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WESTBOROUGH & DRY DODDINGTON PARISH COUNCIL

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Website: <https://westborough-dry-doddington.parish.lincolnshire.gov.uk/>

Friday, 04 July 2025

Dear councillor,

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Thursday, 10 July** commencing at **7.30pm** at Westborough Village Hall.

The business of the meeting is set out in the agenda below.



Belina Boyer
Parish Clerk/RFO

| Agenda no | Agenda item title |
|-----------|---|
| 25-62 | Public Forum: to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) |
| 25-63 | To note apologies for absence . |
| 25-64 | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk |
| 25-65 | To welcome representatives of the Environment Agency to answer questions on flooding in the parish. |
| 25-66 | To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s). Minutes of Annual Parish Council Meeting on 08 May 2025 |
| 25-67 | To review and adopt the following policies and procedures based on NALC/LALC and SLCC templates <ul style="list-style-type: none">a) Code of Conductb) Complaints policy and procedurec) Grant Policyd) Co-option Policye) Risk Management Policy |
| 25-68 | To receive and note the Clerk's Report and confirm the receipt of the 2025 Practitioner's Guide. |
| 25-69 | To receive a grant application from Westborough Village Hall Committee for the renovation of the hall's roof and consider awarding a grant from the Copley Solar Fund. |

| Agenda no | Agenda item title | | | | |
|--|--|---------------------------|---|--|---------|
| 25-70 | To consider changing the clerk’s email address to a free .gov.uk address and choose one of the permissible addresses. | | | | |
| 25-71 | Financial Matters: | | | | |
| | a) To receive and note the council’s receipts and payments over budget report to 30 June 2025 and review the current budget and any virements. | | | | |
| | b) To receive and note the council’s bank reconciliation to 30 June 2025. | | | | |
| | c) To authorise the following known upcoming payments: | | | | |
| | Payee Name | Reference | Transaction Detail | Budget Code | £ Total |
| | B Boyer | SO | Staff Costs July and August | Staff Costs | 338.60 |
| | B Boyer | SO | WFHA July and August | Office expenses incl. WFHA and mileage | 52.00 |
| | Zurich Insurance | P008 | Council Insurance 2025/26 | Insurance | 160.64 |
| | South Kesteven DC | P009 | Aqua Sacs | Other Projects - Copley Fund Reserve | 456.00 |
| | John Forman | P010 | Scissors for flood store | Other Projects - Copley Fund Reserve | 5.19 |
| John Forman | P011 | Grass cutting Westborough | Volunteer Mowing, Comm cleaner projects | 151.00 | |
| Stuart Surr | P012 | Grass cutting Westborough | Volunteer Mowing, Comm cleaner projects | 90.00 | |
| A J Chandra | P013 | Grass cutting Westborough | Volunteer Mowing, Comm cleaner projects | 60.00 | |
| Plus any expenditure approved at this meeting and yet unknown amounts for out of pocket expenses to be presented on the day. | | | | | |
| 25-72 | BANKING | | | | |
| a) To consider adding Bankline authorisation to the NatWest bank accounts: https://www.natwest.com/business/ways-to-bank/bankline-for-communities.html | | | | | |
| b) To consider opening a CCLA Public Sector Deposit Fund Account to maximise income from interest: https://www.ccla.co.uk/investments/investor/local-authorities | | | | | |
| 25-73 | To receive the results of a poll on public spaces for children and teenagers and consider what action to take. (Cllr Birnage) | | | | |
| 25-74 | To consider planning applications for comment . | | | | |

| Agenda no | Agenda item title |
|-----------|---|
| | S25/1207 Section 211 Notice for the felling and removal of Yew tree. The Cottage Long Lane Westborough Lincolnshire NG23 5HH |
| 25-75 | To note planning decisions made since the last meeting. S25/O173 Erection of permanent agricultural workers dwelling and associated works. J And J Alpacas Meadow Farm Clensey Lane Dry Doddington Lincolnshire NG23 5HT - Declined |
| 25-76 | To receive and note reports from members including Highways updates. (for information only). |
| 25-77 | To receive the County and District Councillor's reports (for information only). |
| 25-78 | To note correspondence previously circulated by email. |
| 25-79 | Items for notification to be included in a future agenda. For information only. |
| 25-80 | To note the date and time of the next Full Council meeting as 09 October 2025 at 19.30 at Dry Doddington Village Hall. |

DRAFT Minutes

Of the meeting 08 May 2025 at Dry Doddington Village Hall

Members Present:

| | | | | | |
|--------|--------------------|----------|------|--------|--|
| Arnold | Birnage (Chair) | Broomham | Ford | Forman | |
|--------|--------------------|----------|------|--------|--|

Members Absent:

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|------|--|--|--|--|--|
| Lett | | | | | |
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Also Present: The clerk, several members of the public, including District Cllr Wood and County Cllr Bamford.


| Minute no | Minute |
|-----------|--|
| 25-37 | To elect a chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Birnage the chair for the 2025-26 municipal year. Cllr Birnage signed her acceptance of office form before the councils Proper Officer. |
| 25-38 | To elect vice chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Lett the vice-chair for the 2025-26 municipal year in her absence. Arrangements were agreed for her to sign the acceptance of office before the chair before the next meeting. |
| 25-39 | To adjourn the meeting for the Public Forum: to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) A member of the public reported that white lines had faded and would require repainting. Cllr Bamford said he would report to Highways. |
| 25-40 | To note apologies for absence. Cllr Lett had given her apologies which were approved by the council. |
| 25-41 | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk None received. |
| 25-42 | To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s). a) Minutes of Parish Council Meeting on 13 March 2025 The council unanimously approved and resolved to sign the minutes of the meeting 13 March as a true record. |
| 25-43 | To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting: |

