bring further details including costings to the next available Property Committee for consideration. Chair to raise the usage of</i>	Proposers /Chair		

	<i>the Police Field with the Estate Manger when they next met.</i>			
<b><u>7b</u></b>	<b><i>ACTION POINT: RFO to make the banking alterations as per the resolved investment strategy</i></b>	<b><i>RFO</i></b>		<b>Ongoing</b>
<b><u>10</u></b>	<b><i>ACTION POINT: Clerk to book space Cllrs McNeill &amp; Swain (with Cllr Johnson) to organise Carnival presence.</i></b>	<b><i>Clerk/Cllrs</i></b>	<b>Email sent to carnival team 24.4.25- booking form completed</b>	<b>Ongoing</b>
<b><u>11</u></b>	<b><i>ACTION POINT: Clerk to arrange donation of Basketball Nets &amp; Bench (subject to the waiting list).</i></b>		<b>Basketball net sorted – bench offered to waiting list 29.04.25 – declined to be offered to original suggester.</b>	<b>Ongoing</b>

Forwarded to Cllrs –

- Inter Parish Meeting – Notify the Clerk if you wish to attend
- School consultation - The Meadows Primary School - Complete Proposal (respond individually if required)

## Schedule of Payments

May 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
10/04/2025	436	ACTIVE8	51.55	10.31	61.86
09/04/2025	437	WLDC	91.67	18.33	110.00
09/04/2025	438	WLDC	91.67	18.33	110.00
10/04/2025	439	RUDIE	720.00	144.00	864.00
07/04/2025	440	RETFORD	53.55	10.71	64.26
08/04/2025	441	KONICA	79.35	15.87	95.22
08/04/2025	442	PKFLITTLE	2538.25	507.65	3045.90
11/04/2025	443	RIALTAS	872.00	174.40	1046.40
08/04/2025	445	MIDLINCSROOF	195.00	39.00	234.00
30/04/2025	446	ACTIVE8	29.26	5.85	35.11
29/04/2025	447	JSFHOOD	40.00	0.00	40.00
30/04/2025	448	EXECUTIVE CLEANING	700.00	0.00	700.00
30/04/2025	449	LINC WEB DESIGN	171.00	0.00	171.00
30/04/2025	450	CONTINENTAL	3127.65	625.53	3753.18
24/01/2025	451	LALC	175.00	35.00	210.00
05/05/2025	452	NETTLEHAMFC	534.00	0.00	534.00
08/05/2025	453	ESPO	133.90	26.78	160.68
07/05/2025	454	CROPPER	1300.00	0.00	1300.00
07/05/2025	455	ACTIVE8	51.55	10.31	61.86
<b>TOTAL INVOICES</b>			<b>10955.40</b>	<b>1642.07</b>	<b>12597.47</b>

02/04/2025	CB335	Indeed	99.76	0	99.76
02/04/2025	CB336	Gopak Folding Tables	223.86	44.73	268.39
02/05/2025	CB337		31.08	6.21	37.29
04/04/2025	CB338	Co Op Bank	13.96	0	13.96
11/04/2025	CB339	Smartest Energy	168	8	160
11/04/2025	CB340	Smartest Energy	102.86	5.14	109
07/04/2025	CB341	BT	92.78	18.56	111.34
10/04/2025	CB342	Petty Cash	100	0	100
10/04/2025	CB343	Allen Signs	203.2	40.64	243.84
15/04/2025	CB344	Smartest Energy	113.84	5.69	119.53
15/04/2025	CB345	Smartest Energy	440.57	88.11	538.68
15/04/2025	CB346	Smartest Energy	275.65	13.78	289.43
17/04/2025	CB347	Octopus Energy	115.45	6.08	121.53
23/04/2025	CB348	Peninsula	169.43	33.89	203.32
22/04/2025	CB349	Fleetdrive	306	61.19	367.19
22/04/2025	CB350	EE	100.98	20.2	120
22/04/2025	CB351	Personnel Advice	100	20	120
23/04/2025	CB352	VATix	51.1	10.22	61.32
23/04/2025	WAGES	Wages	9349.28	0	9349.28
25/04/2025	CB353	Amazon	10.3	2.06	12.36
30/04/2025	CB354	BT	133.59	26.72	160.31
30/04/2025	CB355	Dataplan	65.79	13.16	78.985
30/05/2025	CB356	Unity Bank	14.4	0	14.4
06/05/2025	CB357	Indeed	48.43	0	48.43
06/05/2025	CB358	AVQ Software	93.95	0	93.95
08/05/2025	CB359	BT	99.49	19.9	119.39
02/05/2025	CB360	Co Op Bank	13.82	0	13.82
<b>TOTAL CASHBOOK</b>			<b>12537.57</b>	<b>444.28</b>	<b>12975.51</b>

<b>TOTAL PAYMENTS</b>	<b>23492.97</b>	<b>2086.35</b>	<b>25572.98</b>
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date



**Nettleham**  
**Parish Council**

## **Accounting Statements**

Financial Year Ending 31<sup>st</sup> March 2026

**Period Ending 30<sup>th</sup> April 2025**

Month 1



## BANK RECONCILIATION AND CASH POSITION

30th April 2025

### Account balance as at 30/04/25

Co Op Current Account	10659.66
Co Op 14 Day Account	54693.23
Unity Current Account	1554.85
Unity Savings Account	322127.84
Charity Bank	100000.00
Redwood Bank	85000.00

**Total Funds as at 28/02/25 574035.58**

### General Reserves

3 months running costs **55013.25**

### Earmarked Reserves

320 EM RESERVE - LARCH AVE - S10	23235.00
322 EARMARKED RESERVES MP	9343.61
323 EARMARKED RESERVES OS	12025.55
324 EM RESERVE - MAJOR PROJECT	33249.00
326 BILL BAILEY'S CAPITAL PROJECT	20104.19
328 EM RESERVE MP PLAY EQUIP	45900.25
329 EM RESERVE TENNIS COURT	26360.00
333 EM Reserve BG- Memorial Safe	3555.00
334 EMR Village Beck	8500.00
335 EMR TS-BURIAL GD EXT	11242.14
336 EMR FP-Permissive Paths	1207.00
337 EMR ELECTION COSTS	3476.85
338 EMR LEGAL COSTS	2010.00
339 EMR TREE WORKS RESERVE	6420.00
340 EMR MINSTER FIELDS	1000.00
341 EMR CIL -COMM INFRASTR LEV	50553.01
350 CAPITAL RECEIPTS RESERVE	8157.00

**Total reserves 266338.60**

**REMAINING FUNDS 252683.73**



## Summary Income &amp; Expenditure by Budget Heading 05/05/2025

Month No: 1

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	210,956	210,956	0	(210,956)			0.0%
	Expenditure	16,519	16,519	0	(16,519)	19	(16,538)	0.0%
	Net Income over Expenditure	194,437	194,437	0	(194,437)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	194,437	194,437	0	(194,437)			
102	OLD SCHOOL							
	Income	3,271	3,271	0	(3,271)			0.0%
	Expenditure	1,162	1,162	0	(1,162)	108	(1,270)	0.0%
	Movement to/(from) Gen Reserve	2,109	2,109					
103	BURIAL GROUNDS							
	Income	1,550	1,550	0	(1,550)			0.0%
104	ALLOTMENTS							
	Expenditure	0	0	0	0	9	(9)	0.0%
105	VILLAGE/PARISH FACILITES							
	Expenditure	1,466	1,466	0	(1,466)		(1,466)	0.0%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(1,466)	(1,466)	0	1,466			
106	MULSANNE PARK							
	Income	157	157	0	(157)			0.0%
	Expenditure	1,325	1,325	0	(1,325)	164	(1,488)	0.0%
	Net Income over Expenditure	(1,168)	(1,168)	0	1,168			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(1,168)	(1,168)	0	1,168			
107	BISHOPS PALACE SITE							
	Expenditure	115	115	0	(115)		(115)	0.0%
109	PARISH OFFICE							
	Expenditure	232	232	0	(232)		(232)	0.0%
112	THE SWATHE							
	Expenditure	10	10	0	(10)		(10)	0.0%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(10)	(10)	0	10			
131	CAPITAL INCOME							
	Income	519	519	0	(519)			0.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	519	519	0	(519)			
<hr/>								
	Grand Totals:- Income	216,452	216,452	0	(216,452)			0.0%
	Expenditure	20,829	20,829	0	(20,829)	300	(21,128)	0.0%
	Net Income over Expenditure	195,623	195,623	0	(195,623)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	195,623	195,623	0	(195,623)			

## Detailed Income &amp; Expenditure by Budget Heading 05/05/2025

Month No: 1

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
<b>101 ADMINISTRATION</b>								
1176 PRECEPT RECEIVED	210,000	210,000	0	(210,000)			0.0%	
1184 ADM - INCOME MISC	157	157	0	(157)			0.0%	
1196 ADM - INTEREST REC'D	799	799	0	(799)			0.0%	
ADMINISTRATION :- Income	<b>210,956</b>	<b>210,956</b>	<b>0</b>	<b>(210,956)</b>				<b>0</b>
1101 ADM - STAFF SALARIES	9,349	9,349	0	(9,349)		(9,349)	0.0%	
1104 ADM - CONTRACTOR COSTS	1,392	1,392	0	(1,392)		(1,392)	0.0%	
1119 ADM - IT MANAGEMENT	3,368	3,368	0	(3,368)		(3,368)	0.0%	
1120 ADM - MISC EST COSTS	100	100	0	(100)		(100)	0.0%	
1121 ADM - TELEPHONE/BROADBAND	194	194	0	(194)		(194)	0.0%	
1123 ADM - PRINT/STATIONERY	0	0	0	0	19	(19)	0.0%	
1127 ADM - P/COPIER CONTRCT	79	79	0	(79)		(79)	0.0%	
1129 ADM - ADVERTISING	100	100	0	(100)		(100)	0.0%	
1157 ADM - AUDIT FEES	1,908	1,908	0	(1,908)		(1,908)	0.0%	
1158 ADM - BANK FEES	29	29	0	(29)		(29)	0.0%	
ADMINISTRATION :- Indirect Expenditure	<b>16,519</b>	<b>16,519</b>	<b>0</b>	<b>(16,519)</b>	<b>19</b>	<b>(16,538)</b>		<b>0</b>
Net Income over Expenditure	<b>194,437</b>	<b>194,437</b>	<b>0</b>	<b>(194,437)</b>				
<b>102 OLD SCHOOL</b>								
1281 OS-SMALL ROOM	1,147	1,147	0	(1,147)			0.0%	
1282 OS-LARGE ROOM	1,921	1,921	0	(1,921)			0.0%	
1283 OS-KITCHEN	165	165	0	(165)			0.0%	
1285 OS-STORAGE INCOME	39	39	0	(39)			0.0%	
OLD SCHOOL :- Income	<b>3,271</b>	<b>3,271</b>	<b>0</b>	<b>(3,271)</b>				<b>0</b>
1204 OS-CONTRACTOR COSTS	240	240	0	(240)		(240)	0.0%	
1214 OS-ELECTRICITY	103	103	0	(103)		(103)	0.0%	
1215 OS-GAS	554	554	0	(554)		(554)	0.0%	
1216 OS-CLEANING MATERIAL	0	0	0	0	108	(108)	0.0%	
1220 OS-MISCELLANEOUS	224	224	0	(224)		(224)	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	41	41	0	(41)		(41)	0.0%	
OLD SCHOOL :- Indirect Expenditure	<b>1,162</b>	<b>1,162</b>	<b>0</b>	<b>(1,162)</b>	<b>108</b>	<b>(1,270)</b>		<b>0</b>
Net Income over Expenditure	<b>2,109</b>	<b>2,109</b>	<b>0</b>	<b>(2,109)</b>				
<b>103 BURIAL GROUNDS</b>								
1381 BG-INCOME	1,550	1,550	0	(1,550)			0.0%	
BURIAL GROUNDS :- Income	<b>1,550</b>	<b>1,550</b>	<b>0</b>	<b>(1,550)</b>				<b>0</b>
Net Income	<b>1,550</b>	<b>1,550</b>	<b>0</b>	<b>(1,550)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/05/2025

