



You are hereby summoned to attend the meeting of Annual Council Meeting which will be held on
Tuesday 19 May 2026 commencing at 7.15 pm at the Small Hall, Old School.

The business to be dealt with at the meeting is listed in the agenda.

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. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas
Clerk to the Council
13/05/2026

AGENDA

- 1 Election of the Chairman
- 2 Election of the Vice Chairman
- 3 Public session (15 minutes)
- 4 To receive apologies and reasons for absence
- 5 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests.
- 6 To elect members to the Properties Committee
- 7 To elect members to the HR Committee
- 8 To elect members to the Finance Committee
- 9 To approve draft minutes of the Parish Council Meeting held on 28/04/26
- 10 To approve draft minutes of the Parish Council Meeting held on 28/04/26 closed session
- 11 To note the Clerk to the Council's report
- 12 Planning Matters & Applications
 - a) Planning: WL/2026/ 00411 - Land at Larch Avenue, Nettleham
Outline planning application for up to 46no. dwellings with access to be considered and not reserved for subsequent applications.
(24931)
 - b) Any other planning matters, including any applications received after the agenda was published
- 13 Financial Matters
 - a) To approve accounting statements for the period ending 30/04/26
 - b) To approve the schedule of payments
 - c) To note the Internal Auditors Report and any actions
 - d) To approve the AGAR Internal Auditors Report
 - e) To approve the AGAR Section 1 - Annual Governance Statement 2025/26



- f) To approve the AGAR Section 2 - Annual Accounting Statements 2025/26
 - g) To note the period of Public Rights.
 - h) To approve the Fixed Asset Schedule
 - i) To discuss grant application from Nettleham Village Hall
- 14 Committee Reports
- a) To note the minutes of the Finance Committee meeting held on 22/04/26
 - b) To note the minutes of the Properties Committee meeting held on 05/05/26
- 15 Working Groups
- 16 Next meeting will be Tuesday 16/06/26 at 7.15 pm
Items for the agenda by 09/06/26
- 17 To resolve to go into closed session in view of the confidential nature of the business to be discussed
- 18 To discuss complaint and any legal action required in respect of Yu Energy



Minutes of the Nettleham Parish Council held at 7.25 pm at the Large Hall, Old School on 28 April 2026

Present: Cllr A. White (Chair), Cllr P. McNeill, Cllr C. Payne, Cllr D. Newsam, Cllr T. Crook, Cllr C. Johnson,
In Attendance: C. Thomas (Clerk),
Members of public present: 0

1 Public session (15 minutes) - Ref: 220

No members of the public present

2 To receive apologies and reasons for absence - Ref: 221

Cllrs A. Simpson and P. Lidbury

3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 222

None

4 To approve draft minutes of the Parish Council Meeting held on 17/03/26 - Ref: 223

It was resolved to approve the minutes as a true record.

Proposed: Cllr D. Newsam Seconder: Cllr P. McNeill All in favour

5 To note the Clerk to the Council's report - Ref: 224

The Clerks report previously circulated to councillors was noted.

Listing of the Black Horse Public House / Institute - 24670

Following the additional advice from the Planning Officer it was felt that the Conservation Area offered sufficient protection and it was resolved to take no further action and not to discuss this matter for 12 months.

Proposer: Cllr P. McNeill Seconder: Cllr C. Johnson All in favour

6 Policy Reviews - Ref: 225

a) Essential Policy: Complaints Policy & Procedure - Ref: 226

It was resolved to adopt this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

b) Essential Policy: Code of Conduct - Ref: 227

It was resolved to adopt this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

c) Desirable Policy: Internet and Email Policy (withdraw as this has been replaced by IT Policy) - Ref: 228

It was resolved to withdraw this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

d) Discretionary Policy: Capability Procedure (also consider whether this is necessary) - Ref: 229

It was resolved to withdraw this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

e) Essential Policy: Standing Orders - Ref: 230

It was resolved to adopt this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

f) Essential Policy: Financial Regulations - Ref: 231

It was resolved to adopt this policy

Proposed: Cllr P. McNeill Seconder: Cllr T. Crook All in favour

7 Planning Matters & Applications - Ref: 232

a) Planning: WL/206/00280 - 34 All Saints Lane, Nettleham, LN2 2NJ

These are draft minutes and have not been formally approved and adopted



Planning application for proposed rendering of front and rear elevations, including existing front and rear dormers, and lower ground floor sections.

(24897) - Ref: 233

It was agreed to circulate this application again to Councillors for comment.

b) Any other planning matters, including any applications received after the agenda was published - Ref: 234

WL/2026/00386 -19 The Green, Nettleham

Planning application for roof mounted photovoltaic array to existing flat roof

No Objections

WL/2024/00016 - Land at A15/146 Riseholme Roundabout

Planning application for a roadside service area

It was resolved to support Riseholme Parish Council in their objection to the application.

Proposer: Cllr D. Newsam Seconder: Cllr P. McNeil For: 5 Against: 0 Abstain: 1

8 Financial Matters - Ref: 235

a) To approve accounting statements for the period ending 31/03/26 - Ref: 236

The accounting statements ending 31/03/26 were previously distributed by the RFO.

It was resolved to adopt these as a true record.

Proposed: Cllr D. Newsam Seconder: Cllr P. McNeill All in favour

b) To approve the schedule of payments - Ref: 237

It was resolved to approve the schedule of payments totalling £25873.92

Proposed: Cllr A. White Seconder: Cllr P. McNeill All in favour

c) To consider grant application from All Saints Church - Ref: 238

It was resolved to approve the grant application of £5000.

The RFO advised that this would exceed the budget and delegation was given to the Finance Committee to vire funds.

Proposed: Cllr D. Newsam Seconder: Cllr A. White All in favour

9 Committee Reports - Ref: 239

No reports available

10 Working Groups - Ref: 240

No reports available

11 Parish Matters - Ref: 241

a) Proposed Improvements to Play Areas at Bill Baileys and Mulsanne Park. - Ref: 242

Cllr A. Crook submitted a proposal to improve play facilities at both Bill Baileys and Mulsanne Parks. Concerns were raised by improving Bill Baileys would that create additional traffic problems and it was felt that parking facilities should be given priority. It was hoped that by improving facilities at Mulsanne this may divert some usage from Bill Baileys to Mulsanne.

It was resolved to defer any improvements to Bill Baileys and concentrate on three additional pieces of equipment at Mulsanne at a cost not exceeding £50000.

Proposed: Cllr T. Crook Seconder: Cllr C. Johnson All in favour

b) Request from Nettleham Junior School to host duck race along The Beck - Ref: 243

Whilst the Parish Council cannot grant permission it had no problems in the proposal submitted by the school.

12 Next meeting will be Tuesday 19th May 2026 at 7.15 pm - Ref: 244

Items for the agenda by 13/05/26

Meeting closed at 8.45pm

These are draft minutes and have not been formally approved and adopted



Public Tracking Report

Allotment Software

Ref: 24279

Created: 07/08/2025

Approved at NPC meeting 24/09/24. To be considered when new allotments are available.

Bridges Across Beck - Painting

Ref: 24307

Created: 16/08/2025

Permission obtained from LCC subj to meeting spec requirements and permission obtained from Conservation Officer.
Bridge D not owned by LCC - Trying to find out who owns this.
Owner of Bridge D unknown. Likely to be landowner, riparian owner or EA/IDB
Properties Committee / Beck Working Group looking at numerous options.

Container at Mulsanne Park

Ref: 24403

Created: 17/09/2025

Base installed. Container delivered. Unable to be position due to weather and potential damage.
FM has plans in hand to re-position when ground, weather, equipment and personnel available.