| Minute no | Minute |
|--------------|--|
| | <p>a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;</p> <p>The council currently has no committees. It resolved to defer to a future meeting.</p> <p>b) Review of the terms of reference for committees; - deferred</p> <p>c) Appointment of members to existing committees; - deferred</p> <p>d) Appointment of any new committees in accordance with standing order 4; - deferred</p> <p>e) Review and adoption of appropriate standing orders and financial regulations;</p> <p>The Council resolved to adopt Standing Orders and Financial Regulations based on the latest NALC model. The council would review its arrangements for electronic payments later in the year and update Financial Regulations accordingly.</p> <p>f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p>The council had entered into a grass cutting agreement with Lincolnshire County Council earlier in the year.</p> <p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>The council is currently not represented on external bodies.</p> <p>h) Review of inventory of land and other assets including buildings and office equipment;</p> <p>The council reviewed its assets register and approved some changes removing items no longer in the council's possession and adding items which had previously been removed as well as adding newly purchased assets.</p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>The council reviewed its insurance arrangements and resolved to continue insuring with Zurich Municipal as per the updated schedule. The council reviewed its risk management register.</p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;</p> <p>The council is a member of NALC. The Clerk's membership of SLCC would be considered when up for renewal later in the year.</p> <p>k) Review of the Council's complaints procedure; Deferred to a later meeting.</p> <p>l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p>The council adopted the ICO's Model Publication Scheme and deferred the review of other policies to a later date.</p> <p>m) Review of the Council's policy for dealing with the press/media; Deferred</p> <p>n) Review of the Council's employment policies and procedures; Deferred</p> |

| Minute no | Minute |
|-----------|---|
| | <p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. The council had not made any payments under S137.</p> <p>There were none.</p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>The council confirmed the meeting schedule agreed earlier in the year and added the Annual Parish Council Meeting 14th May 2026 at Westborough Village Hall to the Schedule.</p> |
| 25-44 | <p>a) To receive and note Dry Doddington Village Poor's' Charity Trust annual trustees report.</p> <p>The council received and noted the report received from the charity trustees read out by the Clerk.</p> <p>b) To appoint trustees for a 5-year term.</p> <p>A query had been raised whether members of the council could be charity trustees. The clerk would look into the matter. Nobody had volunteered to be a charity trustee.</p> |
| 25-45 | <p>To receive and note the Clerk's Report.</p> <p>The council received and noted the clerk's report.</p> |
| 25-46 | <p>To formally approve the expenditure of £4200 for plastering work at Dry Doddington Village Hall from the Copley Solar Farm Fund.</p> <p>The Council unanimously approved the expenditure and payment of £4200 for building and plastering work at Westborough, rather than Dry Doddington Village Hall from the Copley Solar Farm Fund.</p> |
| 25-47 | <p>To consider registering with the ICO and arranging for annual payments by Direct Debit.</p> <p>The council resolved to register with the ICO and pay the relevant annual fee via Direct Debit.</p> |
| 25-48 | <p>To consider a grant application from the Copley Solar Farm Fund from Dry Doddington Village Hall.</p> <p>The council considered the grant application.</p> <p>The council resolved to order and purchase table and chair trolleys as well as a hot water urn for use at Dry Doddington Village Hall. These items will then be gifted to the Village Hall Trustees. The estimated cost would be £1150.</p> |
| 25-49 | <p>To consider the clerk's attendance at the LALC summer conference.</p> <p>The Council approved the clerk's attendance at the LALC summer conference and the associated expenditure. The conference costs £45 to attend.</p> |