Month No: 1

## 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
<b>104 ALLOTMENTS</b>								
1437 ALL-ROUTINE MAINTENANCE	0	0	0	0	9	(9)	0.0%	
ALLOTMENTS :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>(9)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>105 VILLAGE/PARISH FACILITIES</b>								
1505 VF - WORKS VEHICLE	306	306	0	(306)		(306)	0.0%	
1521 VF - SPEED REDUCTION	203	203	0	(203)		(203)	0.0%	
1537 VF-ROUTINE MAINTENANCE	54	54	0	(54)		(54)	0.0%	
1543 VF-TREE PLANTING	720	720	0	(720)		(720)	0.0%	
1564 VF - DEFIBRILATOR	183	183	0	(183)		(183)	0.0%	
VILLAGE/PARISH FACILITIES :- Indirect Expenditure	<b>1,466</b>	<b>1,466</b>	<b>0</b>	<b>(1,466)</b>	<b>0</b>	<b>(1,466)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(1,466)</b>	<b>(1,466)</b>	<b>0</b>	<b>1,466</b>				
<b>106 MULSANNE PARK</b>								
1682 MP-PAVILION LETTINGS	143	143	0	(143)			0.0%	
1684 MP-MISC INCOME	14	14	0	(14)			0.0%	
MULSANNE PARK :- Income	<b>157</b>	<b>157</b>	<b>0</b>	<b>(157)</b>				<b>0</b>
1604 MP-CONTRACTOR COSTS	500	500	0	(500)		(500)	0.0%	
1614 MP-ELECTRICITY	115	115	0	(115)		(115)	0.0%	
1615 MP-GAS	276	276	0	(276)		(276)	0.0%	
1616 MP-CLEANING MATERIALS	0	0	0	0	164	(164)	0.0%	
1619 MP-PERFORMING RIGHTS	70	70	0	(70)		(70)	0.0%	
1621 MP-TELEPHONE	134	134	0	(134)		(134)	0.0%	
1636 MP-GRASS CUTTING	230	230	0	(230)		(230)	0.0%	
MULSANNE PARK :- Indirect Expenditure	<b>1,325</b>	<b>1,325</b>	<b>0</b>	<b>(1,325)</b>	<b>164</b>	<b>(1,488)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,168)</b>	<b>(1,168)</b>	<b>0</b>	<b>1,168</b>				
<b>107 BISHOPS PALACE SITE</b>								
1713 BP - RENT	115	115	0	(115)		(115)	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	<b>115</b>	<b>115</b>	<b>0</b>	<b>(115)</b>	<b>0</b>	<b>(115)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(115)</b>	<b>(115)</b>	<b>0</b>	<b>115</b>				
<b>109 PARISH OFFICE</b>								
1904 PO-CONTRACTORS COSTS	72	72	0	(72)		(72)	0.0%	
1914 PO-ELECTRICITY	160	160	0	(160)		(160)	0.0%	
PARISH OFFICE :- Indirect Expenditure	<b>232</b>	<b>232</b>	<b>0</b>	<b>(232)</b>	<b>0</b>	<b>(232)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(232)</b>	<b>(232)</b>	<b>0</b>	<b>232</b>				

Detailed Income & Expenditure by Budget Heading 05/05/2025

Month No: 1

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
<u>112</u>	<u>THE SWATHE</u>								
2037	TS - ROUTINE MAINT/REPAIRS	10	10	0	(10)		(10)	0.0%	
	THE SWATHE :- Indirect Expenditure	<u>10</u>	<u>10</u>	<u>0</u>	<u>(10)</u>	<u>0</u>	<u>(10)</u>		<u>0</u>
	<b>Net Expenditure</b>	<u>(10)</u>	<u>(10)</u>	<u>0</u>	<u>10</u>				
<u>131</u>	<u>CAPITAL INCOME</u>								
13125	INCOME - CIL	519	519	0	(519)			0.0%	
	CAPITAL INCOME :- Income	<u>519</u>	<u>519</u>	<u>0</u>	<u>(519)</u>				<u>0</u>
	<b>Net Income</b>	<u>519</u>	<u>519</u>	<u>0</u>	<u>(519)</u>				
	Grand Totals:- Income	<b>216,452</b>	<b>216,452</b>	<b>0</b>	<b>(216,452)</b>			<b>0.0%</b>	
	Expenditure	<b>20,829</b>	<b>20,829</b>	<b>0</b>	<b>(20,829)</b>	<b>300</b>	<b>(21,128)</b>	<b>0.0%</b>	
	<b>Net Income over Expenditure</b>	<u><b>195,623</b></u>	<u><b>195,623</b></u>	<u><b>0</b></u>	<u><b>(195,623)</b></u>				
	<b>Movement to/(from) Gen Reserve</b>	<u><b>195,623</b></u>	<u><b>195,623</b></u>	<u><b>0</b></u>	<u><b>(195,623)</b></u>				



## Analysis of Payments Made

April 2025

Date	Ref	Payee Name	Total	Detail
03/04/2025	TF	UNITY INSTANT SAVINGS	230000.00	On-line transfer
02/04/2025	CB335	INDEED	99.76	Indeed - FM Advert
02/04/2025	CB336	GOPAK FOLDING TABLES	268.39	GoPak - OS tables
02/04/2025	CB337	Cllr Newsam	37.29	Cllr Newsam - lock
02/04/2025	427	EXECUTIVE CLEANING SERVICES	812.00	Cleaners - March
04/04/2025	CB338	Co-operative Bank	13.96	Co-op Bank Fees
07/04/2025	CB341	BT	111.34	BT - office
10/04/2025	CB342	C Thomas	100.00	Top up Petty Cash
10/04/2025	CB343	ALLEN SIGNS	243.84	Allen - road signage
11/04/2025	CB339	SMARTEST ENERGY	168.00	Smartest - PO Elec
11/04/2025	CB340	SMARTEST ENERGY	108.00	Smartest - OS Elec
15/04/2025	CB344	SMARTEST ENERGY	119.53	Smartest - Gas OS
15/04/2025	CB345	SMARTEST ENERGY	528.68	Smartest - Gas OS
15/04/2025	CB346	SMARTEST ENERGY	289.43	Smartest Gas MP
17/04/2025	CB347	OCTOPUS ENERGY LTD.	121.53	Octopus - MP Elec
22/04/2025	CT1	ESPO	245.70	7644528/410/ESPO
22/04/2025	CT2	Greenbarnes Ltd	6441.22	18886/415/Greenbarnes
22/04/2025	CT3	Lincs Association of Local Cou	90.00	15816/417/Lincs Association of Local Councils
22/04/2025	CT4	West Lindsey District Council	1456.32	1907025037/419/West Lindsey DC
22/04/2025	CT5	Active8 Managed Technologies	34.10	170089/421/Active8
22/04/2025	CT6	David Beer	250.00	1625/422/David Beer
22/04/2025	CT7	Tucann	122.40	28731/423/Tucann
22/04/2025	CT8	Lincolnshire Web Design Ltd	141.00	1928/426/Lincolnshire Web Design
22/04/2025	CT9	PARISH ONLINE	160.00	32UH065-0007/PARISH Online
22/04/2025	CT10	Rialtas Business Solutions Ltd	4669.20	SM32196/432/Rialtas
22/04/2025	CT12	West Lindsey District Council	70.00	32UHB60015-West Lindsey DC
22/04/2025	CT13	NETTLEHAM FC	230.00	8/434/NETTLEHAM FC
22/04/2025	CT13	Konica Minolta Ltd	92.24	1204043455/441/Konica Minolta
22/04/2025	CB349	FLEETDRIVE MANAGEMENT	367.19	Fleetdrive - van hire
22/04/2025	CB350	EE	121.18	EE
22/04/2025	CB351	PERSONNEL ADVICE & SOLUTIONS	120.00	Personnel Advice
23/04/2025	CB348	PENINSULA	203.32	Peninsula
23/04/2025	WAGES	DATAPLAN PAYROLL LTD	9349.28	Dataplan - April salaries
23/04/2025	CB352	VATIX	61.32	VATIX
25/04/2025	CB353	AMAZON	12.36	Amazon - spray
30/04/2025	CB356	Unity Trust Bank	14.40	Unity - bank fees
30/04/2025	CB354	BT	160.31	BT - Payphone
30/04/2025	CB355	DATAPLAN PAYROLL LTD	78.95	Dataplan - Payroll fees
			257512.24	

A/c Code		1162 ADM - S137 GRANTS			Annual Budget		150
Centre		101 ADMINISTRATION			Committed		0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
2	20/05/2024	NCA001	Purchase Ledger	Grant		600.00	
6	31/05/2024	479	Journal	Grant S145			600.00
8	20/11/2024	CB212	Cashbook	RBL Wreath		27.50	
Account ADM - S137 GRANTS					Account Totals	627.50	600.00
Centre ADMINISTRATION					Net Balance Month 12	27.50	

Based on the LALC Electors figure for Nettleham of 3375 Electors and the S137 limit 2024-2025 of £10.81 per elector :  
3375 x £10.81 = £36,483.75



## Schedule of Regular Payments

Supplier Name	Method	Details
Salaries	BACS	Nett Salaries
PAYE	Direct Debit	Income Tax/NIC
LSPS Pension	Direct Debit	Pension Contributions
Nest Pension	Direct Debit	Pension Contributions
IRIS Payroll	Direct Debit	Payroll administration
BT Group	Direct Debit	Broadband
VAT Ix	Direct Debit	Lone working app
Personnel Advice & Solutions	Standing Order	Personnel advice
EE	Direct Debit	Mobile telephone
Executive Cleaning	BACS	Cleaning services
Lincoln Web Design	BACS	IT Services/Office 365
Active 8	BACS	Telephone
Energy / Old School Small Hall	Direct Debit	Gas / Electricity
Energy / Old School Large Hall	Direct Debit	Gas / Electricity
Energy / Mulsanne Park & Pavillion	Direct Debit	Gas / Electricity
Energy / Parish Office	Direct Debit	Gas / Electricity
Unity Bank	Direct Debit	Bank charges
Co Op Bank	Direct Debit	Bank Charges
Konica Minolta	BACS	Photocopier
Fleetdrive Management	Direct Debit	Vehicle lease
Anglian Water / Old School	Direct Debit	Water
Anglian Water / Mulsanne	Direct Debit	Water
Anglian Water / Office	Direct Debit	Water
Peninsula Solutions	Direct Debit	H&S Services

All payments are variable apart from Personnel Advice & Solutions

Approved at Annual Council Meeting 20th May 2025



# NETTLEHAM PARISH COUNCIL

## GRANT & DONATIONS APPLICATION FORM

NETTLEHAM CARNIVAL

The Group's address  
& contact details

C/O NETTLEHAM VILLAGE HALL  
BROOKFIELD AVE

Tel: 07792 813866

Tel:

Email: NETTLEHAMCARNIVALTEAM@gmail.com

Amount of Grant  
Requested

£ 495.60

Purpose of the Grant

TO COVER 1st AID COST.