Speed Reduction on A46

Ref: 24404

Created: 17/09/2025

Scheduled to install 19th May

Dropped Kerbs Co-Op Vicarage Lane

Ref: 24473

Created: 20/10/2025

TRO likely to be implemented shortly and dropped kerbs will be installed as part of the program when signage and yellow lining is undertaken.

Allotments Agreement & Policy Review

Ref: 24554

Created: 27/11/2025

Truelove aiming to have access to site on 1st June.
Awaiting further quotes to cultivation.
Awaiting truelove to make area safe and accessible.

OPTION 1 = Cost £1,551

To apply herbicide to allotment area to kill off all green cover
The mow the whole area after applying chemical
To use various tractor mounted machines to bury top green cover and leave in semi levelled condition

OPTION 2 = Cost £1,122

To apply herbicide to allotment area to kill off all green cover
The mow the whole area after applying chemical
To use tractor mounted disc/harrow combination to part bury top green cover and leave in semi levelled condition (this operation would leave a lot of the green cover on top surface and would need to allow time for vegetation that has been sprayed off to rot down)

Reduction of Speed Limit on A158

Ref: 24714

Created: 21/02/2026

TRO request submitted for a review of A158 between Greetwell and Sudbrooke.
Sudbrooke & Reapham PC and relevant district councillors invited to support the request.
Reapham PC agreed to support.



Nettleham Parish Council

Accounting Statements

Financial Year Ending 31st March 2027

Period Ending 30th April 2026

Month 1

Summary Income & Expenditure by Budget Heading 13/05/2026

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	223,430	223,430	233,750	10,320			95.6%
	Expenditure	17,411	17,411	181,721	164,310	222	164,088	9.7%
	Movement to/(from) Gen Reserve	<u>206,018</u>	<u>206,018</u>	<u>52,029</u>	<u>(153,989)</u>			
102	OLD SCHOOL							
	Income	3,098	3,098	29,250	26,152			10.6%
	Expenditure	3,732	3,732	13,614	9,882	348	9,534	30.0%
	Movement to/(from) Gen Reserve	<u>(634)</u>	<u>(634)</u>	<u>15,636</u>	<u>16,270</u>			
103	BURIAL GROUNDS							
	Income	2,685	2,685	13,000	10,315			20.7%
	Expenditure	0	0	4,497	4,497		4,497	0.0%
	Movement to/(from) Gen Reserve	<u>2,685</u>	<u>2,685</u>	<u>8,503</u>	<u>5,818</u>			
104	ALLOTMENTS							
	Income	0	0	1,450	1,450			0.0%
	Expenditure	0	0	4,092	4,092	9	4,083	0.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(2,642)</u>	<u>(2,642)</u>			
105	VILLAGE/PARISH FACILITES							
	Expenditure	8,955	8,955	32,146	23,191	907	22,284	30.7%
	plus Transfer from EMR	5,863	5,863	0	(5,863)			
	Movement to/(from) Gen Reserve	<u>(3,092)</u>	<u>(3,092)</u>	<u>(32,146)</u>	<u>(29,054)</u>			
106	MULSANNE PARK							
	Income	280	280	11,000	10,720			2.5%
	Expenditure	7,179	7,179	22,534	15,355	628	14,728	34.6%
	Movement to/(from) Gen Reserve	<u>(6,899)</u>	<u>(6,899)</u>	<u>(11,534)</u>	<u>(4,635)</u>			
107	BISHOPS PALACE SITE							
	Expenditure	0	0	2,280	2,280		2,280	0.0%
109	PARISH OFFICE							
	Expenditure	0	0	2,691	2,691		2,691	0.0%
112	THE SWATHE							
	Expenditure	0	0	2,300	2,300		2,300	0.0%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	0	0	10,882	10,882		10,882	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(8,236)</u>	<u>(8,236)</u>			
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	219	219		219	0.0%
131	CAPITAL INCOME							
	Income	8,345	8,345	0	(8,345)			0.0%
201	FIELDPATHS							
	Expenditure	0	0	2,800	2,800		2,800	0.0%
	Grand Totals:- Income	237,838	237,838	291,096	53,258			81.7%
	Expenditure	37,277	37,277	279,776	242,499	2,114	240,385	14.1%
	Net Income over Expenditure	200,561	200,561	11,320	(189,241)			
	plus Transfer from EMR	5,863	5,863	0	(5,863)			
	Movement to/(from) Gen Reserve	206,424	206,424	11,320	(195,104)			

12:17

Detailed Income & Expenditure by Budget Heading 13/05/2026

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
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	223,350	223,350	223,350	0			100.0%	
1177 ADM-WLDC CTAX CONTRIBUTION	0	0	100	100			0.0%	
1184 ADM - INCOME MISC	50	50	300	250			16.6%	
1196 ADM - INTEREST REC'D	30	30	10,000	9,970			0.3%	
ADMINISTRATION :- Income	223,430	223,430	233,750	10,320			95.6%	0
1101 ADM - STAFF SALARIES	12,058	12,058	140,000	127,942		127,942	8.6%	
1104 ADM - CONTRACTOR COSTS	391	391	7,872	7,481		7,481	5.0%	
1108 ADM - TRAINING	0	0	1,500	1,500		1,500	0.0%	
1109 ADM - STAFF TRAVEL	0	0	50	50		50	0.0%	
1116 ADM - CLEANING MATERIALS	0	0	328	328	28	300	8.6%	
1117 ADM - CHAIRMAN'S ALL	0	0	177	177		177	0.0%	
1119 ADM - IT MANAGEMENT	4,223	4,223	8,755	4,532		4,532	48.2%	
1120 ADM - MISC EST COSTS	0	0	461	461		461	0.0%	
1121 ADM - TELEPHONE/BROADBAND	591	591	3,074	2,483		2,483	19.2%	
1123 ADM - PRINT/STATIONERY	(53)	(53)	1,000	1,053	193	859	14.1%	
1124 ADM - SUBSCRIPTIONS	217	217	900	683		683	24.1%	
1125 ADM - INSURANCE	0	0	5,964	5,964		5,964	0.0%	
1127 ADM - P/COPIER CONTRCT	53	53	132	79		79	40.0%	
1129 ADM - ADVERTISING	0	0	500	500		500	0.0%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,000	1,000		1,000	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	525	525	610	85		85	86.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	(630)	(630)	1,500	2,130		2,130	(42.0%)	
1158 ADM - BANK FEES	36	36	316	280		280	11.4%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,500	2,500		2,500	0.0%	
ADMINISTRATION :- Indirect Expenditure	17,411	17,411	181,721	164,310	222	164,088	9.7%	0
Net Income over Expenditure	206,018	206,018	52,029	(153,989)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	1,460	1,460	13,500	12,040			10.8%	
1282 OS-LARGE ROOM	1,468	1,468	15,000	13,532			9.8%	
1283 OS-KITCHEN	131	131	500	369			26.2%	
1284 OS-MISC INCOME	0	0	250	250			0.0%	
1285 OS-STORAGE INCOME	39	39	0	(39)			0.0%	
OLD SCHOOL :- Income	3,098	3,098	29,250	26,152			10.6%	0
1204 OS-CONTRACTOR COSTS	0	0	4,500	4,500		4,500	0.0%	