| Minute no | Minute | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|---|------------------------|-------------|---------|---------|----|--------------------------|-------------|--------|---------|----|-------------------|--|-------|----------|------|----------------------------|--------------------------------------|-------|-------------------|------|------------------|--------------------------------------|-------|-----------|------|--|--------------------------------------|--------|-------------------|------|------------------------------------|---|--------|-------------------|------|------------------------------------|---|-------|---------|------|------------------------|---|-------|--|--|--|--|------------------------|
| 25-50 | <p>Financial Matters:</p> <p>a) To receive and note the council's receipts and payments over budget report to 31 March 2025. Members received and noted the council's receipts and payments over budget report to 31 March 2025.</p> <p>b) To receive and note the council's bank reconciliation to 31 March 2025. Members received and noted the council's bank reconciliation to 31 March 2025.</p> <p>c) To authorise the following known upcoming payments:</p> <table><tr><th>Payee Name</th><th>Reference</th><th>Transaction Detail</th><th>Budget Code</th><th>£ Total</th></tr><tr><td>B Boyer</td><td>SO</td><td>Staff Costs May and June</td><td>Staff Costs</td><td>338.60</td></tr><tr><td>B Boyer</td><td>SO</td><td>WFHA May and June</td><td>Office expenses incl. WFHA and mileage</td><td>52.00</td></tr><tr><td>J Forman</td><td>P001</td><td>Reimburse Timber Shed base</td><td>Other Projects - Copley Fund Reserve</td><td>36.00</td></tr><tr><td>AC Garden Service</td><td>P002</td><td>Flood Store Work</td><td>Other Projects - Copley Fund Reserve</td><td>60.00</td></tr><tr><td>V Birnage</td><td>P003</td><td>Reimburse flood store and associated costs</td><td>Other Projects - Copley Fund Reserve</td><td>299.91</td></tr><tr><td>AC Garden Service</td><td>P005</td><td>Hedge Work Long Lane Westborough 1</td><td>Volunteer Mowing, Comm cleaner projects</td><td>195.00</td></tr><tr><td>AC Garden Service</td><td>P006</td><td>Hedge Work Long Lane Westborough 2</td><td>Volunteer Mowing, Comm cleaner projects</td><td>80.00</td></tr><tr><td>R Piper</td><td>P007</td><td>Honda Strimmer Service</td><td>Volunteer Mowing, Comm cleaner projects</td><td>40.00</td></tr><tr><td colspan="4"></td><td><u>1,111.51</u></td></tr></table> <p>Plus, any expenditure approved above and yet unknown amounts for out-of-pocket expenses to be presented on the day. The Council approved the payments as listed above to be made.</p> <p>d) To review earmarked reserves The council reviewed its earmarked reserves and resolved to earmark any moneys from the Copley's fund for community projects.</p> <p>e) To review the regular payments listing (Financial Regulations) The council reviewed its regular payments listings to include the ICO Direct Debit as well as staff salaries by Standing Order and HMRC obligations by Direct Debit.</p> | Payee Name | Reference | Transaction Detail | Budget Code | £ Total | B Boyer | SO | Staff Costs May and June | Staff Costs | 338.60 | B Boyer | SO | WFHA May and June | Office expenses incl. WFHA and mileage | 52.00 | J Forman | P001 | Reimburse Timber Shed base | Other Projects - Copley Fund Reserve | 36.00 | AC Garden Service | P002 | Flood Store Work | Other Projects - Copley Fund Reserve | 60.00 | V Birnage | P003 | Reimburse flood store and associated costs | Other Projects - Copley Fund Reserve | 299.91 | AC Garden Service | P005 | Hedge Work Long Lane Westborough 1 | Volunteer Mowing, Comm cleaner projects | 195.00 | AC Garden Service | P006 | Hedge Work Long Lane Westborough 2 | Volunteer Mowing, Comm cleaner projects | 80.00 | R Piper | P007 | Honda Strimmer Service | Volunteer Mowing, Comm cleaner projects | 40.00 | | | | | <u>1,111.51</u> |
| Payee Name | Reference | Transaction Detail | Budget Code | £ Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B Boyer | SO | Staff Costs May and June | Staff Costs | 338.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B Boyer | SO | WFHA May and June | Office expenses incl. WFHA and mileage | 52.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J Forman | P001 | Reimburse Timber Shed base | Other Projects - Copley Fund Reserve | 36.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P002 | Flood Store Work | Other Projects - Copley Fund Reserve | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V Birnage | P003 | Reimburse flood store and associated costs | Other Projects - Copley Fund Reserve | 299.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P005 | Hedge Work Long Lane Westborough 1 | Volunteer Mowing, Comm cleaner projects | 195.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P006 | Hedge Work Long Lane Westborough 2 | Volunteer Mowing, Comm cleaner projects | 80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Piper | P007 | Honda Strimmer Service | Volunteer Mowing, Comm cleaner projects | 40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <u>1,111.51</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Minute no | Minute |
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| | <p>f) To receive a verbal update on the bank mandate for Nat West Bank and Melton Building Society. The clerk gave a verbal update on the progress made. This was noted.</p> <p>g) To formally resolve that all banking statements and correspondence for the council should be sent to the clerk's home address. The council resolved that all banking statements and correspondence for the council should be sent to the clerk's home address.</p> <p>h) To approve opening a NatWest 35day notice account and agree the sum to be transferred into it after opening The council approved opening a NatWest 35day notice account and transferring £20,000 into it once opened.</p> |
| 25-51 | <p><i>Audit 2024-25</i></p> <p>a) To Receive the internal Auditor's report and consider any recommendations therein for action. The council received the Internal Auditor's report and noted that there was no recommendation for further action. Members resolved to change the order of the agenda and considered item b) after items c) and d).</p> <p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Council resolved that it met the relevant criteria.</p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers. The Clerk read out each assertion and council voted on each. There were no negative answers that would have required further action or explanation. The Annual Governance Statement was signed by both the Clerk and the Chair.</p> <p>d) To consider and agree the Accounting Statements. The Council agreed the Accounting Statements which were signed by the Chair.</p> <p>e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 13 July 2025. The Council noted the dates of the Exercise of Public Rights as 03 June to 13 July 2025.</p> |

| Minute no | Minute |
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| | <p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p> <p>The Council received and noted the Statement of Variances and the Year End Bank Reconciliation.</p> |
| 25-52 | <p>To consider planning applications for comment.</p> <p><u>Demolition of existing redundant agricultural barns and the erection of 5 new build dwellings and access road.</u> </p> <p>Manor Farm Manor House Lane Dry Doddington Lincolnshire NG23 5JA Ref. No: S24/1504 Received: Fri 30 Aug 2024 Validated: Mon 16 Sep 2024 </p> <p>The Council resolved not to add to their previous observations.</p> |
| 25-53 | <p>To note planning decisions made since the last meeting.</p> <p><u>Application for Proposed Equestrian Centre to include Livery</u></p> <p>Development Proposed Equestrian Centre Clensey Lane Dry Doddington Lincolnshire NG23 5HT Ref. No: S22/1188 Received: Fri 10 Jun 2022 Validated: Fri 10 Jun 2022 Appeal Dismissed The council noted the above appeal decision.</p> |
| 25-54 | <p>To consider arranging a meeting with the Environment Agency asking</p> <ol style="list-style-type: none"> To justify their action to date To explain why Westborough is now considered to be a high flood risk area. To explain the results found from new the new flood risk model. To explain the actions proposed based on their findings together with costs and dates for action. (Cllr Forman) <p>The council resolved to invite representatives of the Environment Agency to the July meeting.</p> |
| 25-55 | <ol style="list-style-type: none"> To consider adopting a Community Emergency Plan (CEP), that would cover flooding, but also other potential emergency scenarios based on the <u>Lincolnshire Resilient Communities Programme.</u> <p>The Council resolved to start the process of adopting a community emergency plan. (CEP)</p> <ol style="list-style-type: none"> To receive an update on the provision of a flood store at Westborough. (Cllr Forman) <p>Cllr Forman reported that the flood store had been erected and the aqua sacs were being stored adequately. He reported that a suitable tool would need to</p> |

| Minute no | Minute |
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| | be purchased and stored in the shed to open the aqua sack packaging without damaging the devices. He agreed to purchase scissors or similar. |
| 25-56 | To consider what action to take regarding routine maintenance of Westborough village: funding and reimbursement of the ongoing custom and practice. (Cllr Ford) With the adoption of the new Financial Regulations power to authorise out of pocket expenditure by volunteers and ongoing small maintenance jobs has been delegated to the clerk. |
| 25-57 | To receive and note reports from members including Highways updates. (for information only). The council received updates on Highways issues. |
| 25-58 | To receive the County and District Councillor's reports (for information only). County Councillor Bamford introduced himself. Having been in post for only a few days following the election he did not yet have anything to report. District Councillor Wood reported that the Local Plan was under review. The representation on the Local Government Re-organisation was being considered and consultation events would be prepared. |
| 25-59 | To note correspondence previously circulated by email. The council noted the correspondence previously circulated. |
| 25-60 | Items for notification to be included in a future agenda. For information only. <ul style="list-style-type: none"> Public areas for children and young people – poll Items deferred at this meeting. Budget review and potential virements (See item 56) |
| 25-61 | To note the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall. The council confirmed the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall. |

_____ Date_____

Signed as a true record by the presiding Chair of the approving meeting.