How will the Parish  
residents benefit from  
the grant & how many?

WITH THE CO-OP SHUT Nettleham Scales  
will be down. Therefore putting the event  
in doubt.

How much does it cost  
to run the group per year?

over £1200

Have you received  
funding from any other  
body in the past year?

YES / NO - if yes please give details.

Is the group/organisation a  
registered charity?

YES / NO - If yes, state your charity registration number  
YES 521962

Do you have paid officers?

YES / NO - if yes please provide details

Any further comments  
in support of this grant  
application?

This is a popular village event which raises  
money for the village hall. With the event  
of the coop give the profit for the event will  
be impacted

(Please tick the following, as appropriate).

I enclose a copy of the organisations latest accounts along with any other relevant information.

I agree that the information provided can be shared with Parish Council staff and Councillors.

I agree the information provided can be held electronically and in paper format, by the Parish Council

Signature: David Newsam Your Full Name: DAVID NEWSAM

Position you hold in the group/organisation: CHAIRMAN Date: 7/5/25

FOR OFFICE USE

Date received..... Meeting Date..... Decision..... Minute Ref.....



**Statement of Income and Expenditure Year ended 31 December 2024**

<u>Income</u>		<u>Expenditure</u>	
Hall Hire	15650	Cleaning	4737.45
		Cleaning Materials	407.04
		Gas	2703.39
		Elec	1853.86
		Water	358.16
		Insurance	2777.82
		Repairs	1118.18
		Maintenance	2202.7
		H&S +Testing	1549.7
		Admin/ stat/post/Accountant	714.56
		Wi-Fi	342
		Cathedral hygiene	155.95
		New Licence	597
		PRS/PPL Licence	562.66
<b>Operating Income</b>	<b><u>£15,650.00</u></b>	<b>Operating Expenditure</b>	<b><u>£20,080.47</u></b>
		<b>Capital Expenditure</b>	
Donations	776.8	Floor Cleaner	199.99
		Heaters	442.51
		<b>Total Capital Expenditure</b>	<b>642.5</b>
Other Income			
Events	14500.8	Event Costs	5811.45
		Tens	168
		Sum Up	28.52
Bank Interest	396.57	Bank Charges	115.92
<b>Total Other Income</b>	<b><u>15674.17</u></b>	<b>Total Other Expenditure</b>	<b><u>6123.89</u></b>
<b><u>TOTAL INCOME</u></b>	<b><u>£31,324.17</u></b>	<b><u>TOTAL EXPENDITURE</u></b>	<b><u>£26,846.86</u></b>
<b>Profit</b>			4477.31
			<b><u>31324.17</u></b>
Represented by:		<b>At 31 December 2024</b>	
b/f	Dec-23		
Current Account	29499.59	Current Account	34231.16
Cash In Hand	577.36	Cash In Hand	323.1
Profit	4477.31		
	<b><u>£34,554.26</u></b>		<b><u>£34,554.26</u></b>

I HEREBY CERTIFY THAT THE ABOVE ACCOUNTS ARE CORRECT  
 ACCORDING TO RECORDS AND INFORMATION RECEIVED *EST*  
 CRAIG THORNTON 31/3/25

## Proposed Container at Mulsanne

Proposed by Cllr D Newsam

### **The Reason**

Having spoken to Jane, Kevin and Ian over time it has become apparent that the facilities team lack a workshop and storage area of any real size.

For example, if a bench gets delivered it fills the front of the garage at Mulsanne causing access problems to the other items in there.

Any pre-assembly or painting of items can only be done outside on dry days.

The Cricket club keep their equipment in the garage next to ours at Mulsanne.

Having spoken to Lewis (the groundsman) and other people the problem with the garage it that's it's a very long walk with their equipment to the Cricket square. Sometimes damaging the mowers on the tarmac.

### **The proposal**

The PC take back the Cricket garage for their use. As its next to our existing one it makes sense.

The PC purchase a container in green similar to the football clubs and site it in the Southwestern corner of Mulsanne as tight to the trees as possible.

### **The benefits**

The PC get more storage and space to have a workshop

The Cricket club get a storage facility near the square to save time and reduce damage to their equipment.

The Cricket club would like to store the roller in the garage over winter to help prolong its life.

### **Approx Cost:**

#### **Base £1980.00**

(To construct a 22-foot x 10-foot pad to have a 20 x 10 ft shipping container placed on it at Mulsanne Park in the bottom South west corner. To be made to a depth of 150mm and filled with crushed and compacted limestone. All spoil to be removed from site. All vehicles to be kept out of the boundary rope.

#### **Container £2300**

20.05.25 Item 8a –

**WL/2025/00402.** Planning application for the erection of 5no. dwellings. LAND SOUTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4QZ

<https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/PlanningApplications/?searchType=Simple&appRef=wl%2F2025%2F00402>

**WL/2025/00427.** Planning application to erect 2no. dwellings being variation of condition 2 of planning permission 146221 granted 31 March 2023 - amended site plan to show new location of the access. LAND NORTH OF WRAGBY ROAD EAST NORTH GREETWELL LINCOLN LN2 4RA

<https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/planningapplications/149519>



### PARISH COUNCIL COMMITTEES & WORKING GROUPS 25-26

Committee	Property Committee:	Finance Committee:	HR Committee:
Required number of members as per TOR:	<b>5 Councillors</b> <i>The Council Chairman and Vice Chair are historically ex-officio (no voting rights) in addition to the 5</i>	<b>4 Councillors including the Chairs of the Council, HR Committee and Property Committee.</b>	<b>3 Councillors</b> <i>(In line with best practice the Chairman of the Council does not currently sit on the HR Committee but is available as a substitute).</i>
<b>Current Membership/notes:</b>	Cllr D Newsam Cllr A Simpson Cllr A Crook Cllr C Johnson Cllr C Payne	Chair of the Council TBC VACANCY Chair of Property Committee TBC Chair of HR Committee TBC	VACANCY Cllr A Simpson Cllr P McNeill  (Sub – Chair of Council)

Working Group:	Nettsafe Highways Working Group	Emergency Plan Working Group ( <i>defunct</i> )	Conservation Working Group	Climate Change Working Group	Speed Monitoring Working group
Required number of members as per TOR:	<b>2 Councillors plus any co-opted non councillors or councillors</b>	<b>Not specified but lead councillor required:</b>	<b>2 Councillors plus any co-opted non councillors or councillors</b>	<b>2 Councillors plus any co-opted non councillors or councillors</b>	<b>2 Councillors plus any co-opted non councillors or councillors</b>
<b>Current Membership/notes:</b>	Cllr A Simpson (Lead) Cllr A White Cllr D Newsam Cllr K Swain	VACANCY Lead Councillor required	Cllr A Simpson (Lead) Cllr A White	Cllr C Johnson (Lead) VACANCY	Cllr C Payne (Lead) Cllr A Crook

*The Council Chairman and Vice Chair are historically ex-officio (no voting rights) on all Parish Council Working Groups & the Property Committee (unless otherwise included in membership) .*

Tree Application Volunteer – Su Colman

### PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES – 2025/26

<b>VILLAGE HALL COMMITTEE</b> <b>(1 representative)</b>
Cllr C Johnson / Cllr P McNeill (Sub)

Nettleham Parish Council

Review of Delegation:

Function	Delegated to	In accordance with
Authorise emergency or time related essential work up to a value of £1,000 Authorise expenditure up to £2,000 in conjunction with the Chairman of Council or appropriate committee	The Clerk/RFO (or Facilities Manager in the Clerk/RFO's absence)	Financial Regulations
Authority to spend up to £5000 (When within set budget)	A duly delegated committee of the council for items within its terms of reference.	Financial Regulations
Authorise expenditure up to £500 for repairs, renewals & maintenance	Clerk/RFO (or Facilities Manager in the Clerk/RFO's absence) in conjunction with the Chairman of the Council or appropriate committee,	Financial Regulations
Authorise and incur expenditure for other day to day expenses up to a maximum of £500	Clerk/RFO	Financial Regulations
In cases of extreme risk to the delivery of council services, authorise revenue expenditure on behalf of the council which in the Clerk's/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000	Clerk/RFO	Financial Regulations
Authorise the payment of items to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council.	Clerk/RFO	Financial Regulations
Fund transfers within the councils banking arrangements up to the sum of £10,000	Clerk/RFO	Financial Regulations
Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedure	Clerk	Standing Orders
Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary	Clerk	Standing Orders

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.	Clerk	Job Description
Supervise other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.	Clerk	Job Description
Supervise the Village Handypersons ensuring that they are clear about expected standards of performance, motivate, and develop to provide professional services. To coordinate and supervise Council Volunteers.	Facilities Manager	Job Description
To deal with correspondence and enquiries from Members of the Public, Premises hirers, and Councillors in respect of the council's properties, related assets, and facilities.	Facilities Manager	Job Description
To ensure (either personally or via delegation – see item 3.) that visual inspections of the council's play equipment are carried out on a regular timescale and that condition reports are completed. To co-ordinate the annual independent inspections of the Council's play area equipment.	Facilities Manager	Job Description
To maintain records relating to the Health and Safety and Welfare regulations and requirements. Undertake the Councils' Health and Safety Risk Assessments. Record report and follow up on the necessary actions to remove hazards or risks identified.	Facilities Manager	Job Description
To arrange for independent risk assessments (including fire) as statutorily required	Facilities Manager	Job Description
<ul style="list-style-type: none"> <li>To receive quarterly the financial reports from the RFO as set out in the Financial Regulations and Standing Orders</li> </ul>	Finance Committee	Committee TOR

<p>and to make any recommendations to Full Council.</p> <ul style="list-style-type: none"> <li>• To appoint quarterly a Committee Member to carry out the internal control checks.</li> <li>• To receive budget and fees recommendations / requests from other Council Committees by no later than 1st November which will be used to inform budget recommendations made to Full Council.</li> <li>• To submit the precept, estimate to West Lindsey district Council in November based on the Committee's projected budget requirement at that time.</li> </ul>		
<ul style="list-style-type: none"> <li>• Maintenance &amp; policy setting regarding all the Council's assets (including properties' contents and equipment) and properties including the Office Building, Old School, Mulsanne Pavilion, The Beck, Recreation Areas, Green Spaces, Public Seating, Litter and Dog Waste Bins and War Memorials. Excluding disposal or sale of Council assets and/or properties which must be referred to Full Council</li> <li>• Management of Christmas illuminations.</li> <li>• Manage the early stages of Council contracts regarding property e.g., specifications and seeking of quotes, and to make a recommendation to Full Council regarding quotes received.</li> <li>• Submission of grant applications relating to council facilities or assets.</li> </ul>	Property Committee	Committee TOR
<ul style="list-style-type: none"> <li>• Review staff salaries and terms of conditions and make recommendations to Full Council</li> <li>• Review staffing structures and levels, making recommendations to Full Council</li> <li>• Take a lead in the recruitment of staff and make a recommendation for appointment to Full Council.</li> <li>• Agree and review annually, contracts of employment, job descriptions and person specifications for staff.</li> <li>• Establish and review performance management – including annual pay reviews and staff appraisals</li> </ul>	HR Committee	Committee TOR