Detailed Income & Expenditure by Budget Heading 13/05/2026

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
1212 OS-WATER	0	0	491	491		491	0.0%	
1214 OS-ELECTRICITY	0	0	1,294	1,294		1,294	0.0%	
1215 OS-GAS	2,659	2,659	3,471	812		812	76.6%	
1216 OS-CLEANING MATERIAL	32	32	683	651	320	331	51.5%	
1219 OS-PERFORMING RIGHTS	0	0	75	75		75	0.0%	
1220 OS-MISCELLANEOUS	0	0	100	100	28	72	27.6%	
1237 OS-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000		2,000	0.0%	
1240 OS-REFUSE COLLECTION	1,041	1,041	1,000	(41)		(41)	104.1%	
OLD SCHOOL :- Indirect Expenditure	3,732	3,732	13,614	9,882	348	9,534	30.0%	0
Net Income over Expenditure	(634)	(634)	15,636	16,270				
103 BURIAL GROUNDS								
1381 BG-INCOME	2,685	2,685	13,000	10,315			20.7%	
BURIAL GROUNDS :- Income	2,685	2,685	13,000	10,315			20.7%	0
1312 BG-WATER RATES	0	0	99	99		99	0.0%	
1336 BG-GRASS CUTTING	0	0	4,398	4,398		4,398	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	0	0	4,497	4,497	0	4,497	0.0%	0
Net Income over Expenditure	2,685	2,685	8,503	5,818				
104 ALLOTMENTS								
1481 ALL-INCOME	0	0	1,450	1,450			0.0%	
ALLOTMENTS :- Income	0	0	1,450	1,450			0.0%	0
1412 ALL-WATER RATES	0	0	171	171		171	0.0%	
1413 ALL-RENT	0	0	71	71		71	0.0%	
1437 ALL-ROUTINE MAINTENANCE	0	0	3,500	3,500	9	3,491	0.3%	
1438 ALL-ELECTRICITY	0	0	350	350		350	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	0	4,092	4,092	9	4,083	0.2%	0
Net Income over Expenditure	0	0	(2,642)	(2,642)				
105 VILLAGE/PARISH FACILITES								
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	318	318		318	0.0%	
1504 VF-CONTRACTOR COSTS	6,890	6,890	1,000	(5,890)	710	(6,600)	760.0%	5,863
1505 VF - WORKS VEHICLE	0	0	5,000	5,000		5,000	0.0%	
1512 VF-WATER RATES	0	0	108	108		108	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	0	165	165		165	0.0%	
1520 VF-MISCELLANEOUS	0	0	72	72		72	0.0%	
1521 VF - SPEED REDUCTION	400	400	2,500	2,100		2,100	16.0%	

Detailed Income & Expenditure by Budget Heading 13/05/2026

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
1532 VF - COMMUNITY EVENTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	0	1,383	1,383		1,383	0.0%	
1535 VF-BECK AMENITY	1,600	1,600	0	(1,600)		(1,600)	0.0%	
1536 VF-GRASS CUTTING	0	0	5,800	5,800		5,800	0.0%	
1537 VF-ROUTINE MAINTENANCE	0	0	1,000	1,000	32	968	3.2%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	250	250		250	0.0%	
1540 VF-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1541 VF-WEED SPRAYING	0	0	2,000	2,000		2,000	0.0%	
1542 VF-TREE MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	0	0	2,600	2,600		2,600	0.0%	
1564 VF - DEFIBRILATOR	0	0	300	300		300	0.0%	
1565 VF - PPE EQUIPMENT	0	0	750	750	99	651	13.2%	
1566 VF - TOOLS /SUNDRIES	65	65	1,800	1,735	66	1,669	7.3%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	8,955	8,955	32,146	23,191	907	22,284	30.7%	5,863
Net Expenditure	(8,955)	(8,955)	(32,146)	(23,191)				
6000 plus Transfer from EMR	5,863	5,863	0	(5,863)				
Movement to/(from) Gen Reserve	(3,092)	(3,092)	(32,146)	(29,054)				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	0	0	9,500	9,500			0.0%	
1682 MP-PAVILION LETTINGS	130	130	1,000	870			13.0%	
1684 MP-MISC INCOME	150	150	500	350			30.0%	
MULSANNE PARK :- Income	280	280	11,000	10,720			2.5%	0
1604 MP-CONTRACTOR COSTS	2,093	2,093	6,000	3,907		3,907	34.9%	
1612 MP-WATER RATES	0	0	2,174	2,174		2,174	0.0%	
1614 MP-ELECTRICITY	1,639	1,639	1,900	261		261	86.3%	
1615 MP-GAS	1,475	1,475	2,260	785		785	65.3%	
1616 MP-CLEANING MATERIALS	187	187	500	313	628	(315)	163.0%	
1619 MP-PERFORMING RIGHTS	70	70	500	430		430	14.0%	
1621 MP-TELEPHONE	0	0	700	700		700	0.0%	
1636 MP-GRASS CUTTING	0	0	5,300	5,300		5,300	0.0%	
1637 MP-ROUTINE MAINT/REPAIRS	133	133	2,000	1,867		1,867	6.7%	
1640 MP-REFUSE COLLECTION	1,581	1,581	1,200	(381)		(381)	131.8%	
MULSANNE PARK :- Indirect Expenditure	7,179	7,179	22,534	15,355	628	14,728	34.6%	0
Net Income over Expenditure	(6,899)	(6,899)	(11,534)	(4,635)				

Detailed Income & Expenditure by Budget Heading 13/05/2026

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
107 BISHOPS PALACE SITE								
1713 BP - RENT	0	0	280	280		280	0.0%	
1736 BP - GRASS CUTTING	0	0	2,000	2,000		2,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	0	0	2,280	2,280	0	2,280	0.0%	0
Net Expenditure	0	0	(2,280)	(2,280)				
109 PARISH OFFICE								
1912 PO-WATER	0	0	191	191		191	0.0%	
1914 PO-ELECTRICITY	0	0	2,500	2,500		2,500	0.0%	
PARISH OFFICE :- Indirect Expenditure	0	0	2,691	2,691	0	2,691	0.0%	0
Net Expenditure	0	0	(2,691)	(2,691)				
112 THE SWATHE								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	0	0	1,000	1,000		1,000	0.0%	
2042 TS - TREE MAINTENANCE (DONT	0	0	1,000	1,000		1,000	0.0%	
THE SWATHE :- Indirect Expenditure	0	0	2,300	2,300	0	2,300	0.0%	0
Net Expenditure	0	0	(2,300)	(2,300)				
120 LCC - GRASS CUTTING								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	0	0	2,646	2,646			0.0%	0
12036 HIGHWAY VERGES-GRASS CUTTING	0	0	10,882	10,882		10,882	0.0%	
LCC - GRASS CUTTING :- Indirect Expenditure	0	0	10,882	10,882	0	10,882	0.0%	0
Net Income over Expenditure	0	0	(8,236)	(8,236)				
130 CAPITAL EXPENDITURE								
13004 SECTION 106 EXPENDITURE	0	0	219	219		219	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	0	219	219	0	219	0.0%	0
Net Expenditure	0	0	(219)	(219)				
131 CAPITAL INCOME								
13125 INCOME - CIL	8,345	8,345	0	(8,345)			0.0%	
CAPITAL INCOME :- Income	8,345	8,345	0	(8,345)				0
Net Income	8,345	8,345	0	(8,345)				

Detailed Income & Expenditure by Budget Heading 13/05/2026

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>201</u> <u>FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	0	0	2,600	2,600		2,600	0.0%	
FIELDPATHS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,800)</u>	<u>(2,800)</u>				
Grand Totals:- Income	237,838	237,838	291,096	53,258			81.7%	
Expenditure	37,277	37,277	279,776	242,499	2,114	240,385	14.1%	
Net Income over Expenditure	<u>200,561</u>	<u>200,561</u>	<u>11,320</u>	<u>(189,241)</u>				
plus Transfer from EMR	5,863	5,863	0	(5,863)				
Movement to/(from) Gen Reserve	<u>206,424</u>	<u>206,424</u>	<u>11,320</u>	<u>(195,104)</u>				