DRAFT Minutes

Of the meeting 08 May 2025 at Dry Doddington Village Hall

Members Present:

| | | | | | |
|--------|--------------------|----------|------|--------|--|
| Arnold | Birnage (Chair) | Broomham | Ford | Forman | |
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Members Absent:

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| Lett | | | | | |
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Also Present: The clerk, several members of the public, including District Cllr Wood and County Cllr Bamford.


| Minute no | Minute |
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| 25-37 | To elect a chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Birnage the chair for the 2025-26 municipal year. Cllr Birnage signed her acceptance of office form before the councils Proper Officer. |
| 25-38 | To elect vice chairman for the 2025-26 municipal year. The Council unanimously elected Cllr Lett the vice-chair for the 2025-26 municipal year in her absence. Arrangements were agreed for her to sign the acceptance of office before the chair before the next meeting. |
| 25-39 | To adjourn the meeting for the Public Forum: to receive questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) A member of the public reported that white lines had faded and would require repainting. Cllr Bamford said he would report to Highways. |
| 25-40 | To note apologies for absence. Cllr Lett had given her apologies which were approved by the council. |
| 25-41 | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any dispensation requests received by the Clerk None received. |
| 25-42 | To receive the minutes of the previous Full Council Meeting and resolve to sign these as a true record of the meeting(s). a) Minutes of Parish Council Meeting on 13 March 2025 The council unanimously approved and resolved to sign the minutes of the meeting 13 March as a true record. |
| 25-43 | To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting: |

| Minute no | Minute |
|--------------|--|
| | <p>a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;</p> <p>The council currently has no committees. It resolved to defer to a future meeting.</p> <p>b) Review of the terms of reference for committees; - deferred</p> <p>c) Appointment of members to existing committees; - deferred</p> <p>d) Appointment of any new committees in accordance with standing order 4; - deferred</p> <p>e) Review and adoption of appropriate standing orders and financial regulations;</p> <p>The Council resolved to adopt Standing Orders and Financial Regulations based on the latest NALC model. The council would review its arrangements for electronic payments later in the year and update Financial Regulations accordingly.</p> <p>f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p>The council had entered into a grass cutting agreement with Lincolnshire County Council earlier in the year.</p> <p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>The council is currently not represented on external bodies.</p> <p>h) Review of inventory of land and other assets including buildings and office equipment;</p> <p>The council reviewed its assets register and approved some changes removing items no longer in the council's possession and adding items which had previously been removed as well as adding newly purchased assets.</p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>The council reviewed its insurance arrangements and resolved to continue insuring with Zurich Municipal as per the updated schedule. The council reviewed its risk management register.</p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;</p> <p>The council is a member of NALC. The Clerk's membership of SLCC would be considered when up for renewal later in the year.</p> <p>k) Review of the Council's complaints procedure; Deferred to a later meeting.</p> <p>l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p>The council adopted the ICO's Model Publication Scheme and deferred the review of other policies to a later date.</p> <p>m) Review of the Council's policy for dealing with the press/media; Deferred</p> <p>n) Review of the Council's employment policies and procedures; Deferred</p> |

| Minute no | Minute |
|-----------|---|
| | <p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. The council had not made any payments under S137.</p> <p>There were none.</p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>The council confirmed the meeting schedule agreed earlier in the year and added the Annual Parish Council Meeting 14th May 2026 at Westborough Village Hall to the Schedule.</p> |
| 25-44 | <p>a) To receive and note Dry Doddington Village Poor's' Charity Trust annual trustees report.</p> <p>The council received and noted the report received from the charity trustees read out by the Clerk.</p> <p>b) To appoint trustees for a 5-year term.</p> <p>A query had been raised whether members of the council could be charity trustees. The clerk would look into the matter. Nobody had volunteered to be a charity trustee.</p> |
| 25-45 | <p>To receive and note the Clerk's Report.</p> <p>The council received and noted the clerk's report.</p> |
| 25-46 | <p>To formally approve the expenditure of £4200 for plastering work at Dry Doddington Village Hall from the Copley Solar Farm Fund.</p> <p>The Council unanimously approved the expenditure and payment of £4200 for building and plastering work at Westborough, rather than Dry Doddington Village Hall from the Copley Solar Farm Fund.</p> |
| 25-47 | <p>To consider registering with the ICO and arranging for annual payments by Direct Debit.</p> <p>The council resolved to register with the ICO and pay the relevant annual fee via Direct Debit.</p> |
| 25-48 | <p>To consider a grant application from the Copley Solar Farm Fund from Dry Doddington Village Hall.</p> <p>The council considered the grant application.</p> <p>The council resolved to order and purchase table and chair trolleys as well as a hot water urn for use at Dry Doddington Village Hall. These items will then be gifted to the Village Hall Trustees. The estimated cost would be £1150.</p> |
| 25-49 | <p>To consider the clerk's attendance at the LALC summer conference.</p> <p>The Council approved the clerk's attendance at the LALC summer conference and the associated expenditure. The conference costs £45 to attend.</p> |