<ul style="list-style-type: none"> <li>• Take a lead in any process leading to the dismissal of staff – including redundancy</li> <li>• In conjunction with the Health and Safety advisors, keep under review staff working conditions and health and safety matters, bringing recommendations to Full Council</li> <li>• Monitor and address regular or sustained staff absence</li> <li>• Consider and advise Full Council on any grievance or disciplinary matter and any appeal</li> <li>• Ensure health and safety regulations are adhered to</li> <li>• Address any other matters relating to HR issues</li> <li>• Recognise and record (on behalf of Full Council) outstanding contributions to the Council's goals and the community</li> <li>• Appoint from the Full Council membership, three members to hear any formal grievance made or to carry out any formal disciplinary case.</li> <li>• In conjunction with the Health and Safety advisors review health and safety at work for all Council employees.</li> <li>• Ensure the Council complies with all legislative requirements relating to the employment of staff</li> <li>• Review HR related policies and make recommendations to Full Council</li> </ul>		
Facilitate the responses of the Council to planning matters (including Tree Applications), on the majority outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline.	Clerk	Planning Response Policy Tree Application Policy

***The above list includes key items of delegation but is not exhaustive, other delegated functions/duties are recorded within the minutes of the relevant meeting /the relevant policy/the relevant terms of reference.***





# NETTLEHAM PARISH COUNCIL

## RISK MANAGEMENT POLICY

### 1 Background

Risk is the threat that an event or action will adversely affect the council's reputation or ability to successfully deliver its activities or objectives.

Risk management is the process by which risks are identified, assessed and controlled and is a requirement within the council's Financial Regulations that the Parish Council put arrangements in place for the management of risk.

The risk register assists the Parish Council to assess the risks it faces and to identify adequate steps to be taken to minimise them.

### 2 Policy Purpose

To provide a framework to assist the Council to:

- Identify activity areas to be reviewed;
- Identify what the risks may exist or arise;
- Evaluate the management and control of the risks and record the findings;
- Review, assess and revise the risks regularly and as required;
- Be able to demonstrate to residents and other stakeholders that the Council's risk management framework approach to risk is appropriate and proportionate

### 3 Implementation

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. Risk management will be reviewed regularly by the Parish Clerk and included as a standing item on the agenda, for consideration by the Parish Council

### 4. Areas for Review

#### 4.1 Areas the Parish Council will assess and review regularly fall within the following headings, using the council's risk assessment template:

- Governance
- Financial management;
- Insurance;
- Assets - including: buildings, land, equipment, inspection and maintenance;
- Staffing;
- Health and safety

**Governance**

- Council policies and procedures are developed and reviewed regularly;
- Recruitment of Councillors to vacancies, as soon as possible;
- Councillors have access to relevant training to enable them to understand their responsibilities
- Councillors work within the code of conduct and understand the mechanisms for disclosure of interests.

**4.3 Financial Management**

The Council will review at yearly intervals the following:-

- Financial Regulations, monitoring the administration of the Council's financial affairs.
- Its responsibility for appointing, by resolution, a Responsible Financial Officer who is responsible for all the financial administration.
- Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out the intermediate checks of the Council's financial procedures and accounting records.
- The preparation of quarterly accounts to ensure that there are sufficient balances in reserves and in line with the budget to meet the forthcoming invoices and costs for the remainder of the year and future projects.
- Its budgetary requirements in order to agree a precept figure to be submitted to the District Council for the next financial year.
- Contracts for yearly services i.e. mowing, alarm maintenance etc.
- Level of reserves.
- Banking arrangements.

**4.4 Insurance**

The Council will review at yearly intervals the following:

- The requirement for its Clerk to ensure adequate insurance of all the Council's risks.
- The insurance cover of all the Council's properties ensuring it is adequate in the current financial climate.
- Any necessary changes, amendments or any new requirements to be reported to the insurers throughout the year.
- Comparisons with the cover/policies offered by other companies to ensure best value.
- Any claims against the insurance cover whenever necessary.

**4.5 Building/Land Inspections and Maintenance**

The Council will review and inspect at regular intervals the following:

- The condition of the internal and external fabric of the buildings in its care.
- The heating and lighting provided and emergency lighting on a monthly basis.
- The condition of equipment provided for employees' use.
- Arrangements for an annual professional inspection of all the portable appliances and every 6 years a full electrical inspection.
- Any renewals and replacements under future projects.
- The state of the car parking areas for repairs etc.
- All the public furniture and public spaces under the Parish Council jurisdiction.

The Council will arrange the following:

- A full monthly inspection of all the play equipment and safety surfaces and a quick check on a weekly basis for any emergency repairs.
- An annual professional independent inspection of all the play equipment and to follow up and carry out the necessary repairs and adjustments recommended in the inspector's report.
- At the Property Committee Budget meeting a review of the play area with a view to replacing any old or worn equipment or purchasing new additional items.

#### 4.6 **Staffing**

The Council will review when changes occur but at least on an annual basis the following:

- Terms and conditions of employment.
- Salaries.
- Staff training requirements.

#### 4.7 **Health and Safety**

The Council will review the following:

- On an annual basis the Council's Health and Safety Policy, which highlights the safety of all its employees and the use of all Council facilities.
- On an annual basis all premises for compliance with all food hygiene and other regulations.
- Annual inspections of:
  - Emergency lighting,
  - Legionella (e.g. water storage & showers)
  - fire extinguishers & alarms;
  - Gas Safe for gas appliances;
- All trees and hedging belonging to the Council for safety purposes on a regular basis but at least annually.

### 5 **Review**

This policy will be reviewed annually, or earlier as changes or legislation arise.

LIKELIHOOD	Highly probable 76–99%	4		<b>TREAT</b> - Take action to reduce risk exposure & introduce measures		<b>TERMINATE</b> - Stop activity generating the risk
	Probable 51%-75%	3				
	Possible 26%-50%	2				
	Unlikely 1%-25%	1	<b>TOLERATE</b> - Risk acceptable			<b>TRANSFER</b> – Usually via insurance or other arrangements
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Minor	Moderate	Serious	Major
			<b>IMPACT</b>			

The above can assist as a visual tool in the assessment of risk

- Key:**
- Green risks – considered reasonably acceptable. It is unlikely that further additional measures are required to control these risks
  - Amber risks - reasonably acceptable, however, further additional measures may be needed to treat and reduce exposure of the risk. Amber risks should be monitored regularly and reported periodically to council
  - Red risks - these are not acceptable to the council and immediate action is required to bring the risk down to a lower category. The Chairman and council must be advised of any red risk areas and action planned to control the risk. Any action taken must be in accordance with the council's Standing Orders and Financial Regulations.

POTENTIAL RISK	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
<b>GOVERNANCE</b>							
Breach or absence of up to date Standing Orders	1	1		S.O. – annual review All Councillors have a copy Induction/training for new Cllrs.	Refreshers/ updates for Cllrs	Ongoing	Clerk Chair
Lack of awareness of changes in legislation & good practice	2	1		Attendance at training Good Cllr guide for all Cllrs Reports & papers from Clerk	All new Cllrs to attend training Regular updates via County Assoc website, newsletter	Ongoing	Clerk
Working within powers & duties	2	1		Clerk attends regular training & holds CilCA qualification and maintains CPD as a PSLCC. LALC updates	Councillors to attend regular training	Ongoing	Clerk Chair
Lack of commitment to policies & procedures	2	1		Reference to legislation/policy in agenda items & in reports	Annual updates – via P&Stds Panel & agreed by NPC	Ongoing	Clerk Chair
Councillors fail to declare interests	2	2		Cllrs sign declaration of interests (DOI) DOI included on every agenda	Periodic refresher/ information for Cllrs	Ongoing	Clerk Chair
Libel or slander claims received	2	1		Insurance in place	Annual review of insurance – Clerk meets with broker annual	Ongoing	Clerk
Poor relationships with District council & other parishes	2	1		District Cllrs invited to meetings Liaison with other Clerks & with D.C. teams – elections/member services / planning.	Chairman has regular contact with District Cllrs & other Parish Chairs. Joint working/ sharing of knowledge in place	Ongoing	Clerk Chair
Lack of effective lines of communication with parish residents	2	2		Regular articles in Nettleham Matters, updates on website & facebook.	Key information posted on 3 x notices: meetings, audit, contact details	Ongoing	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
<b>FINANCIAL MANAGEMENT</b>							
Precept inadequate	2	1		Robust review and development of budget	Monthly monitoring of income & expenditure at PC meetings	Ongoing	Clerk Chair
Incomplete or inaccurate financial records	2	1		Financial monitoring software in place – cash books, sales ledger. Petty cash monthly balancing. Cash received procedure in place	Monthly reconciliation – payments & sales ledger & bank statements Ongoing review of procedures. Internal audit in place.	Ongoing	Clerk A/C's Asst
Breach of Financial Regulations	2	1		Financial Regulations (FR) reviewed annually. Councillor have copy of FR's. Clerk ensures expenditure within FR	Councillors to attend training & reference to governance & accountability guidance (audit) Clerk attends financial training	Annual	All
Council overspend on budget				Income & expenditure monitored closed by CL/RFO	Income & expenditure report to PC meeting monthly	Ongoing	Clerk
Incorrect VAT claim or non-compliance	2	1		RFO scrutinises all invoices to maximise reclaim	Accounts Asst. posts invoices & claim – then signed off RFO	Ongoing	Clerk
Banking errors /charges	1	1		Bank reconciliation – monthly Bank balances checked	Monitor fees charged Tel transfer of funds in place	Ongoing	Clerk
Insufficient signatories	2	1		All Councillors to be signed up as signatories	Ensure bank signatory information updated	As arise	Clerk
Loss of interest	2	2		Review interest rates & providers regularly	Investigate options for higher yield investments. Develop Investment policy	Dec 19	Clerk Chair
Loss or theft of cash	1	1		Fidelity insurance in place	Cash locked in safe /banked timely	Ongoing	Clerk
Loss or theft of assets	2	1		Keep assets secure Asset register to council annually for review	Ensure asset register kept up to date. Ensure insurance cover sufficient	May 20	Clerk
Grant funding – loss of or not used correctly	3	2		Monitoring of project & claim milestones. Robust monitoring of grant expenditure	Bill Bailey's - Use of project plan to keep on track. Update residents with progress report using range of methods	Oct 19	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
Payments made without prior approval and adequate control	2	1		Payments made in line with F.R & approved in council meetings, recorded in minutes 2 signatories required	Payments made, reported to Council monthly (retrospectively)	Ongoing	Clerk
Items purchased without proper tendering procedures	2	1		Procedures in line with F.R.s. Estimates/quotations procedure in place. Testing for competitiveness & VFM	Purchase Order system in place & reconciliation against invoice received for payment	Ongoing	Clerk
Failure to maximise Income	2	1		Sales invoices monitored & statements & tel contact made to debtors	Identify potential funding opportunities & update council.	Ongoing	Clerk A/C Asst
Salaries paid incorrectly & not in accordance with F. Regs & incorrect deductions collected & paid to HMRC & pension providers	1	1		Use large external payroll contractors. Monthly salary calculation report checked by Clerk before authorisation to make payments	Monthly reports & payments to HMRC & pension providers reconciled against bank statement entries	Ongoing	Clerk
Late submission or failure to prepare & submit year end accounts to external auditors within timescales	3	1		Assistance received with year end close down procedures on financial system by RBS. Annual AGAR signed off by Parish Council (May/June)	Internal auditor visit to check year end & signs off annual accounting statement. Standing Orders sets out timetable	½ yearly audits	Clerk
<b>INSURANCE</b>							
Council has inadequate cover	2	1		Insurance cover reviewed annually including for: Public liability, Assets Employers liability, Fidelity, Libel/slander, Loss of revenue, property damage, personal accident, money & assault	Clerk meets annually with insurance broker representative to discuss cover.	annual	Clerk