BANK RECONCILIATION AND CASH POSITION

30th April 2026

Account balance as at 30/04/26		
	Co Op Current Account	21415.42
	Co Op 14 Day Account	31.07
	Unity Current Account	13411.71
	Unity Savings Account	215509.00
	Charity Bank	100000.00
	Redwood Bank	120000.00
	Hinckley & Rugby BS	100010.00
	Total Funds as at 30/04/26	570377.20
General Reserves		
	3 months running costs	70013
Earmarked Reserves		
	322 Mulsanne Park	28562.00
	323 Old School	22026.00
	326 Bill Bailey's Capital Projects	35104.00
	328 Play Equipment	89338.00
	329 Tennis Courts	28360.00
	333 Memorial Safety	7555.00
	334 Village Beck	
	335 Burial Ground Extension	21243.00
	336 Permissive Paths	3207.00
	337 Election Cost	4500.00
	338 Legal Costs	3500.00
	339 Tree Work Reserve	21420.00
	340 Minster Fields	3000.00
	341 EMR CIL -COMM INFRASTR LEV	31527.00
	342 Old School wall	47814.00
	343 Reactive speed signs (maint)	540.00
	Total reserves	347696.00
	REMAINING FUNDS	152668.20



Analysis of Payments Made

April 2026

Date	Ref	Payee Name	Total	Detail
01/04/2026	CT1	SiS Drill UK Limited	8499	0797/620/SiS Drill UK
01/04/2026	ct2	ESPO	75.36	8006476/619/ESPO
01/04/2026	CT3	Tucann	122.4	31206/621/Tucann
01/04/2026	CT4	Active8 Managed Technologies	36.88	219027/622/Active8
01/04/2026	CT5	David Beer	250	1725/627/David Beer
01/04/2026	CT6	Executive Cleaning Services LT	1020	2201/624/Executive Cleaning
01/04/2026	CT7	Lincolnshire Web Design Ltd	171	2206/625/Lincolnshire Brickwork
01/04/2026	CT8	Krinkells Limited	1523.4	1114071/626/Krinkells
10/04/2026	CB658	YU Energy Retail Ltd	1548.63	YU - MP Gas
10/04/2026	CB659	YU Energy Retail Ltd	780.35	YU - OS gas
10/04/2026	CB660	YU Energy Retail Ltd	2066.13	YU - OS Gas
10/04/2026	CB661	YU Energy Retail Ltd	780.35	YU - MP Elec
10/04/2026	CB661	YU Energy Retail Ltd	768.28	YU - MP Elec
10/04/2026	CB661	YU Energy Retail Ltd	-1548.63	Incorrect entry
10/04/2026	CB661	YU Energy Retail Ltd	1415.37	YU - MP Elec
16/04/2026	CT10	Lincolnshire Brickwork	350	195/639/Lincolnshire Brickwork
16/04/2026	CT11	West Lindsey District Council	70	32UHB60015-West Lindsay DC
23/04/2026	CB666	PENINSULA	203.32	Peninsula
30/04/2026	FEES	Unity Trust Bank	13.75	Bank Fees
02/04/2026	CB655	Co-operative Bank	13.82	Bank Fees
07/04/2026	CB656	BT	197.16	BT - office
15/04/2026	CB657	OCTOPUS ENERGY LTD.	349.69	Octopus - MP Elec
17/04/2026	CB663	B&Q DIRECT	25	B&Q - bitumen
21/04/2026	CB661	AMAZON	12.39	Amazon - gate sign
21/04/2026	CB662	VATIX	63.84	Vatix
21/04/2026	CB664	EE	130	EE
22/04/2026	CB665	PERSONNEL ADVICE &	120	Personnel advice
22/04/2026	CB667	Facilities Manager	21.37	FM - sundries
23/04/2026	WAGES	DATAPLAN PAYROLL LTD	11339.04	Dataplan - April salaries
23/04/2026	CB668	██████████	719.26	██████████ - pension
23/04/2026	CB669	AMAZON	19.08	Amazon - bolts
27/04/2026	CB670	AMAZON	18.57	Amazon - blade trimmer
29/04/2026	CB671	Home Service Group	102	Home Service Group -
30/04/2026	CB672	DATAPLAN PAYROLL LTD	81.78	Dataplan - fees March
30/04/2026	CB673	BT	382.27	BT
			31740.86	

This report should be read in conjunction with the Schedule of Payments

Schedule of Payments

May 2026

Invoice Date	Ref	Supplier	Nett	VAT	Total
628 14/04/2026	628	ESPO	-52.80	-10.56	-63.36
13/04/2026	629	ESPO	63.98	12.80	76.78
13/04/2026	630	ESPO	155.00	31.00	186.00
01/04/2026	635	WLDC	1573.73	0.00	1573.73
09/04/2026	636	WLDC	95.00	19.00	114.00
09/04/2026	637	WLDC	95.00	19.00	114.00
11/04/2026	638	B KNIGHTS	5862.71	1172.54	7035.25
01/04/2026	639	LINCBRICK	350.00	0.00	350.00
08/04/2026	641	LCC	400.00	0.00	400.00
03/04/2026	642	PARISHONLINE	133.33	26.67	160.00
09/04/2026	643	B KNIGHTS	96.00	19.20	115.20
01/04/2026	644	ACTIVE8	54.13	10.83	64.96
10/04/2026	645	RIALTAS	938.00	187.60	1125.60
01/04/2026	646	RIALTAS	4025.00	805.00	4830.00
24/04/2026	648	ACTIVE8	30.73	6.15	36.88
20/04/2026	649	ELMS	1600.00	0.00	1600.00
21/04/2026	650	KONICA	52.80	10.56	63.36
21/04/2026	651	AKO	1833.33	366.67	2200.00
05/05/2026	652	NETTLEHAMFC	1115.00	0.00	1115.00
30/04/2026	653	LINC WEB DESIGN	141.00	0.00	141.00
30/04/2026	654	EXECUTIVE CLEANING	725.00	0.00	725.00
28/04/2026	655	B KNIGHTS	492.38	98.48	590.86
28/04/2026	656	B KNIGHTS	391.60	78.32	469.92
TOTAL INVOICES			20170.92	2853.26	23024.18

655 02/04/2026	CB655	Co-operative Bank	13.82		13.82	Bank Fees
07/04/2026	CB656	BT	164.3	32.86	197.16	BT - office
15/04/2026	CB657	OCTOPUS ENERGY LTD.	291.03	58.66	349.69	Octopus - MP Elec
10/04/2026	CB658	YU Energy Retail Ltd	1474.89	73.74	1548.63	YU - MP Gas
10/04/2026	CB659	YU Energy Retail Ltd	743.19	37.16	780.35	YU - OS gas
10/04/2026	CB660	YU Energy Retail Ltd	1915.41	150.72	2066.13	YU - OS Gas
10/04/2026	CB661	YU Energy Retail Ltd	712.95	67.4	780.35	YU - MP Elec
10/04/2026	CB661	YU Energy Retail Ltd	768.28		768.28	YU - MP Elec
10/04/2026	CB661	YU Energy Retail Ltd	-1481.23	-67.4	-1548.63	Incorrect entry
10/04/2026	CB661	YU Energy Retail Ltd	1347.97	67.4	1415.37	YU - MP Elec
21/04/2026	CB661	AMAZON	10.33	2.06	12.39	Amazon - gate sign
21/04/2026	CB662	VATIX	53.2	10.64	63.84	Vatix
17/04/2026	CB663	B&Q DIRECT	20.83	4.17	25	B&Q - bitumen
21/04/2026	CB664	EE	108.33	21.67	130	EE
22/04/2026	CB665	PERSONNEL ADVICE &	100	20	120	Personnel advice
23/04/2026	CB666	PENINSULA	169.43	33.89	203.32	Peninsula
22/04/2026	CB667	Facilities Manager	17.81	3.56	21.37	FM - sundries
23/04/2026	CB668	II Pension	719.26		719.26	II Pension
23/04/2026	CB669	AMAZON	15.9	3.18	19.08	Amazon - bolts
27/04/2026	CB670	AMAZON	15.47	3.1	18.57	Amazon - blade trimmer
29/04/2026	CB671	Home Service Group	102		102	Home Service Group -
30/04/2026	CB672	DATAPLAN PAYROLL LTD	68.15	13.63	81.78	Dataplan - fees March
30/04/2026	CB673	BT	318.56	63.71	382.27	BT
01/05/2026	CB674	SCREWFIX - TRADE UK	22.21	4.44	26.65	SCREWFIX - Screws
01/05/2026	CB675	SCREWFIX - TRADE UK	45.82	9.17	54.99	SCREWFIX - Scaffold
05/05/2026	CB676	PDFsam enhanced	93.95		93.95	PDFsam enhanced -
30/04/2026	FEES	Unity Trust Bank	13.75		13.75	Bank Fees
23/04/2026	WAGES	DATAPLAN PAYROLL LTD	11339.04		11339.04	Dataplan - April salaries
			19184.65	613.76	19798.41	

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

27th April 2026

To: The Chairman and all elected Members, Nettleham Parish Council

Internal Audit Report.