| Minute no | Minute | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|---|------------------------|-------------|---------|---------|----|--------------------------|-------------|--------|---------|----|-------------------|--|-------|----------|------|----------------------------|--------------------------------------|-------|-------------------|------|------------------|--------------------------------------|-------|-----------|------|--|--------------------------------------|--------|-------------------|------|------------------------------------|---|--------|-------------------|------|------------------------------------|---|-------|---------|------|------------------------|---|-------|--|--|--|--|------------------------|
| 25-50 | <p>Financial Matters:</p> <p>a) To receive and note the council's receipts and payments over budget report to 31 March 2025. Members received and noted the council's receipts and payments over budget report to 31 March 2025.</p> <p>b) To receive and note the council's bank reconciliation to 31 March 2025. Members received and noted the council's bank reconciliation to 31 March 2025.</p> <p>c) To authorise the following known upcoming payments:</p> <table><tr><th>Payee Name</th><th>Reference</th><th>Transaction Detail</th><th>Budget Code</th><th>£ Total</th></tr><tr><td>B Boyer</td><td>SO</td><td>Staff Costs May and June</td><td>Staff Costs</td><td>338.60</td></tr><tr><td>B Boyer</td><td>SO</td><td>WFHA May and June</td><td>Office expenses incl. WFHA and mileage</td><td>52.00</td></tr><tr><td>J Forman</td><td>P001</td><td>Reimburse Timber Shed base</td><td>Other Projects - Copley Fund Reserve</td><td>36.00</td></tr><tr><td>AC Garden Service</td><td>P002</td><td>Flood Store Work</td><td>Other Projects - Copley Fund Reserve</td><td>60.00</td></tr><tr><td>V Birnage</td><td>P003</td><td>Reimburse flood store and associated costs</td><td>Other Projects - Copley Fund Reserve</td><td>299.91</td></tr><tr><td>AC Garden Service</td><td>P005</td><td>Hedge Work Long Lane Westborough 1</td><td>Volunteer Mowing, Comm cleaner projects</td><td>195.00</td></tr><tr><td>AC Garden Service</td><td>P006</td><td>Hedge Work Long Lane Westborough 2</td><td>Volunteer Mowing, Comm cleaner projects</td><td>80.00</td></tr><tr><td>R Piper</td><td>P007</td><td>Honda Strimmer Service</td><td>Volunteer Mowing, Comm cleaner projects</td><td>40.00</td></tr><tr><td colspan="4"></td><td><u>1,111.51</u></td></tr></table> <p>Plus, any expenditure approved above and yet unknown amounts for out-of-pocket expenses to be presented on the day. The Council approved the payments as listed above to be made.</p> <p>d) To review earmarked reserves The council reviewed its earmarked reserves and resolved to earmark any moneys from the Copley's fund for community projects.</p> <p>e) To review the regular payments listing (Financial Regulations) The council reviewed its regular payments listings to include the ICO Direct Debit as well as staff salaries by Standing Order and HMRC obligations by Direct Debit.</p> | Payee Name | Reference | Transaction Detail | Budget Code | £ Total | B Boyer | SO | Staff Costs May and June | Staff Costs | 338.60 | B Boyer | SO | WFHA May and June | Office expenses incl. WFHA and mileage | 52.00 | J Forman | P001 | Reimburse Timber Shed base | Other Projects - Copley Fund Reserve | 36.00 | AC Garden Service | P002 | Flood Store Work | Other Projects - Copley Fund Reserve | 60.00 | V Birnage | P003 | Reimburse flood store and associated costs | Other Projects - Copley Fund Reserve | 299.91 | AC Garden Service | P005 | Hedge Work Long Lane Westborough 1 | Volunteer Mowing, Comm cleaner projects | 195.00 | AC Garden Service | P006 | Hedge Work Long Lane Westborough 2 | Volunteer Mowing, Comm cleaner projects | 80.00 | R Piper | P007 | Honda Strimmer Service | Volunteer Mowing, Comm cleaner projects | 40.00 | | | | | <u>1,111.51</u> |
| Payee Name | Reference | Transaction Detail | Budget Code | £ Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B Boyer | SO | Staff Costs May and June | Staff Costs | 338.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B Boyer | SO | WFHA May and June | Office expenses incl. WFHA and mileage | 52.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J Forman | P001 | Reimburse Timber Shed base | Other Projects - Copley Fund Reserve | 36.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P002 | Flood Store Work | Other Projects - Copley Fund Reserve | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V Birnage | P003 | Reimburse flood store and associated costs | Other Projects - Copley Fund Reserve | 299.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P005 | Hedge Work Long Lane Westborough 1 | Volunteer Mowing, Comm cleaner projects | 195.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AC Garden Service | P006 | Hedge Work Long Lane Westborough 2 | Volunteer Mowing, Comm cleaner projects | 80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Piper | P007 | Honda Strimmer Service | Volunteer Mowing, Comm cleaner projects | 40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <u>1,111.51</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Minute no | Minute |
|--------------|---|
| | <p>f) To receive a verbal update on the bank mandate for Nat West Bank and Melton Building Society. The clerk gave a verbal update on the progress made. This was noted.</p> <p>g) To formally resolve that all banking statements and correspondence for the council should be sent to the clerk's home address. The council resolved that all banking statements and correspondence for the council should be sent to the clerk's home address.</p> <p>h) To approve opening a NatWest 35day notice account and agree the sum to be transferred into it after opening The council approved opening a NatWest 35day notice account and transferring £20,000 into it once opened.</p> |
| 25-51 | <p><i>Audit 2024-25</i></p> <hr/> <p>a) To Receive the internal Auditor's report and consider any recommendations therein for action. The council received the Internal Auditor's report and noted that there was no recommendation for further action. Members resolved to change the order of the agenda and considered item b) after items c) and d).</p> <p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Council resolved that it met the relevant criteria.</p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers. The Clerk read out each assertion and council voted on each. There were no negative answers that would have required further action or explanation. The Annual Governance Statement was signed by both the Clerk and the Chair.</p> <p>d) To consider and agree the Accounting Statements. The Council agreed the Accounting Statements which were signed by the Chair.</p> <p>e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 13 July 2025. The Council noted the dates of the Exercise of Public Rights as 03 June to 13 July 2025.</p> |