	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
<b>BUILDINGS, LAND &amp; ASSET INSPECTION &amp; MAINTENANCE</b>							
Lack of information on property, land & equipment				Electronic deed information available. Copies of licences/ agreements held in safe	Arrange a regular review of buildings & valuation of assets & equipment	Annual	Clerk
Failure to identify & value assets/land & equipment correctly	2	2		Assets recorded & updated. Asset register reviewed and updated regularly, at least annually in line with external audit requirements	Arrange professional re-valuation of land & buildings for asset register	2020/21	Clerk
Major work identified to buildings/assets – not already identified or budgeted for	2	1		Regular inspection of facilities undertaken.	Earmarked reserves in place for key assets General fund – healthy position	ongoing	F Mgr
<b>STAFFING</b>							
Inadequate staffing capacity to fulfil the council's roles & responsibilities	2	1		Annual appraisals in place & training requirement reviewed. Regular meetings between Clerk & Chairman – any issues arising and priorities	Ongoing review of staff structure e.g. clerk/RFO responsibilities for business continuity	Annual/ Ongoing	Clerk F.Mgr
Notice received or ill health of key staff e.g. Clerk	3	1		Job description/Person Spec in place to expedite recruitment process. 3 mth notice required by Clerk.	Passwords available to Chair & Vice chair in emergency. Review of staff structure	Sept 19	Chair P&SP
Inadequate training				Council membership of LALC training scheme with extensive programme & updates	Regular attendance at training, CILCA & refreshers	Ongoing	Clerk



	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
<b>HEALTH &amp; SAFETY</b>							
Lack of knowledge of H & S requirements	2	1		H & S policy in place – reviewed annually. Staff have copy of policy & training	Annual visit & inspections by H&S expert/contractor	Annual	Clerk F.Mgr
Lone working	1	1		Mobile provided phones for lone workers	Risk assessments in place	ongoing	F.Mgr
Failure to undertake H & S checks or compliance with legislation	3	1		Programme for undertaking weekly/monthly/annual checks in place - for buildings, play equipment. H & S Policy sets out requirements Staff training – per policy	Checks/inspections recorded in logs e.g. fire alarm testing, legionella, play equipment. Checked also at annual H & S consultant visit. Gas safe, legionella, PAT testing – annual certification in place	ongoing	F.Mgr Clerk



Asset Details	Location	Date Acquired	Purchase Price	Tenure	NOTES	VALUE –EXT AUDIT PURPOSES	Estimated Value	Insurance Replacement Value/cover
<b>BUILDINGS</b>								Insurance re- valuations
(combined insurance cover in place £2,710,620)								
Old School – small & large hall buildings	Mill Hill	27/05/1998	100000.00	parish owned	Annual est. revenue income £30000	£515,000.00	900,000	1,214,944 **
Mulsanne Park Pavilion	Mulsanne Park, Field Close			parish owned	Annual est. revenue income £11500	£250,000.00	500,000	658,836 **
MUGA	Mulsanne Park, Field Close			parish owned	VO value 05/18	£60,000.00	59,500	Included in play equipm. total
Skate Park - Mulsanne Park	Mulsanne Park, Field Close			parish owned	VO value 05/18	£20,000.00	19,200	Included in play equipm. total
Tennis Courts	Mulsanne Park, Field Close				180,000 **	£100,000.00		
Mulsanne Car park	Mulsanne Park			parish owned	VO value 05/18	£120,000.00	170,900	
2 x Garage for storage at MP in grounds	Mulsanne Pk, Field Cl					£4,000.00	6,000	
Tennis Courts - toilet block/ Pavilion	Mulsanne Park, Field Close	June 2009	12541.00	Value inc fees. parish owned. Tennis Club to maintain NPS mins 10/09/08		£12,541.00	25,000	34,542 **
Storage container	Mulsanne Park	22/03/2022	2762.00	Parish owned	Incl in street furniture insur.	£2,762.00	2,762	
Village Hall	Brookfield Avenue	06/10/1969		Custodian Trustee	Withdrew from MOU 1/4/2020	£0.00	0	n/a
Telephone box	The Green	2018	1.00	parish owned	Included in street furniture insur.	£1.00	2,000	
Parish Office	Scothern Road	02/04/2015		Leased @ £1 per annum	21 year lease	£0.00	0	132,327 **
			115304.00					

<b>LAND</b>								
Land at Kingsway (& Jnt Washdyke La)	Kingsway	23.02.2007	1.00	Parish owned	Information noted from paper files January 2022	£1.00	Not known	
Land South west side of Field Close	South west side of Field Close	10.01.2006	1.00	Parish owned	Information noted from paper files January 2022	£1.00	Not known	
Mulsanne Park Field Close	Mulsanne Park	13/03/1984	8060.00	parish owned	4.027 acres purchased. Additional land purchased from Church. VO value 05/18		350,000	
Mulsanne Park Field Close	Mulsanne Park	10/12/1976	7500.00	parish owned	Amenity land value	£220,000.00		
The Swathe	High Street	19/02/1998	7000.00	parish owned	Purchase price. VO value 05/18. Valued as agricultural land	£10,000.00	25000	
Vicar's Wood	Beckside	11/07/1984	500.00	parish owned	land value 2005 was £30,000 (land registry search). VO value 05/8. Amenity land value	£30,000.00	25,000	
Bill Baileys playing field	Scothern Road		1.00	parish owned	VO Vvalue 05/18. Amenity land value	£1.00	110,000	

Bill Bailey Ground	High Street	04/08/1965	330.00	parish owned	VO value 05/18. Community asset	£330.00	1	
Village Green	The Green	06/01/2006	1.00	parish owned	Registered Land Registry 6.1.2006. VO value 05/18. Community Asset	£1.00	1	
Old Quarry	Washdyke Lane	09/05/2005	1.00	parish owned	VO value 05/18. Ameity land value	£1.00	15,000	
Bishops Palace	High Street		0.00	lease	Church Comm agents - Savills	£0.00	nil	
Land at Field Close	Field Close	22/11/2005	1.00	parish owned	gifted from Dixon & Hogg	£1.00		
Land at West side of Riverdale	Riverdale	22/12/1996	1.00	parish owned	gifted from Dixon & Hogg. VO value 05/18. Amenity land value	£1.00	£10,000	
Land west side of Church Street	Church St	04/07/2008	1.00	Parish owned	NPC requested ownership & registration	£1.00	1	
Land at Larch Avenue	Larch Avenue	03/04/2002	1.00	parish owned	gifted from Dixon & Hogg. VO value 05/18	£1.00	3,750	
Land South east side Larch Avenue	Larch Avenue	08/11/2002	1.00	parish owned	gifted from Dixon & Hogg	£1.00	Amenity land value	
Verge - Wold View/Orchard Way	Wold View	05/11/1996	1.00	parish owned	6,500 VO value 05/18. Amenity land value.	£1.00		
Poachers Meadow – open space	Poachers Meadow	17/02/1999	1.00	parish owned	gifted from Eastman Securities Ltd	£1.00		
Green Lane to Rookery Lane	Green Lane	Dec-86	1.00	Parish owned Possessory title 20+ years	Via Common Registration Act 1965 application. Registration confirmed by LCC 08	£1.00	Common land	Covered by Public Liability section
The Beck	Bed & channel of the beck between Watermill La bridge & Vicarage Lane bridge	Land protected under S9 Commons Registration Act 1965 – register held by LCC	1.00	Managed by NPC – to protect the land and may bring any claims for the damage of land as if NPC as owner.	Managed & protected by NPC Via Common Registration Act 1965 application -Common Land. Confirmed by LCC 08/07/21	£0.00	Common land	Covered by Public Liability section of NPC insurance policy – per insurers 9/7/21
War Memorial	The Green		1.00	parish owned		£1.00	£35,000	59,064 Insurs cover in place
			23405.00					

PLAY EQUIPMENT

Play equipment - Bill Bailey's	Scothern Road			parish owned	VO value 05/18. Includes MUGA, Skate Park @ Mulsanne	£20,000.00	14,000	
Play fort at Bill Bailey's	Scothern Road	26/09/2024	29619.38	parish owned		29619.38	29619.38	
Additional Play equipment ONLY – Bill Bailey's (Not fencing/ gates	Scothern Road	04/03/2020	69750.00	Parish owned		£69,750.00	69,750	
Play equipment - Mulsanne				parish owned	VO value 05/18	£15,000.00	4,000	
Play equipment - Larch Avenue				parish owned	VO value 05/18	£25,100.00	25,100	
			99369.38					

STREET FURNITURE

Stone Bus Shelter	Scothern Rd	planning approval 22.11.96	10000.00	Parish owned	WLDC Planning app ref: 96/P/0775. Estimated value @ 11/01/23	£10,000.00	15,000	Included in street furniture cover below
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45

Benches (64) 4 gifted 22-23				parish owned	Included in street furniture insurance	£10,000.00	28,000	
Waste bins (29) 1 gifted 22-23				parish owned	Included in street furniture insurance	£2,700.00	6,700	
Rubbish bin (27)				parish owned	Included in street furniture insurance	£5,250.00	8,250	72,000
Rubbish bin - Bill Baileys	Scothern Rd	10.03.20	586.00	Parish owned	Included in street furniture insurance	£586.00	586	Insurance cover in place
Ash tray - external bin x2	Old School /Mulsanne Pavillion	2022 - 2023	23.32	parish owned	Included in street furniture insurance	£46.00	46	Insurance cover in place
Bin	Church Street	2022-2023	250.00	parish owned	Included in street furniture insurance	£250.00	250	Insurance cover in place
Signage			10000.00	parish owned	Included in street furniture insurance	£10,000.00	10,000	
Defibrillator	Mulsanne Pk Pavilion	Jan-21	400.00	Parish owned	Included in street furniture insurance . Purchased subsidised by WLDC grant.	£400.00	1,000	
Notice boards – 4 NPC & 3 side of Coop			3010.00	parish owned	Estimated at £430 each. Included in street furniture insurance	£3,000.00	3,000	Included in the street furniture cover above
Salt bins (3)				parish owned	Included in street furniture insurance	£450.00	450	
Fencing/lighting	Mulsanne Park, Field Close			Parish owned – check about lighting MP		£20,000.00	22,600	
Mulsanne							VO value 05/18	36,000
Fencing & Gates Bill Baileys	Scothern Rd	10.03.20	11308.00	Parish owned		£11,300.00	11,308	Insurance cover in place
Fencing & Gates Tennis Courts	Mulsanne Park	01/02/2025	6600.00	Parish owned		£6,600.00	6,600	
Notice boards – two notice boards	Scothern Rd	13/02/2025	5367.69	Parish owned		£5,367.69	5,368	
			47545.01					