The internal audit for the above period has been carried remotely with access to documentation via the council's website and shared files from the Clerk and the RFO. The year end internal audit review covers the financial and administration period 1st April 2025 to 31st March 2026.

Items included within the scope of this internal audit:

See attached Internal Audit check list.

General Notes

None

General Advice:

None

Statement of Internal Audit

I am satisfied that the accounts and bank balances for this period are financially correct and that adequate and robust measures are in place and being utilised ensuring correct financial record keeping and best practice financial reporting to the Council.

The effectiveness of the overall administration by staff members by way of production and presentation of accurate, comprehensive and robust financial records is noted and I wish would thank the Parish Clerk and the RFO for their courtesy and assistance extended to me during this process.

I have no reservations on issuing this statement of satisfaction in respect of the financial accounts and procedures for the financial period ending 31st March 2026.

Steve Fletcher

Mr S Fletcher



IMO; Dip Ed (MA); CiLCA; MILCM; Cert HE LCM; FiLCA; PIALC; PSLCC

Nettleham Parish Council - Internal Audit Checklist 2025/26

Undertaken by: Steve Fletcher

Date: 27/04/2026

Type of Audit: Intermediate and Year end (including AGAR) Date of next Audit: (TBC)

Name of Council	Nettleham Parish Council			Electorate	3344	
Total No. of Seats	12			Name of Clerk	Carl Thomas	
Vacancies (Members)	4			Email address	clerk@nettleham-pc.gov.uk	
Quorum (full Council)	4			Name of RFO (if different from above)	Carl Thomas	
Chairman	Mrs Angela White			Email address	rfo@nettleham-pc.gov.uk	
Email address	cllra.white@nettleham-pc.gov.uk			Budget 2025/26	£ 258,600	
Cllrs have / use specific email addresses	Y		N		Precept Demand 2025/26	£ 210,000

	Key Governance Review	Y/N	Comments & Recommendations
1	Standing Orders (Tailored and Reviewed)	Y	Reviewed during 2025/26
2	Financial Regulations (Tailored and Reviewed)	Y	Reviewed during 2025/26
3	Terms of Reference (Committees/Working Groups)	Y	Reviewed during 2025/26
4	Code of Conduct (Elected Members)	Y	Reviewed during 2025/26
5	Complaints Procedure (Tailored and Reviewed)	Y	Reviewed during 2025/26

	Transparency	Y/N	Comments & Recommendations
6	Insurance Cover <ul style="list-style-type: none"> ✓ Reviewed Annually ✓ Certificate(s) viewed & valid ✓ Employees Liability Cover ✓ Vehicle 	Y Y Y Y	Evidenced 2025/26 Evidenced (renewal date 31.05.2026) Evidenced 2025/26 Evidenced in file (policy exp 21.02.2027)
7	Internal Controls (Statement or Review)	Y	Reviewed during 2025/26
8	Investment Strategy	Y	Reviewed during 2025/26
9	Publication Scheme (Reviewed)	Y	Reviewed during 2025/26
10	Risk Management Policy	Y	Reviewed during 2025/26
11	Pay Policy (Staffing- Reviewed)	Y	Matters dealt with via employment T&C's
12	Spending Authorised	Y	Evidenced in minutes and reported to Council
13	Procurement	Y	Evidenced in Financial Regulations
14	Land and Assets (Policy Reviewed)	Y	Fixed asset register updated during 2025/26
15	Adequate GDPR / FOI policy/procedures in place	Y	Evidenced in files – Data protection policy reviewed during 2025/26

Accounting		Y/N	Comments & Recommendations
16	Cashbook maintained and up to Date	Y	Evidenced RBS Software / printouts Monthly reporting to Council
17	Arithmetically Correct (checks / balance)	Y	Evidenced – regular reconciliation to bank statements
18	Evidence of Internal Control	Y	Evidenced in files (policy) Staff training / induction
19	VAT Recorded Reclaimed	Y Y	Evidenced in files. Evidenced in files.
20	All Payments Supported by Invoices	Y	Evidenced in files / bank transactions / accounts
21	s.137 Recorded separately Within legal threshold limits Spend in accordance with legislation	n/a n/a	Note: Evidenced - files Separate column within accounts system in accordance with legislation. Minimal spend to date (poppy wreath)

	Income Control	Y/N	Comments & Recommendations
22	Income properly recorded and banked promptly	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
23	Precept demand/calculations receipt	Y	Evidenced in minutes / RBS Software / printouts / bank statements Monthly reporting to Council
24	Effective security of cash and cash transactions	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council

	Petty Cash	Y/N	Comments & Recommendations
25	Petty Cash Account used/authorised	Y	£100 petty cash account used, recorded via RBS software.

	Year End Process	Y/N	Comments & Recommendations
26	Correct Accounting Basis	Y	Use of RBS financial software
27	Bank statements reconcile to ledger	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
28	Robust Audit Trail evident	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
29	Debtors and Creditors Recorded	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
30	External Auditor report received/reported/actioned	Y	Reported to Council and evidenced on website

	Bank Reconciliation	Y/N	Comments & Recommendations
31	Regular bank statement reconciliation	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
32	Balancing entries (adjustments) explained	n/a	
33	Bank mandate up to date	Y	Reviewed during 2025/26

	Budget	Y/N	Comments & Recommendations
34	Annual budget in support of precept	Y	Evidenced in minutes – properly displayed on Council website
35	Earmarked reserves	Y	EMR Spreadsheet adopted and updated 2025/26
36	Unexplained budget variances reported to Council	n/a	n/a
37	Precept Demand properly submitted	Y	Evidenced 2025/26 – Precept demand submitted to WLDC

	Asset Control	Y/N	Comments & Recommendations
38	Register of Assets <ul style="list-style-type: none"> · Reviewed · Up to date 	Y Y	Annual updated 2025/26 Evidenced website
39	Assets Inspected and Health & Safety Issues Considered	Y	Weekly/monthly/annually as necessary Excellent policies, procedures and record keeping.