| Minute no | Minute |
|-----------|---|
| | <p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p> <p>The Council received and noted the Statement of Variances and the Year End Bank Reconciliation.</p> |
| 25-52 | <p>To consider planning applications for comment.</p> <p>Demolition of existing redundant agricultural barns and the erection of 5 new build dwellings and access road. </p> <p>Manor Farm Manor House Lane Dry Doddington Lincolnshire NG23 5JA Ref. No: S24/1504 Received: Fri 30 Aug 2024 Validated: Mon 16 Sep 2024 </p> <p>The Council resolved not to add to their previous observations.</p> |
| 25-53 | <p>To note planning decisions made since the last meeting.</p> <p>Application for Proposed Equestrian Centre to include Livery</p> <p>Development Proposed Equestrian Centre Clensey Lane Dry Doddington Lincolnshire NG23 5HT Ref. No: S22/1188 Received: Fri 10 Jun 2022 Validated: Fri 10 Jun 2022 Appeal Dismissed The council noted the above appeal decision.</p> |
| 25-54 | <p>To consider arranging a meeting with the Environment Agency asking</p> <ol style="list-style-type: none"> To justify their action to date To explain why Westborough is now considered to be a high flood risk area. To explain the results found from new the new flood risk model. To explain the actions proposed based on their findings together with costs and dates for action. (Cllr Forman) <p>The council resolved to invite representatives of the Environment Agency to the July meeting.</p> |
| 25-55 | <ol style="list-style-type: none"> To consider adopting a Community Emergency Plan (CEP), that would cover flooding, but also other potential emergency scenarios based on the Lincolnshire Resilient Communities Programme. <p>The Council resolved to start the process of adopting a community emergency plan. (CEP)</p> <ol style="list-style-type: none"> To receive an update on the provision of a flood store at Westborough. (Cllr Forman) <p>Cllr Forman reported that the flood store had been erected and the aqua sacs were being stored adequately. He reported that a suitable tool would need to</p> |

| Minute no | Minute |
|-----------|---|
| | be purchased and stored in the shed to open the aqua sack packaging without damaging the devices. He agreed to purchase scissors or similar. |
| 25-56 | To consider what action to take regarding routine maintenance of Westborough village: funding and reimbursement of the ongoing custom and practice. (Cllr Ford) With the adoption of the new Financial Regulations power to authorise out of pocket expenditure by volunteers and ongoing small maintenance jobs has been delegated to the clerk. |
| 25-57 | To receive and note reports from members including Highways updates. (for information only). The council received updates on Highways issues. |
| 25-58 | To receive the County and District Councillor's reports (for information only). County Councillor Bamford introduced himself. Having been in post for only a few days following the election he did not yet have anything to report. District Councillor Wood reported that the Local Plan was under review. The representation on the Local Government Re-organisation was being considered and consultation events would be prepared. |
| 25-59 | To note correspondence previously circulated by email. The council noted the correspondence previously circulated. |
| 25-60 | Items for notification to be included in a future agenda. For information only. <ul style="list-style-type: none"> Public areas for children and young people – poll Items deferred at this meeting. Budget review and potential virements (See item 56) |
| 25-61 | To note the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall. The council confirmed the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall. |

_____ Date_____

Signed as a true record by the presiding Chair of the approving meeting.

COMPLAINTS PROCEDURE

Adopted ??/??/????

Review Date ??/??/????

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

The procedure may also be used to deal with any statutory complaint or appeal process required by law such as the Freedom of Information Act 2000, Data Protection Act 2018 or other legislation.

Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a Committee tasked with investigating the matter.

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaint's procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

Please be aware that there are other bodies with responsibility for certain types of complaint:

| | |
|---|---|
| <i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i> | <i>South Kesteven District Council's Monitoring Officer should be contacted – the district/ borough council has responsibility for such matters</i> |
| <i>Alleged financial irregularity or unlawful council activity</i> | <i>Local electors have a statutory right to object to a Council's Annual Accounts and Governance Statement to the external auditor – S.27 Local Audit and Accountability Act 2014</i> |
| <i>Alleged criminal activity</i> | <i>The Police</i> |

Before the meeting

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council (see website for contact details)
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chair of the Council.
3. The Clerk to the Council/ Chair will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 2018 at all times to safeguard against the unlawful disclosure of personal data.

5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.
6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

At the meeting

8. The Council /Committee shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.
9. The Chairman will introduce everyone at the meeting and explain the procedure to be followed.
10. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
11. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members of the Council.
12. The complainant will be offered the opportunity to summarise their position.
13. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
14. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
15. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and the arrangements in place to communicate the decision to them.

After the meeting

16. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
17. The Council's decision on the matter will be final, and no further appeal process will be offered.

GRANT APPLICATION POLICY

Adopted

Due for review:

Introduction

Westborough an Dry Doddington Parish Council is committed to supporting local organisations and groups whose work benefits some or all of the residents of the Westborough an Dry Doddington Parish Council area. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment
- Promoting sustainable energy
- and promoting the Parish of Westborough an Dry Doddington in a positive way.

A grant can be used in various ways, for example:

- purchase of new or improved equipment/facilities
- supporting a specific event
- improving the environment.

The Council will consider applications for grants between **£50 and £15,000.**

All applications for grants are considered by the Parish Council with each application assessed on its own merits.

Once a decision has been made it is final, with no appeals. No further identical or similar applications will be considered for 12 months unless the Council accepts that exceptional circumstances apply.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Please return completed applications to: The Parish Clerk,

Email: clerk.west.drydodd.pc@gmail.com

Westborough an Dry Doddington Parish Council

Email: clerk.west.drydodd.pc@gmail.com Mobile: 07356 031636

Grants will not be awarded retrospectively.

Who is eligible?

Local voluntary or charitable groups (clubs, societies and organisations) whose work benefits some or all of the residents within the Westborough an Dry Doddington Parish Council area.

Those NOT eligible

The Parish Council will NOT award grants to:-

- Private individuals
- Commercial organisation
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- "Upward funders". ie. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief
- Organisations who discriminate against anybody with protected characteristics

This list is not exclusive, and may be added to at the Council's discretion.