OTHER

7,138 insurance cover in place

Speed Indicator device, & brackets	Various around various sites.	09.07.20	1958.33	Parish owned	Included in street furniture insurance	£2,000.00	2,000	Included in street furniture insurance above
Additional SID	Wahdyke Lane	05/10/2023	2250.00	Parish owned		£2,250.00	2250	Included in street furniture insurance
Parish Office (add £224.96 22-23)				parish owned		£11,324.96	£11,325	
IT equipment added July 2023								
3x screens	office	27/07/2020	364.90	Owned		£364.90	£364.90	
2x laptop	office/staff homes	27/07/2020	983.63	Owned		983.63	983.63	Combined general contents incl. computers & ancillary
2x pc towers	office	27/07/2020	999.96	Owned		999.96	999.96	
								83,065 insurance cover in place
Mulsanne, Old School, Pavilion, tools & equipment (Add £3459.65 in 22-23)				Parish owned		£57,215.65	£57,216	
Equipment gifted to Council from HMRC – tables, chairs, kitchen equipment & office sundries		25.11.20		Parish owned	Gifts from HMRC – result of building closure. Included in contents total for MP, Old School, Parish office above	£1.00		
JVC 55" Television	Old School	04/04/2024	304.16	Owned		£304.16		304.16
Gazebos		23/10/2023	929.97	Owned				
PA System		18/10/2023	1390.13	Owned				
CCTV	Mulsanne Park	20/09/2023	696.00	Owned				
			7918.75					



## **Memberships and subscriptions**

### **Staff:**

**SLCC - Principal Membership (Clerk)**

### **Council:**

**Annual Memberships /Subscriptions**

**LALC – membership**

**LALC – annual training scheme**

**ICCM – Institute of Cemetery and Crematorium Management**

***Recommendation – continue above memberships and subscriptions.***

## POLICIES LIST



All policies can be viewed at [Council Policies – Nettleham Parish Council](https://www.lincolnshire.gov.uk/council-policies-nettleham-parish-council)  
([lincolnshire.gov.uk](https://www.lincolnshire.gov.uk))

POLICY DESCRIPTION	LAST REVIEWED/	NOTES
Access to Land Managed By the Parish Council	18/02/20	To be reviewed 2023-2027
Advertising Guidance Policy	18/02/20	To be reviewed 2023-2027
Allotments Policy	19/10/21	To be reviewed 2023-2027
Appointment of contractors & Project Review Policy	14.07.20	To be reviewed 2023-2027
Beck Management Plan	Altered and adopted 11.09.2024	No Changes Required
Capability Procedure	22/05/18	
Climate Change Strategy Plan	2024-2025	New Plan required from working group for 2025-2026
Communications Policy	Altered and adopted 15.10.24	Reviewed by Clerk May 2025 – no changes advised
Community Impact Assessment policy	14/01/20	To be reviewed 2023-2027
Complaints Policy & Procedure	31/05/22	Reviewed by Clerk May 2025 – no changes advised
Councillors Code of Conduct	15/03/22	As advised by WLDC – no changes required
Councillor Vacancies (Co-option) Policy	14/07/20	Reviewed by Clerk May 2025 – no changes advised
Data Breach Policy	31/05/22	
Data Protection Policy	31/05/22	
Debt Recovery Policy	23/02/21	To be reviewed 2023-2027
Dignity at Work/Bullying and Harassment Policy	22/05/18	
Disability Discrimination Policy	22/05/18	
Disciplinary Policy	31/05/22	
Donated Bench Seat Policy	24/11/2024 – no changes	Review next council cycle or as required
Environmental Policy	22/05/18	To be reviewed 2023-2027
Equal Opportunities Policy	31/05/22	



Expenses Payments to Councillors Policy	18/02/20	To be reviewed 2023-2027
Facebook Protocol	20/04/21	To be reviewed 2023-2027
Financial Regulations	May 24	Reviewed by RFO MAY 2025 minor changes required 5.4 ,5.7,5.11
Grants & Donations Policy	19/11/18	To be reviewed 2023-2027
Grievance Procedure	31/05/22	
Handling Freedom of Information Requests Policy	31/05/22	
Health & Safety Policy*		New policy under review – Old policy remains in place until new policy for for use and adopted. Suggest any change deferred until new policy ready.
Internet and Email Policy	22/05/18	To be reviewed 2023-2027- although recent changes indicate the upcoming need for an overarching IT Policy which once developed will combine several older policies
Investment Strategy	2025	Reviewed and readopted Apr 2025
LGPS Discretions Statement Scheme Employers Policy	26/05/20	To be reviewed 2023-2027
Lone Working Policy & Procedure	22/05/18	
Marking the death of Senior National figure	18/02/20	To be reviewed 2023-2027
Media Policy	27/05/21	
Notice Boards – advert policy	2018	To be reviewed 2023-2027
Premises Lettings Policy		To be reviewed 2023-2027
Privacy Policy	31/05/22	
Privacy Notice - general	31/05/22	
Privacy Notice - Staff, Cllrs & volunteers	31/05/22	
Publication Scheme (Freedom of Information)	31/05/22	
Records Retention Policy	22/05/18	
Risk Management	May 24	Reviewed by RFO May 2025 no changes required

Safeguarding Children Policy	23/02/21	To be reviewed 2023-2027
		To be reviewed 2023-2027 although recent changes indicate the upcoming need for an overarching IT Policy which once developed will combine several older policies
Social Media Policy	31/05/22	
Staff Recruitment Policy	31/05/22	
		Reviewed against new NALC Model suggested adoption with slight amendments overall wording , updates to code of conduct and financial sections as advised by NALC.
Standing Orders	May 24	
Subject Access Request Procedure	22/05/18	
Training & Development Policy	31/05/22	
Tree Policy	Amended and readopted Sept 2024	New Policy 2023/2024 Review next council cycle or as required
Village Green Policy	18/02/20	To be reviewed 2023-2027
Volunteer Policy	20/07/21	To be reviewed 2023-2027
Vexatious and Habitual Requests and Complaints Policy	23/24	New Policy 2023/2024
Whistleblowing Policy	31/05/22	
Memorial Safety Policy	23/24	New Policy 2023/2024 Review next council cycle or as required
Biodiversity Policy	23/24	New Policy 2023/2024 Review next council cycle or as required
Equipment	23/24	New Policy 2023/2024 Review next council cycle or as required
Menopause	23/24	New Policy 2023/2024 Review next council cycle or as required
Home Working	23/24	Reviewed by Clerk May 2025 – no changes advised
CCTV Policy and Impact assessment	Due for review SEPT 2024	Reviewed by Clerk May 2025 – no changes advised

Parking Protocol	23/24	New Policy 2023/2024 Review next council cycle or as required
Planning Response Policy (and Tree Application procedure)	23/24	New Policy 2023/2024 – (Tree application procedure 2025) Review next council cycle or as required

## Key

Policies highlighted in **Red** are Key Policies that have been reviewed and **require amending and approval**

Policies highlighted in **Yellow** are Key Policies that align with legislation it is recommended are **re - adopted as is**, as there have been no known legal changes that require updating however they may benefit from a more detailed review in the 4-year Council Cycle.

Policies highlighted in **darker blue** have been either reviewed and readopted within the last year or have been reviewed by the Clerk prior to the meeting and are recommended for **re-adoption as is and to be classed as reviewed & adopted as of May 2025**.

It was resolved in 2023 that all other policies in **Blue** be reviewed as required or when legislation changes and at least once within the 4-year Council term (2023-2027). No action required.

Councillors and members of the Public can view all policies at [Council Policies – Nettleham Parish Council \(lincolnshire.gov.uk\)](https://www.lincolnshire.gov.uk/council-policies-nettleham-parish-council) or ask the Clerk for copies.

Councillors could consider an overarching review of all policies to see if some can be combined with others or removed if no longer felt necessary, to reduce the overall number of policies – example the creation of a single Staff Handbook -covering all staff related policies, an overarching IT Policy combining existing non statutory policies, the combining of the advertising guidance and noticeboards policy. A Working Group with Officer input may be an appropriate mechanism for this.



# Nettleham Parish Council

## STANDING ORDERS

Adopted by Nettleham Parish Council – 10.09.19

Updated and Adopted at the Annual Meeting Nettleham PC – ~~21.05.24~~  
20.05.2025

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the ~~chairman~~Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the ~~chairman~~Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the ~~chairman~~Chair of the meeting, is expressed in writing to the ~~chairman~~Chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the ~~chairman~~Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the ~~chairman~~Chair of the meeting.
- k One or more amendments may be discussed together if the ~~chairman~~Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the ~~chairman~~Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the ~~chairman~~Chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the ~~chairman~~Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the ~~chairman~~Chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the ~~chairman~~Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the ~~chairman~~Chair of the meeting to moderate or improve their conduct, any councillor or the ~~chairman~~Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the ~~chairman~~Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

- ~~Mandatory for Full Council meetings~~
- ~~Mandatory for Committee meetings~~
- ~~Mandatory for Sub-committee meetings~~

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- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the ~~chairman~~Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The ~~chairman~~Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak or seek permission to speak using some other form of communication via use of the virtual/ remote meeting software.
- j A person who speaks at a meeting shall direct their comments to the ~~chairman~~Chair of the meeting.



k Only one person is permitted to speak at a time. If more than one person wants to speak, the **chairmanChair** of the meeting shall direct the order of speaking.

• l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

• m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

• n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

• o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the **ChairmanChair** of the Council may in their absence be done by, to or before the Vice-**ChairmanChair** of the Council (if there is one).

• p The **ChairmanChair** of the Council, if present, shall preside at a meeting. If the **ChairmanChair** is absent from a meeting, the Vice-**ChairmanChair** of the Council (if there is one) if present, shall preside. If both the **ChairmanChair** and the Vice-**ChairmanChair** are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

• q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

• r The **chairmanChair** of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

*See standing orders 5(h) and (i) for the different rules that apply in the election of the **ChairmanChair** of the Council at the annual meeting of the Council.*

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● t **A councillor or a non-councillor with voting rights who has a**  
 ● **disclosable pecuniary interest or another interest as set out in the**  
 ● **Council's code of conduct in a matter being considered at a meeting is**  
**subject to statutory limitations or restrictions under the code on their**  
**right to participate and vote on that matter.**

● u **No business may be transacted at a meeting unless at least one-third of**  
**the whole number of members of the Council are present and in no**  
**case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

● v **If a meeting is or becomes inquorate no business shall be transacted**  
 ● **and the meeting shall be closed. The business on the agenda for the meeting**  
 ● **shall be adjourned to another meeting.**

w A meeting shall not exceed a period of 2.5 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the ~~chairman~~Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own ~~chairman~~Chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a. ~~The annual meeting of the Council may be held on such day as the Council decides.~~In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- b. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- c. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- d. The first business conducted at the annual meeting of the Council shall be the election of the ~~Chairman~~Chair and Vice-~~Chairman~~Chair (if there is one) of the Council.
- e. ~~The Chairman~~Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council. ~~The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.~~
- f. ~~The Vice-Chairman~~Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the ~~Chairman~~Chair of the Council at the next annual meeting of the Council. ~~The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.~~
- g. In an election year, if the current ~~Chairman~~Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor ~~Chairman~~Chair of the Council has been elected. The current ~~Chairman~~Chair of the Council shall not have an original vote in respect of the election of the new ~~Chairman~~Chair of the Council but shall give a casting vote in the case of an equality of votes.
- h. In an election year, if the current ~~Chairman~~Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new ~~Chairman~~Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new ~~Chairman~~Chair of the Council and shall give a casting vote in the case of an equality of votes.
- i. Following the election of the ~~Chairman~~Chair of the Council and Vice-~~Chairman~~Chair (if there is one) of the Council at the annual meeting, the business shall include:

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- i. In an election year, delivery by the ~~Chairman~~Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the ~~Chairman~~Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The ~~Chairman~~Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the ~~Chairman~~Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The ~~chairman~~Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the ~~chairman~~Chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

**7. ADVISORY COMMITTEES AND WORKING GROUPS**

- a The Council may appoint advisory committees or working groups comprised of a number of councillors and non-councillors
- b Advisory committees and working groups and any sub-committees may consist wholly of persons who are non-councillors.