Proper Process / Practice		Y/N	Comments & Recommendations
40	Employee posts properly recorded <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Admin Assistant(s) • Other – Grounds/Caretakers 	Y Y Y Y	All posts are properly recorded with contracts of employment, terms and conditions and payroll properly accounted.
41	List of Members Interest recorded / displayed on website	Y	Evidenced via website
42	Agenda Documents Correct	Y	Review of website supports
43	Minutes Correct / Signed	Y	Review of website supports – signed copies evidenced in files
44	Purchase Order System used/correct	Y	Created via excel- linked to RBS financial system and reported to relevant Council
45	Purchasing Authorised in line with Financial Regs / Limits	Y	Evidenced in files with invoices / payments identified within RBS Software / printouts / bank statements Regular reporting to Council
46	Council operating within legal powers	Y	No evidence of any illegal activities
47	Delegation Limits <ul style="list-style-type: none"> • set out in financial regulations • adhered to 	Y Y	Evidenced in file / on website No evidence of any illegal activities

Risk Management		Y/N	Comments & Recommendations
48	Evidence of unusual activity	N	n/a
49	Annual Risk Assessments undertaken (as a minimum)	Y	Evidenced in file
50	Insurance Cover <ul style="list-style-type: none"> ○ Reviewed annually ○ Public Liability Cover ○ Employees Fidelity Guarantee ○ Cllr Age reviewed / included 	Y Y Y Y	3-year policy Evidenced in files Evidenced in files Evidenced in files Evidenced in files
51	Financial Controls and procedures documented	Y	Evidenced in files / minutes
52	Regular financial reporting to Council (in line with Fin Regs)	Y	Reports to Finance Committee / Town Council in line with proper accounting practice / adopted policy
53	Reporting of bank balances minuted	Y	Reports to Finance Committee / Town Council in line with proper accounting practice / adopted policy
54	S.137 (& other grants) ratified / minuted	n/a	See no.22 (above)
55	Health & Safety Policy	Y	Adopted policy reviewed during 2025/26
56	PAT Testing (equipment)	Y	Evidence of tests during 2025/26

	Payroll & HR	Y/N	Comments & Recommendations
57	Contracts of employment for all staff	Y	All staff members have contracts of employment based on NJC 'model' contract.
58	Proper procedures for payroll, PAYE & NI	Y	Outsourced - Data Plan
59	PAYE & NI payments verified	Y	Evidenced in salary payments (RBS financial system). PAYE & NI payments calculated, approved and paid.
60	Approval of salaries and increments	Y	Evidenced in minutes / salary payments (RBS financial system)
61	Approval of expense claims (Cllrs)	Y	Ad-hoc / Chairmans Allowance
62	Minimum wage threshold met	Y	Evidenced in contracts of employment / salary payments (RBS financial system)
63	HR procedures and policies adopted	Y	Peninsular are appointed HR advisers
64	Training policy and record for staff and elected Members	Y	Evidenced – website during 2025/26
65	Qualified Clerk	Y	Clerk & RFO holds CiLCA qualification.
66	Annual appraisal undertaken	Y	Ongoing process – to be reviewed at next audit.
67	Job descriptions up to date / reviewed	Y	As part of the annual appraisal and re-benchmarking exercise is underway
68	H&S review of staff workstation & PC equipment undertaken	Y	Completed by relevant staff during 2025/26

	General	Y/N	Comments & Recommendations
69	Policy development	Y	Home worker policy under development
70	Have previous audit issues been addressed	n/a	
71	Eligible for GPC	N	Co-opted Members
72	Back up of files adequate	Y	All files are backed up to main server (daily) and protocol in place.
73	Storage of files adequate	Y	As above
74	Arrangement for inspection of public records adequate	Y	Access is in line with Audit regulations

	Burial Authority	Y/N	Comments & Recommendations
75	Income for burials/permits balance	Y	All records stored securely in fireproof safe.
76	Fees charged in accordance with approved rates	Y	Available on website. Income evidenced in files.
77	A legible plan of all burials is evident and maintained	Y	Maintained and updated – entries onto master document/ stored in fireproof safe
78	Statutory records kept / stored safely	Y	Stored in fireproof safe
79	All interred ashes have certificates of cremation	Y	Evidenced in files
80	Permits properly documented and stored	Y	Stored in fireproof safe

	Allotment Authority	Y/N	Comments & Recommendations
81	Income for allotment rentals balance	Y	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Adequate reporting to Council
82	Fees charged in accordance with approved rates	Y	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Adequate reporting to Council
83	Up to date occupancy details kept and securely retained	Y	Evidenced in files – securely stored and electronically
84	Agreements/licences issued to all plot holders	Y	Evidenced in files – securely stored and electronically

Steve Fletcher

Mr S Fletcher
 IMO; Dip Ed (MA); CiLCA; MILCM; Cert HE LCM; FiLCA; PIALC; PSLCC

29th April 2026

Annual Internal Audit Report 2025/26

Nwettleham Parish Council
ENTER NAME OF AUTHORITY

https://nettleham.pariah.lincolnshire.gov.uk/
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/04/2026 26/04/2026 DD/MM/YYYY

Steve Fletcher OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Signature of Steve Fletcher

Date

29/04/2026

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

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

SECTION ONE - PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

- 1.1 The [Accounts and Audit Regulations 2015](#) require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 This guide represents the proper practices in relation to accounts those smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer, 'Yes' or 'No'. This guide follows the order of Section 1 of the Annual Governance and Accountability Return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example, a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor, on a separate sheet, describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.
- 1.7 To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1 - Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 Budgeting - In accordance with relevant legislation, the authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A

financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

- 1.9 Accounting records and supporting documents - All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with [Section 151 of the Local Government Act 1972](#). The proper segregation of duties means that the Chair of the authority or of the Finance Committee must never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled. [Section 150\(6\)](#) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under [Regulation 4 of the Accounts and Audit Regulations 2015](#). The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.
- 1.10 Bank reconciliation - Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.
- 1.11 Investments - Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.
- 1.12 Statement of accounts - The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.
- 1.13 Reserves - The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.

Assertion 2 - Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 Standing Orders and Financial Regulations - The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.
 - 1.15.1 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. [Section 150\(5\) of the Local Government Act 1972](#) required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.
 - 1.15.3 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.
 - 1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.
 - 1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
 - 1.15.6 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.
- 1.16 Employment - The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- 1.17 VAT - The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.
- 1.18 Fixed Assets and Equipment - The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

- 1.19 Loans and long-term liabilities - Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- 1.20 Review of effectiveness - [Regulation 6 of the Accounts and Audit Regulations 2015](#) requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.
- 1.21 Supporting information on internal control can be found in Section 5.

Assertion 3 - Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 Acting within its powers - All authorities' actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 General power of competence - An authority seeking to exercise a general power of competence under the [Localism Act 2011](#) needs to ensure that the power is fully understood and exercised in accordance with [The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#).
- 1.24 Regulations and proper practices - Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the [Accounts and Audit Regulations 2015](#).
- 1.25 Actions during the year - An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4 - Exercise of public rights

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

To warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's Annual Governance and Accountability Return:

- 1.27 Exercise of public rights - The authority provided for the exercise of public rights as set out in [Sections 26 and 27 of the Local Audit and Accountability Act 2014](#). [Part 5 of the Accounts and Audit Regulations 2015](#) requires the RFO to have published, including on the authority's website or another website:
- Sections 1 and 2 of the Annual Governance and Accountability Return;
 - a declaration that the status of the statement of accounts is 'unaudited'; and
 - a statement that sets out details of how public rights can be exercised, as set out in [Regulation 15\(2\)\(b\)](#), which includes the period for the exercise of public rights.
- 1.28 External Auditor's Review - A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of [Regulation 16 the Accounts and Audit Regulations 2015](#).
- 1.29 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.
- 1.30 Supporting information on the exercise of public rights can be found in Section 5.

Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

To warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.31 Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 Internal audit - The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 1.35 The internal auditor must be able to demonstrate independence from the authority's financial decision making. The Clerk, RFO or members (or close associates such as family members of those individuals) are not considered independent from the authority's financial decision making.
- 1.36 Provision of information - The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the authority on request from the auditor.
- 1.37 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.38 The authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.
- 1.39 Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.40 Significant events - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.
- 1.41 Supporting information on significant events can be found in Section 5.

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.42 Where a local council acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.
- 1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.
- 1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.
- 1.45 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.31 below).
- 1.46 Supporting information on trust funds can be found in Section 5.