Procedure

Funding applications may be submitted at any time during the financial year. In order to be considered at the Council meeting following submission, the application has to be complete and received by the Clerk not less than 7 working days before a scheduled meeting. All applications require:

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the Westborough an Dry Doddington Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equality and Diversity Policy, or provide a copy of their own policy • Confirmation and details of an active Youth Policy – where applicable.
- Organisations will be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Please return completed applications to: The Parish Clerk,

Email: clerk.west.drydodd.pc@gmail.com

Westborough an Dry Doddington Parish Council

Email: clerk.west.drydodd.pc@gmail.com Mobile: 07356 031636

All applications in excess of £500 must be accompanied by the organisation's previous year's accounts. The Council reserves the right to request further financial and governance documentation before making a decision.

All grants awarded will be subject to regular 'report back' to Westborough an Dry Doddington Parish Council as to progress and/or community benefit.

Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon an award will remain for approval by the Parish Council at the appropriate meeting following the application. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links. An emergency grant request, once received in writing, will be considered at the next available meeting of the Parish Council.

Each application will be assessed on its own merits.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The applicant will confirm in writing that these conditions will be met before any payment will be made. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Westborough an Dry Doddington Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

Please return completed applications to: The Parish Clerk,

Email: clerk.west.drydodd.pc@gmail.com

Grant Application Form

| |
|--|
| Name of Organisation |
| Contact Details |
| Position within Organisation |
| Telephone |
| Email |
| Is your organisation a registered charity? |
| If yes, charity number |
| Project for which grant is required? Please give details of the projects to be financed, who will be benefit from the funding |
| Total Cost |

Please return completed applications to: The Parish Clerk,

Email: clerk.west.drydodd.pc@gmail.com

Westborough an Dry Doddington Parish Council

Email: clerk.west.drydodd.pc@gmail.com Mobile: 07356 031636

| |
|---|
| Have any funds been requested from other sources? |
| Success/failure of application, and amount requested |
| Amount of grant requested from Westborough and Dry Doddington Parish Council. |
| When are the funds required? |
| Please provide your organisations account details |

THIS FORM MUST BE RECEIVED AT LEAST 7 DAYS BEFORE THE MEETING

Please provide images and additional information in the space below.

Please return completed applications to: The Parish Clerk,

Email: clerk.west.drydodd.pc@gmail.com

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

CO-OPTION POLICY AND PROCEDURE

THERE ARE TWO TYPES OF VACANCIES:

Casual

This occurs during the four year term when a Councillor resigns, dies or becomes disqualified.

S87(2) of the Local Government Act 1972 requires a local authority (Parish Council) to give public notice of casual vacancies to ensure transparency and attract more candidates.

The process of giving ten electors the opportunity to call a by-election is only relevant for casual vacancies, not ordinary vacancies.

Ordinary

This occurs as a result of insufficient nominations for the seats available at the time of election. Any such vacancy/vacancies should be advertised within 35 days of the election or later if still unfilled.

In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Parish Council).

The eligibility and disqualification criteria required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 and disqualification criteria Ss.80-81 of the Local Government Act 1972.

THE CO-OPTION PROCESS FOR ORDINARY AND CASUAL VACANCIES

(For casual vacancies this process will apply when a by-election has been advertised but not claimed)

There are no statutory arrangements in place to co-opt to fill a vacancy and therefore the Parish Council has decided to adopt the following process in order to be fully transparent and ensure all applicants can be considered which meet statutory eligibility criteria and able to offer suitable skills, knowledge, experience and motivation to fulfil the role of Parish Councillor.

Where a vacancy/vacancies occur the following will apply:

1. The vacancy/vacancies notice will be advertised as follows:
 - On the Parish Council notice board.
 - On the Parish Council website.
 - On Parish Council Facebook page or similar social media (where available).
2. The notice will feature a closing date of at least 7 days before the next council meeting and allow at least 21 days for application.

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

3. If no applications are received the notice will be advertised again with a new 21 days closing date.
4. This will continue until such time as an application/applications are received.
5. When an application/applications are received by the closing date the following will apply:
 - Each applicant will be provided with a copy of this Standing Order procedure.
 - Each applicant will be invited to complete a Legal Declaration of Qualification to hold Public Office as a Local Councillor (as shown in Appendix B).
 - Each applicant will be invited to provide a "CV" to include the reasons for interest in being a Parish Councillor and what attributes they have to offer for the benefit of the community. Appendix A template can be provided by the Parish Clerk to assist with this.
6. If items (ii) and (iii) are not completed by an applicant then they will not be considered for the vacancy/vacancies.
7. The Parish Clerk will circulate details of the application/applications to all the other Councillors prior to the next Parish Council meeting. These are strictly private and confidential and should be handled carefully at all times.
8. There will be a separate item on the Parish Council meeting Agenda to deal with the application/applications for Co-options.
9. Each applicant will be invited to attend the Parish Council meeting to present themselves to the Parish Council and to allow the Councillors present to ask them questions in the open meeting.
10. If an applicant does not present themselves to the Parish Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies at that meeting.
11. If thought necessary the Parish Council will resolve to exclude members of the press and public including the candidates under the Local Government Act Schedule 12A and the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants.
12. The Parish Council meeting will then re-convene as an open meeting and a vote will take place for applicant(s) for each vacant seat so the successful candidate must have a majority to be elected. Each applicant must have a proposer and a seconder. An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy. No proxy votes are allowed. The Chair may exercise their casting vote if there is an equality of votes (see voting method example in Appendix C).
13. The Chairman will declare the result.
14. The result will be recorded in the Minutes of the Parish Council meeting.
15. The Parish Clerk will notify all Parish Council Councillors of the voting count and the result of the selection process as soon as possible afterwards.
16. No feedback will be given to any applicant in respect of the Parish Council discussions that took place in the closed part of the meeting unless agreed by the Parish Council.