**8. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

**9. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the ~~chairman~~Chair of the meeting.

**10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the ~~chairman~~Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### 11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 12. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 13. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                   ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the ~~chairman~~Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the ~~chairman~~Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The ~~chairman~~Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is**



- higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
  -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### 14. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b ~~Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest, or other interest, if so required by the council's Code Of Conduct. They may return to the meeting after it has considered the matter in which he had the interest.~~ Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

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- c **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

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- d A decision as to whether to grant a dispensation shall be by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

- e A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

- f Subject to standing orders 14(c) and (e), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

**4A dispensation may be granted in accordance with standing order 14(e) if having**

regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

## 15. CODE OF CONDUCT COMPLAINTS

- a. ~~Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.~~
- b. ~~Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the **ChairmanChair** of Council of this fact, and the **ChairmanChair** shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).~~
- c. The Council may:
  - i. ~~provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
  - ii. ~~seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

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## 16. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- ~~Provide, on the agenda, details of how persons can access the remote meeting and send, by email, a link to provide them access to the meeting.~~

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*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- ii. **convene a meeting of the Council for the election of a new ~~Chairman~~Chair of the Council, occasioned by a casual vacancy in their office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
(see also standing order 25);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if there is one) which shall not be

used without a resolution to that effect.  
(see also standing order 25).

#### **17. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### **18. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).~~

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~~d.c.~~ Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

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- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

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- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

~~e.d.~~ Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f.e. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

## 20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the HR Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the ~~chairmanChair~~ of the or if they are not available, the vice-~~chairmanChair~~ (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The HR Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR Committee. The Clerk and a member of the HR Committee shall conduct the annual appraisal of all other staff, or the Clerk and the Facilities Manager will conduct the annual appraisal of the Village Handymen if instructed to do so by resolution of the HR Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk shall contact the ~~chairmanChair~~ or in their absence, the vice-~~chairmanChair~~ of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the ~~chairmanChair~~ or vice-~~chairmanChair~~ of the Council, this shall be communicated to another member of the HR Committee. Which shall be reported back and progressed by resolution of the HR Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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## 21. RESPONSIBILITIES TO PROVIDE INFORMATION

*(See also standing order 23).*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

## 22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). (See also standing order 12).

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## 23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 27(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.** ~~This and above is applicable to a Council without a common seal —~~

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## 25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the ~~chairman~~Chair of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed and readopted at the Paish council meeting on ~~21.05.2024~~20.05.2025

Review 31/05/2025

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## **FINANCIAL REGULATIONS 2025**

**Adopted 21<sup>st</sup> May 2025**

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These Financial Regulations were adopted by the council at its meeting on 21<sup>ST</sup> May 2024

Items in bold are legal requirements and cannot be removed, amended or suspended.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000

**2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall

sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a

forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk / Facilities Manager shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices of contract opportunities and the publication of notices.**
- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk/RFO/FACILITIES MANAGER shall seek at least three fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk/RFO/FACILITIES MANAGER shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases up to £2,000 the clerk/RFO/FACILITIES MANAGER shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk/RFO/FACILITIES MANAGER, under delegated authority, to authorise and incur expenditure for day to day expenses up to £500 (per item) excluding VAT. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) in conjunction with the Chairman of the council or appropriate committee can authorise expenditure up to £500 for repairs, renewals or maintenance and this will be reported to the next appropriate council and appropriate committee retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerk's absence) can authorise emergency or time related expenditure up to £1,000 and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- The Clerk/RFO (or Facilities Manager in the Clerks absence), in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- the council for all items over £5,000;
- In the interest of speed and efficiency the relevant committee may authorise the Facilities Manager/Clerk to spend up to a specified limit for miscellaneous work to be done with regard to numerous lower cost items such as tree and shrub work and routine maintenance. A Purchase Order should then be issued on the basis of best value up to an amount pre-authorised by the committee within their authorisation limits and budgetary constraints with an approved contractor. The contractor's invoice for the contracted amount should include an identified list of tasks carried out. If the work exceeds the authorised limit set by the committee then further authorisation should be sought from the committee. The Facilities Manager/Clerk should consult with the Chair of that committee or the Chair of the Parish Council if any doubt exists as to the decision. The order placed should be ratified at the next committee meeting. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by two Councillors. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic Payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque Payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members or one member and the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## 9. Payment Cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float account of up to £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

## 11. Payment of Salaries and Allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## 12. Loans and Investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## 13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made by the end of September and March of each financial year..
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

## **14. Payments Under Contracts for Building or Other Construction Works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and Equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO (with the Facilities Manager) shall be responsible for periodic checks of stocks and stores, at least annually.

## 16. Assets, Properties and Estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

## 17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.



## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and Revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

**Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk / Facilities Manager shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk / Facilities Manager in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk / Facilities Manager in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Nettleham Parish Council****Committee terms or reference:**

<b>Committee</b>	<b>last review</b>	<b>Recommendation</b>
Property <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/510/property-committee-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/510/property-committee-terms-of-reference</a>	May 2024	Re-adopt
Finance <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/508/finance-committee-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/508/finance-committee-terms-of-reference</a>	May 2024	Re-adopt
HR <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/509/hr-committee-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/509/hr-committee-terms-of-reference</a>	May 2024	Re-adopt

**Working Group Terms of Reference (Parish Council Working Groups):**

<b>Working Group</b>	<b>last review</b>	<b>Recommendation</b>
Climate Change <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/513/climate-change-working-group-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/513/climate-change-working-group-terms-of-reference</a>	May 2024	Re-adopt
Speed Monitoring <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/515/speed-monitoring-working-group-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/515/speed-monitoring-working-group-terms-of-reference</a>	May 2024	Re-adopt
Conservation <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/514/conservation-working-group-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/514/conservation-working-group-terms-of-reference</a>	May 2024	Re-adopt
Highways (Known as NETTSAFE) <a href="https://nettleham.parish.lincolnshire.gov.uk/downloads/file/538/highways-working-group-terms-of-reference">https://nettleham.parish.lincolnshire.gov.uk/downloads/file/538/highways-working-group-terms-of-reference</a>	Nov 2024	Re-adopt

### Suggested Meeting Dates June 2025 – May 2026

Month	Property Committee	Parish Council	Notes
June 2025	10 June	24 June	New FM – both moved
July 2025	8 July (or none)	22 July	Staff A/L 1 July – both moved
August 2025	–	–	No Meetings
Sept 2025	9 Sept	23 Sept	Avoid school holidays – both moved
Oct 2025	7 Oct (or none)	21 Oct	–
Nov 2025	4 Nov	18 Nov	–
Dec 2025	2 Dec * <b>Mulsanne?</b>	16 Dec	
Jan 2026	13 Jan * (or none) <b>Mulsanne?</b>	27 Jan	Both moved due to Christmas leave
Feb 2026	3 Feb * <b>Mulsanne?</b>	24 Feb	PC moved to avoid school holidays
Mar 2026	3 Mar	17 Mar	–
Apr 2026	14 Apr	28 Apr <b>Large Hall</b>	Full Council (7.15) & Annual Parish Meeting Time TBC
May 2026	5 May	19 May	Annual Council Meeting (ACM)-

Property committee currently has 8 meetings a year so dates to be removed for 3 months are suggested.

All at Small Hall except April Council / APM and Prop Com at Mulsanne in Winter if required.

Public session 7.15 pm Meeting Start 7.30pm

Dear LCC Highways,

Thank you for your response to our recent letter and for encouraging us to submit specific proposals to support an integrated traffic plan for Nettleham.

As the NettSAFE group (Nettleham Street Amenity for Everyone)—a team of Nettleham Parish Councillors committed to safer, more accessible, and environmentally conscious streets—we welcome the opportunity to collaborate with you in addressing the ongoing traffic challenges in our village.

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### Summary of Challenges

Nettleham is a large vibrant village with many amenities that attract both residents and visitors. While some people walk or cycle, many rely on cars due to necessity or convenience. Unfortunately, roadside parking is at a premium, while the large Co-op car park remains underused.

The result is daily congestion and hazardous behaviour such as speeding, illegal parking, pavement driving, and engine idling. These behaviours contribute to a dangerous and unpleasant environment and discourage active travel, despite Nettleham being highly cyclable and walkable. We must also highlight that the village centre is a designated Conservation Area, much of it residential in character, and should be treated with due sensitivity.

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### Our Proposals

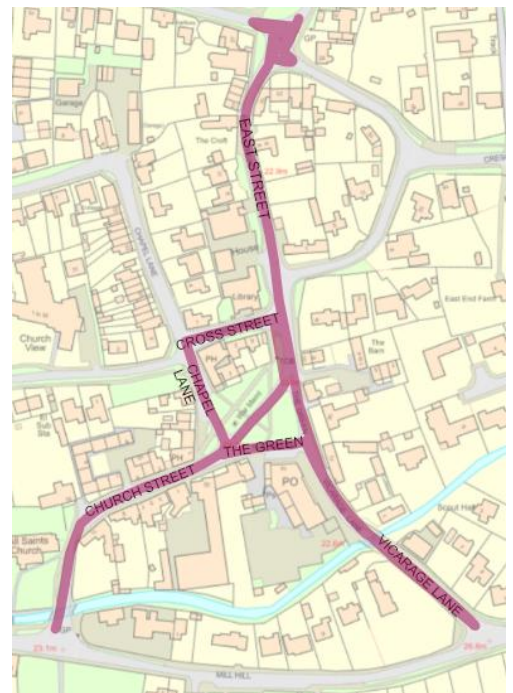
(Please refer to the accompanying map(s) when reviewing the proposals.)

#### 1. Speed Reduction and Traffic Calming

We propose a **village-wide 20 mph speed limit** to replace the current 30 mph zone. However, we understand that this would need the support of the residents of the village. We intend to develop a '20s Plenty' campaign shortly, and open the debate, present the positive evidence from the experience in Wales where accident reduction has been significant.

If that proves unfeasible, we request a 20 mph limit on the following key roads:

- The Green (including the roads bisecting it)
- Vicarage Lane
- Church Street
- East Street
- Cross Street
- Chapel Lane



We also propose **priority chicanes** as traffic calming to encourage adherence on:

- East Street
- Vicarage Lane

Finally, to encourage careful driving, a review of and installation of suitable gateway signs on the Village entrances accompanied by suitable road markings such as the reinstatement of central white lines to slow down traffic.