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) **Note: Assertion 10 will not appear on the AGAR until 2025-26**

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

- 1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).
- 1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- 1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Approval process

- 1.55 The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole and in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and enter a minute reference.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	370,465	385,932	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	201,500	210,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	144,679	92,946	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	119,644	136,056	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	11,517	8,103	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	199,551	187,606	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	385,932	357,114	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	385,524	359,908	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,690,924	1,674,074	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	61,415	56,314	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="radio"/>	<input checked="" type="radio"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

28/04/2026

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

19/05/2026

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Nettleham Parish Council**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Wednesday 3rd June 2026

and ending on Tuesday 14th July 2026

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed:



Role: Clerk & Responsible Financial Officer

NETTLEHAM PARISH COUNCIL

ASSET REGISTER

Last updated: 30/04/26

Asset Details	Location	Date Acquired	Purchase Price	NOTES	Value - Audit	Estimated Value	Insurance Replacement Value
BUILDINGS							
Old School – small & large hall buildings	Mill Hill	27/05/1998	100000		515000	900000	1214999
Mulsanne Park Pavilion	Mulsanne Park, Field Close				250000	500000	658836
MUGA	Mulsanne Park, Field Close				60000	59500	60000
Skate Park - Mulsanne Park	Mulsanne Park, Field Close				20000	19200	20000
Tennis Courts	Mulsanne Park, Field Close				100000	100000	100000
Mulsanne Car park	Mulsanne Park				120000	170900	170900
2 x Garage for storage at MP in grounds	Mulsanne Pk, Field Cl				4000	6000	6000
Tennis Courts - toilet block/ Pavilion	Mulsanne Park, Field Close	June 2009	12541		12541	25000	25000
Storage container	Mulsanne Park	22/03/2022	2762		2762	2762	2700
Village Hall	Brookfield Avenue	06/10/1969		Custodian Trustee. Withdrew from MOU 1/4/2020	0	0	
Telephone box	The Green	2018	1	Included in street furniture insur.	1	2000	2000
Parish Office	Scothern Road	02/04/2015		21 year lease	0	0	132327
			115304				

LAND

Land at Kingsway (& Jnt Washdyke La)	Kingsway	23.02.2007	1	LL279907	1	5000	
Land South west side of Field Close	South west side of Field Close	10.01.2006	1	LL263741	1	5000	
Mulsanne Park Field Close	Mulsanne Park	13/03/1984	8060	4.027 acres purchased. Additional land purchased from Church. LL252843		350000	
Mulsanne Park Field Close	Mulsanne Park	10/12/1976	7500	LL263741	220000	220000	
The Swathe	High Street	19/02/1998	7000	Purchase price. VO value 05/18. Valued as agricultural land. LL151234	10000	25000	
Land occupied by The Old School	Mill Hill	14/08/1970					

Vicar's Wood	Beckside	11/07/1984	500	land value 2005 was £30,000 (land registry search). VO value 05/8. Amenity land value. LL251308	30000	40000	
Bill Baileys playing field	Scothern Road		1	LL250811	1	110000	
Burial Ground	High Street	04/08/1965	330	LL251299	330	1	
Village Green	The Green	06/01/2006	1	LL262724	1	1	
Old Quarry	Washdyke Lane	09/05/2005	1	LL253076	1	15000	
Bishops Palace	High Street		0	Church Comm agents - Savills	0	nil	
Land at Field Close	Field Close	22/11/2005	1	Gifted	1		
Land at West side of Riverdale	Riverdale	22/12/1996	1	Gifted. LL137413	1	10000	
Land west side of Church Street	Church St	04/07/2008	1	LL297848	1	1	
Land at Larch Avenue	Larch Avenue	03/04/2002	1	Gifted. LL220682	1	3750	
Land South east side Larch Avenue	Larch Avenue	08/11/2002	1	Gifted. LL220504	1		
Verge - Wold View/Orchard Way	Wold View	05/11/1996	1	LL220678	1		
Poachers Meadow – open space	Poachers Meadow	17/02/1999	1	LL165355	1		
Green Lane to Rookery Lane	Green Lane	Dec-86	1	Via Common Registration Act 1965 application. Registration confirmed by LCC 08	1	Common land	
The Beck	Bed & channel of the beck between Watermill La bridge & Vicarage Lane bridge		1	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. Land protected under S9 Commons Registration Act 1965 – register held by LCC	0	Common land	
War Memorial	The Green		1		1	35000	
			23405				

PLAY EQUIPMENT

Play equipment - Bill Bailey's	Scothern Road			VO value 05/18. Includes MUGA, Skate Park @ Mulsanne	20000	14000	
Play fort at Bill Bailey's	Scothern Road	26/09/2024	29619		29619	29619	

Additional Play equipment ONLY – Bill Bailey’s (Not fencing/ gates	Scothern Road	04/03/2020	69750		68725	69750	
Play equipment - Mulsanne				VO value 05/18	15000	4000	
Play equipment - Larch Avenue				VO value 05/18	25100	25100	
Table Tennis Tables x 2(outside)	Mulsanne / Bill Baileys	29/07/2025	1698		1698	1500	
Table Tennis Table	MulsannePavillion	19/02/2026	825		825	800	
			101893				

STREET FURNITURE

Stone Bus Shelter	Scothern Rd	Nov-96	10000		10000	15000	10000
Benches (64) 4 gifted 22-23					10000	28000	
Dog bins (29) 1 gifted 22-23					2700	6700	
Rubbish bins (27)					5250	8250	72000
Rubbish bin - Bill Baileys	Scothern Rd	10.03.20	586		586	586	
Ash tray - external bin x2	Old School /Mulsanne Pavillion	2022 - 2023	23		46	46	
Bin	Church Street	2022-2023	250		250	250	
Signage			10000		10000	10000	
Defibrillator	Mulsanne Pk Pavilion	Jan-21	400		400	1000	
Notice boards – 4 NPC & 3 side of Coop			3010		3000	3000	
Salt bins (3)					450	450	
Fencing/lighting	Mulsanne Park, Field Close				20000	22600	
Fencing & Gates Bill Baileys	Scothern Rd	10.03.20	11308		11300	11308	
Fencing & Gates Tennis Courts	Mulsanne Park	01/02/2025	6600		6600	6600	
Notice boards – two notice boards	Scothern Rd	13/02/2025	5368		5368	5368	
Notice Board (Co Op - Front)	Co -Op Front	26/01/2026	1963		1963		
Notice Board	Minster Fields	01/01/2026	500		200		
Speed Indicator Devices x2	A15	03/03/2026	4678		4678		
			47545				

OTHER

Speed Indicator device, & brackets	Various around various sites.	09.07.20	1958	Included in street furniture insurance	2000	2000	
Additional SID	Wahdyke Lane	05/10/2023	2250		2250	2250	
Parish Office (add £224.96 22-23)					11325	11325	
IT equipment added July 2023							
3x screens	office	27/07/2020	365		365	365	
2x laptop	office/staff homes	27/07/2020	984		984	984	
2x pc towers	office	27/07/2020	1000		1000	1000	

Mulsanne, Old School, Pavilion, tools & equipment (Add £3459.65 in 22-23)					57216	57216	
Parish office furniture		25.11.20	1	Gifted from HMRC	1	1	
JVC 55" Television	Old School	04/04/2024	304		304		304
Gazebos		23/10/2023	930				
PA System		18/10/2023	1390				
CCTV	Mulsanne Park	20/09/2023	696				
Konica Photocopier	Office	29/10/2025	1794				
Oil filled radiators x 6	Old School	12/09/2025	612				
Tables x 4	Old School	02/04/2025	224		224		

10549

1674074 2734215 2506752

NETTLEHAM PARISH COUNCIL

The Parish Office

Scothern Road

Nettleham

Lincoln LN2 2TU

Tel: 01522 750011

Email: parishcouncil@nettleham-pc.gov.uk

Website: www.nettleham-pc.gov.uk



GRANTS & DONATIONS

The Parish Council generally agrees, each year, to make a sum of money available in their budget to be used for grants and donations to:

- Established or newly formed voluntary or community groups;
- Groups of parishioners who deliver projects that make the local community a better place in which to live, work or visit.

1) WHO IS ELIGIBLE TO APPLY?

To be eligible for an award a group/organisation **must**:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group;
- Have a Bank Account operated by a minimum of at least two joint signatories;
- Have outcomes that directly benefit the residents of the Parish.

2) WHAT CAN BE FUNDED?

- Something that makes the local community a better place in which to live, work or visit;
- The project should benefit people who live in the Parish;
- There must be clear evidence that local people support the project and are involved in carrying it out;
- Priority will be given to those who are doing something which adds value;
- Revenue expenditure is not eligible - with the exception for small community seeding or running costs;
- Each group may only make one application per financial year.

3) THE FOLLOWING ARE **NOT** ELIGIBLE:

- Support for individuals or private business projects;
- Projects that are the prime statutory responsibility of other government bodies;
- Projects that simply replace existing facilities with no significant improvement;
- Projects that improve or benefit privately owned land or property;
- Projects that have already been completed or will have been by the time the grant is issued.

4) HOW WILL DECISIONS BE MADE?

The Parish Council will assess each application on its own merits, in line with the Council's established criteria. Unfortunately, we may not be able to fund all projects, as financial resources are limited.

5) SUCCESSFUL APPLICANTS

- Will generally receive the grant by bank transfer;
- Must acknowledge receipt of the grant and confirm, in writing, acceptance of any additional conditions or requirements imposed;
- **Must ensure** that the grant is used for the purpose(s) for which it was awarded to the group/organisation and the Council reserves the right to request repayment of the grant if it does not fulfil this condition;
- **Ensures** that any unspent portion of the grant is returned to the Parish Council as soon as possible during the financial year that it was awarded.



NETTLEHAM PARISH COUNCIL GRANT & DONATIONS APPLICATION FORM

Name of Organisation

Nettleham Village Hall

The Group's address & contact details

Brookfield Ave
Nettleham

Tel: [REDACTED]

Tel:

Email:

Amount of Grant Requested

£436 + VAT

Purpose of the Grant

To cover the cost of 1st aid for Nettleham Carnival

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

Over 2000 people will be present during the event with the majority being

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

The carnival costs approximately £1500 to run

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

YES, MKM are covering the cost i-of the band

Is the group/organisation a registered charity?

YES 521962

Do you have paid officers?

NO

Any further comments in support of this grant application?

This is a very popular village event which raises vital funds for the village hall and local business.

(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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signature: ...D Newsam....Your Full Name:.....David Newsam.....

Position you hold in the group/organisation.....Chairman of the Carnival. Date:.....08/05/1970

FOR OFFICE USE

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



Minutes of the Finance Committee held at 11am at the Old School on 22 April 2026

Present: Cllr D. Newsam (Chair), Cllr A. White, Cllr P. McNeil,
In Attendance: C. Thomas (RFO),
Members of public present: 0

- 1** To receive apologies - Ref: 208
None
- 2** To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 209
None
- 3** To approve the minutes of the Finance Committee Meeting held on 11/11/25 - Ref: 210
It was resolved to approve these as a true record.
Proposed: Cllr D. Newsam Seconder: Cllr P. McNeil All in favour
- 4** To review Accounting Statements and Budget Review ending 31/03/26 - Ref: 211
The Accounting Statements had previously been circulated by the RFO.
Whilst it was noted that the end of year was over budget this was reflected in the amount of work undertaken within the village.
There were no matters arising.
- 5** To review earmarked reserves - Ref: 212
Earmarked reserves were reviewed. The RFO would circulate a suggested movement to members before presenting to Full Council.
- 6** To review investment arrangements - Ref: 213
Investment arrangements were discussed and it was agreed to move £80,000 between Hinckley & Rugby and Redwood Banks.
Proposed: Cllr D. Newsam Seconder: Cllr A. Wright All in favour
- 7** To agree date for next meeting - Ref: 214
A provisional date of 10th June 2026 at 11 am was agreed

Meeting closed at 12.15pm

Minutes of the Properties Committee held at 19.15 at the Small Hall, Old School on 5 May 2026

Present: Cllr D. Newsam (Chair), Cllr A. Simpson, Cllr A. Crook, Cllr C. Payne,
In Attendance: Cllr A. White, C. Thomas (Clerk), B. Kelly (FM), C. Ward (AC),
Members of public present: 0

- 1** To receive apologies and any reasons for absence - Ref: 123
Cllr C. Johnson
- 2** To receive declarations of interest under the Localism Act 2011 being any pecuniary or non-pecuniary interest in agenda items not previously recorded on members Register of Interests. - Ref: 124
None
- 3** To approve draft minutes of the property Committee Meeting held on 03/03/2026 - Ref: 125
It was resolved to adopt the minutes as a true record.
Proposed: Cllr D. Newsam Seconder: Cllr A. Simpson All in favour
- 4** Financial Matters - Ref: 126
 - a)** To note any recent non-standard expenditure related to Council Properties made under delegation. - Ref: 127
Noted
 - b)** To note the Income & Expenditure Report as at 31/03/26 - Ref: 128
Noted
- 5** To note FM monthly report - Ref: 129
The FM monthly report previously circulated by the Clerk was noted.
The following items were added:
Beck - confirmation given of weekly checks, any debris being cleared at the end of the week.
MP - the installation of the play tractor will require relocation of table tennis table.
MP - septic tank to be emptied this week
ACTION FM
- 6** To note updated village inspection list - Ref: 130
The bi-annual village inspection list previously circulated by the Clerk was noted.
The following items were added:
Brookfield Ave - tree works pending
MP - gate requires cleaning
Play areas - check if further action required to keep matting clear
VG - dead tree outside Coop to be replaced
ACTION FM
- 7** To discuss and agree bus shelter project quotes - Ref: 131
Members discussed the options for a new bus shelter on Washdyke Lane, previously circulated by the Clerk.
It was resolved to purchase and install a basic wooden bus shelter from B.Knight & Son Ltd and to seek an additional quote for the installation of the concrete pad.
A grant application has been submitted.
ACTION FM

Proposed: Cllr D. Newsam Seconder: Cllr A. Crook All in favour
- 8**

These are draft minutes and have not been formally approved and adopted



To discuss and agree Mulsanne path quotes - Ref: 132

Members discussed the options for the installation of a surfaced path linking the MUGA to the existing path alongside the tennis courts previously circulated by the Clerk.

It was resolved to appoint contractor 2 to install a gravel footpath with grass grids.

ACTION FM

Proposed: Cllr D. Newsam Seconder: Cllr A. Simpson All in favour

9 To note changes to Beck working risk assessment - Ref: 133

Members discussed and supported the amendments proposed by the FM to the Beck working risk assessment previously circulated by the Clerk.

Some items were felt to require further adjustment which Cllr Simpson agreed to note and send to the FM.

Amended risk assessment to be discussed at next Properties meeting.

ACTION FM

10 To discuss and agree contractors protocol - Ref: 134

Members considered the Social Media Communications Protocol for Contractors /Sub Contractors previously circulated by the Clerk.

It was resolved to adopt this policy.

ACTION CLERK

Proposed: Cllr D. Newsam Seconder: Cllr C. Payne All in favour

Next meeting will be Tuesday 2nd June 2026

Items for the agenda by 26th May 2026 - Ref: 135

Items for the agenda by 26 May 2026

Meeting closed at 20.30