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## 2. The Green – Traffic Flow & Safety

The southern edge of The Green, where the Co-op and surrounding retail units are located, is a hotspot for congestion and near misses. We propose:

- Making this section **one-way**, with entry from Vicarage Lane (east side) and exit onto Church Street
- Extending parking bays to better accommodate modern vehicles, reducing risk to pedestrians




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## 3. Parking Strategy Review

The current parking scheme is almost 10 years old, with no follow-up review as originally promised. We propose:

- **Encouraging use of the Co-op car park**, especially by visitors to the retail complex, including a sign opposite the entrance.
- **Adding two disabled bays**: one on Vicarage Lane (wide pavement) and one in front of the retail complex.
- **Introducing resident-friendly parking rules** in the centre: residents may park without time limits but without priority over other users.

- **Adjusting time restrictions:**

- No time limits on Vicarage Lane and north side of High Street
- 1-hour limit (down from 2) on the south side of High Street



- 
- **Reducing signage clutter** in the Conservation Area by simplifying restrictions and mounting remaining signs on existing infrastructure
- **Reviewing dangerous parking** around The Hub and East Street, which is increasingly problematic

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#### 4. Enforcement Priorities

We request the County Council to adopt the following enforceable policies:

- **Engine idling enforcement**, particularly in the village centre, which affects nearby homes and businesses
- **School zig-zag enforcement**, as these markings currently lack enforceability—we urge action to change this

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We believe these proposals are balanced, realistic, and will significantly improve safety, accessibility, and quality of life in Nettleham. We would welcome the opportunity to discuss them with your team in greater detail.

Kind regards,

[Your Full Name]

On behalf of NettSAFE (Nettleham Street Amenity for Everyone)

Nettleham Parish Council

[Your Email Address]

[Your Phone Number, if desired]

After much thought (and discussion by the B&FR WG) I would like to propose the following;

1. A permanent notice of A4 size is put up in the NPC notice boards advising the public about Weils disease
2. Members of the committee discuss if they wish to leave the two small Weils caution signs in place at the Rookery OR remove them.

Cllr A Simpson



Nettleham Parish Council  
Riverdale Management Plan – Summary and Feedback  
May 2025

This report outlines the development of a proposed management plan for the green space at Riverdale, as part of Nettleham Parish Council's ongoing commitment to its Biodiversity Policy.

Following resident concerns in 2024 about the practical impacts of unmown grass—particularly around access and maintenance—the Council agreed to adjust the mowing regime and later proposed a more detailed management plan. This included defined mowing areas, a meandering path, and biodiversity enhancements such as wildflower planting.

In April 2025, residents were invited to comment on the proposals. Feedback received reflected a range of views, from support for biodiversity improvements to preferences for a simpler, regularly mown area.

The enclosed report includes the proposed plan, implementation notes, and all resident responses received to date, to assist in guiding future decisions.

## NETTLEHAM PARISH COUNCIL

The Parish Office

Scothern Road

Nettleham

Lincoln, LN2 2TU

Tel: 01522 750011

Email: [parishcouncil@nettleham-pc.gov.uk](mailto:parishcouncil@nettleham-pc.gov.uk)

Website: <https://nettleham.parish.lincolnshire.gov.uk/>



### Riverdale Residents

9<sup>th</sup> April 2025

Dear Resident(s)

#### Re: Feedback Request Proposed Riverdale Management Plan

Last summer, in accordance with Nettleham Parish Council's Biodiversity Policy, several grassy areas of the village were left unmown to provide habitat for wildlife.

At Riverdale, the management plan had been to mow along the kerb edge, to prevent long growth and present a neater edge, and provide access for dog walkers.

It was brought to our attention that the mowing didn't happen as planned, and this led to complaints. Consequently, we agreed to revisit the management of the area.

Enclosed are our current proposals. This includes for a mown path meandering through the area, as well as mowing along the kerb line. The plan also includes the establishment of a wildflower bed near the Brookfield end of the road.

If you get a chance to visit the Old Quarry on Washdyke Lane, you will see the wildflower meadow there in its second year of development. The wildflowers that have appeared in the meadow are a combination of what was planted and what has emerged as a result of being allowed to grow due to the absence of mowing through the summer.

If you have any views on the proposed new management plan for Riverdale, please put these in writing and send in to the Parish Council at the above address, or email [cllr.johnson@nettleham-pc.gov.uk](mailto:cllr.johnson@nettleham-pc.gov.uk) by the 18/04/2025.

Thank you

Yours faithfully,

Cllr Christine Johnson

On behalf of Nettleham Parish Council



## KEY

- mown
- planted and habitat

### Layout /Management

Have a 1.5m cut margin between the kerb edge and the trees along the main stretch of land between 10 Ashtree avenue and the 'power box'- to be mown all year round as necessary.

Maintain a path, 1.2m wide weaving between the trees and the beck. (For the benefit of dog walkers.) To be mowed all year round as necessary.

Grassland around the trees, between the 'path' and kerb edge margin, to be left to grow from spring until the end of August. This area will be cut and raked at the end of August using a scythe cutter (Contractor - Not Continental) and thereafter into winter as necessary .

In the grassed area behind the bench and between it and Riverdale road end introduce a wild flower border- a clearly defined 'oval' area around which the grass is mowed all year as necessary. Area to be actively planted with wild flower plugs and seed having been prepared to do so. The oval flower border to be mowed at the end of August and thereafter into winter as necessary.

A wider border of grass to be left uncut from spring until the end of August beside the beck hedge on the area of land behind the bench and around the bed. Grass to be cut 'as usual' for clear access to the dog poo bin.

Areas in which existing daffodils grow to be left unmown until the end of June(?)

Actively manage the 'woodland border' , ' hedge, border and wild flower border with monthly assessment and 2 monthly(?) tidy and trim sessions

### Enhancements

1. Introduce flowering bulbs to the woodland border: e.g. winter aconites, snowdrops, wild narcissus (Early 2026)
2. Seed bare areas along beck (spring 2025). Plant additional woodland flowers in the woodland border such as wood avens, woundwort, lungwort and wood forget me nots at appropriate time of year.
3. Plant additional hedge side flowering plants in the bench area grass border such as meadow sweet, figwort, musk mallow and wild mustard.
5. Create log piles in /at the border of the beck hedging.
6. Gradually enlarge the oval wildflower border. Continue to add to planting

**Feedback received from residents in order of receipt:**

## 1. Dear Cllr Johnson

Many thanks for the letter we received regarding the proposed management plan for Riverdale.

We would agree that it was a pity the mowing last year didn't happen and we are largely happy with the proposed plan for this year's management.

As the owners of the property **(Address removed)** could we politely request that some mowing occurs down the side of the fence which borders our boundary with the nature area. This would allow us to maintain the fencing which was extremely challenging last year due to the length of grass and substantial Ivy growth from the riverdale side of the fence.

We would cautiously add that whilst encouraging wildlife is a very worthwhile cause, we should be mindful that the close proximity to water and food sources means that it is not uncommon to see less welcome wildlife in the area - it is not uncommon to see rats (definitely not water voles!!) and indeed a very large rat was found dead down there earlier this week.

---

2. Hello Christine

First my a thank you for the effort and concern the council are showing about this area.

As a resident of Riverdale I wish to offer a more simplified and cost effective version of this plan.

The residents of Riverdale became concerned about the appearance of this area when as you say under the previous plan for kerb line edge cutting did not happen and the road became extremely untidy.

Should the council wish to go to the expense of creating and maintaining a dog walking path through the tree's then fine, but this appears totally unnecessary to Riverdale residents.

All Riverdale residents wish to see is a tidy 1.5-2m cut along all verges in keeping with most around the village. The area stretching back through the tree's to the Beck could be left to nature.

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3. Dear Cllr Johnson,

Thank you for the letter outlining proposals for Riverdale.

Just like to say a great idea thank you.

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4. Morning Christine,

I hope you're well. As below, I've now caught up and after meeting with the other residents, am getting back to you regarding your proposals for Riverdale.

All of us on Riverdale have discussed your proposals and we're all on the same page. Firstly, we fully understand that time and consideration have been put into them, and we're grateful for that. However, all of us are of the same mind that all we want is a well-maintained grassland area in line with 99% of the rest of the village, with the daffodils left uncut until they die off as normal. No wild flower bed, no kerb margins, no paths.

We believe that whilst the concept of the wild flower area is not a bad *per se*, the realities of additional maintenance not being met, inevitable dog poo etc. will most likely lead to the inverse effect of what's intended in the proposal i.e. becoming untidy and unkempt.

You'll understand that as residents, we all live and look out onto the grassland every day of our lives and love it when it's neat, tidy and cut. The inverse is also true. Clearly pedestrians also use the street as a cut-through and dog-walkers also enjoy the grass area. I know I can only offer this as anecdotal evidence, but those who we (residents) have spoken with about the proposals, have without exception had the same reaction as we all have, i.e. just keep it simple, neat, tidy and cut like the rest of the lovely village green areas.

So thank you for involving us in the process. Our unanimous and clear response is we simply want the two grassed areas to be regularly cut and maintained in line with the rest of the village, and ask that you close the matter.

- a) Bench plaque. My Mum had organised a memorial bench for my grandparents (NAMES SUPPLIED) which is positioned on Washdyke Lane. I am wondering if it is possible to add an additional plaque\*for this same bench and costs and process if so please.

***\*In memory of Mum who recently died***

- b) Good morning, As advised by Cllr Newsam, we are contacting you to ask permission to site our Catering trailer at Mulsanne Park. This would initially be on Saturday afternoon/evenings starting 7th June 2025. We understand this needs discussion at your council meeting and would appreciate it if this could be on the agenda as soon as possible please. We had intended to start this in September to coincide with the start of the football season, but due to us being made redundant from our jobs at a local brewery, we now find ourselves in a position to move this venture forwards. This is a new business partnership between **Name Supplied to Cllrs** (aged 22 with experience in the catering industry and qualification with Hitt Training), and **Name and additional identifying information Supplied to Cllrs**, and grounds man at Mulsanne Park. We have the full support from NFC and NCC as they agree that having food onsite will increase the popularity of the clubs, and hopefully bar trade. We have also surveyed opinions within the parish and have found that most people welcome the idea of another food outlet option. In the past Banzai (another food company) had lots of support from the village, but people felt the range of food wasn't varied enough. That's why we at Mulsanne Kitchens are looking at running a base menu with a rotational change of specials during the season. We hope your Councillors will vote in our favour and very much look forward to working with yourself in the future if we are successful.

Many thanks,

**Names Supplied to Cllrs**

- c) Dear Sirs,  
Further to a recent conversation I had with Peter McNeil from the Parish Council, I would like to request that the Parish Council purchase a blue tooth head mike for use in the Old School.  
At present when our Gardener's Association meets on the first Wednesday evening of the month in the Old School we provide a head mike for our speakers to use. Our speakers find that they prefer a head mike to the hand-held one which is available as they often need their hands free to demonstrate a gardening procedure or to operate their lap-top. Unfortunately the one we are using at the moment uses a lead which causes a lot of interference when they move which can be very intrusive.  
It would be a great benefit to us if there was a head set available for our use , which is linked into the sound system already in the Old School, and we feel that other Hall users might also like to use it. We would be grateful if you could give this request your most serious consideration.

*Hall Hirer*