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

17. The successful applicant/applicants will be provided with the following:
 - A copy of the Parish Council's Standing Orders.
 - A copy of the Parish Council's Financial Regulations.
 - A copy of the Parish Council's Code of Conduct.
 - A copy of the Good Councillors Guide.
18. The successful applicant/applicants will comply with the following:
 - To sign a Declaration of Acceptance of office form.
 - To complete a Declaration of Interests form and submit this to the Parish Clerk who will submit it to the Monitoring Officer at East Lindsey District Council within 28 days.
19. The successful applicant/applicants will be encouraged to undertake training courses paid for by the Parish Council and provided by Lincolnshire Association of Local Councils (LALC).
20. If for any reason an applicant/applicants are not selected then the vacancy/vacancies will be re-advertised in accordance with this procedure.

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

| APPLICATION FOR CO-OPTION | |
|---------------------------|--|
| Full name and title | |
| About you | <i>In the box below tell us a little about your background, skills and experience that might be useful if you join the parish council.</i> |

| | |
|-----------------------------|---|
| Reasons for applying | <i>Please explain here your reasons why you want to be a member of the Parish Council</i> |
| | |
| Signature | |
| Date | |

Return this form to the Parish Clerk once you have completed it.

clerk.west.drydodd.pc@gmail.com

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

| ELIGIBILITY FOR CO-OPTION | |
|---|--|
| Full name and Title | |
| Home address | |
| Home telephone | |
| Mobile telephone | |
| Email address | |
| <p>It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?</p> <p>Yes / No</p> | |
| <p>Are you a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain?</p> <p>Yes / No</p> | |
| <p>Are you aged over 18?</p> <p>Yes / No</p> | |
| <p><i>To qualify you must be able to answer 'Yes' to at least one of the questions below</i></p> | |
| <p>a) Are you on the electoral register for Westborough and Dry Doddington Parish Council?</p> <p>Yes / No</p> | |
| <p>b) Have you lived either in parish of Westborough and Dry Doddington or within 3 miles of its boundary, for at least a year? Yes / No</p> | |
| <p>c) Have you been the owner or tenant of land in XXXXXXXXXXXXX parish for at least a year? Yes / No</p> | |
| <p>d) Have you had your only or main place of work in parish of Westborough and Dry Doddington for at least a year? Yes / No</p> | |
| <p><i>You must be able to answer 'No' to all the questions below to be eligible to serve as a councillor.</i></p> | |
| <p>i) Are you the subject of a bankruptcy restrictions order or interim order?</p> <p>Yes / No</p> | |

Return this form to the Parish Clerk once you have completed it.

clerk.west.drydodd.pc@gmail.com

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL CO-OPTION APPLICATION AND ELIGIBILITY FORM

| | |
|------------------|--|
| ii) | Have you within the last five years been convicted of an offence in the UK, the Channel Islands or Isle of Man and has been sentenced (whether suspended or not) to imprisonment for three months or more without the option of a fine? Yes / No |
| iii) | Are you disqualified by order of a court from being a member of a local authority? Yes / No |
| iv) | Employed by Westborough and Dry Doddington Parish Council, a joint committee or holds a paid office? Yes / No |
| v) | Subject to the notification requirements of the Sexual Offences act 2003 or Sexual Risk Orders? Yes / No |
| | |
| Signature | |
| Date | |

When completed return this form to the Clerk to Westborough and Dry Doddington Parish Council: clerk.west.drydodd.pc@gmail.com

Return this form to the Parish Clerk once you have completed it.

clerk.west.drydodd.pc@gmail.com

RISK MANAGEMENT POLICY

Adopted ??/??/????

Review Date ??/??/????

Mission Statement of Parish Council:

To provide services for, and manage and maintain the assets of, the village of Westborough and Dry Doddington, within the law, and the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

| Aim | Risk | Method used to Minimise Risk | Person(s) Responsible |
|---|--|--|------------------------------|
| 1. To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct. | 1. Lack of knowledge of regulations and codes. | Ensure that all Councillors have copies of relative Acts, Code of Conduct, and Standing Orders. Highlight essential parts and provide training where possible. | Chair Clerk/RFO |
| | 2. Absence of standing orders | Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year. | Chair Clerk/RFO |
| | 3. Actions by the PC outside its powers laid down by Parliament. | As at 1 above, but ensure that powers are highlighted or extracted into effective summary. | Chair Clerk/RFO |
| | 4. Lack of commitment to regulations and procedures. | Regular reference to appropriate regulations in agenda items. Delegation of responsibilities to individual councillors. | All councillors Clerk/RFO |
| | 5. Items purchased without proper tendering procedures, resulting in accusations of commercial favoritism. | Ensure that all councillors are aware of regulations re estimates and full tender procedures. | All councillors Clerk/RFO |

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

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|---|---|---|---|
| | <p>6. Payments made without prior approval and adequate control.</p> <p>7. Lack of control of signatories to cheques.</p> <p>8. VAT not properly accounted for, resulting in overclaims and large demands from C&E.</p> | <p>Introduce practice of estimates for all purchases over an agreed figure.</p> <p>Ensure all payments are approved in Council meetings and recorded in minutes. Avoid cash payments.</p> <p>Keep authorised signatories to a minimum consistent with practicalities.</p> <p>Ensure appropriate publications held and that Clerk/RFO has good knowledge of regulations.</p> | <p>Clerk/RFO</p> <p>Chair</p> |
| <p>2. To identify and regularly review the Council's priorities.</p> | <p>1. Lack of knowledge or commitment of how to set objectives, set priorities, and identify risks to their achievement.</p> <p>2. No risk analysis carried out.</p> | <p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable. Add risk assessment to agenda annually, reviewing particular items, and results against those items.</p> <p>Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p> | <p>All councillors</p> <p>Clerk/RFO</p> <p>Chair Clerk/RFO</p> |
| <p>3 To form a partnership with other council and government organisations in order to achieve adequate two way communications and influence</p> | <p>1. Lack of effective lines of communication with other organisations.</p> <p>2. Lack of effective lines of communication with parishioners.</p> | <p>Note all communication lines and make information available to all councillors. Establish contacts by name and where possible face-to-face.</p> <p>Take every opportunity to publicise role of Parish Council.</p> <p>Contribute to Parish newsletter.</p> | <p>Chair Clerk/RFO</p> <p>All councillors Chair Clerk/RFO</p> |

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

| | | | |
|--|---|---|---|
| | <p>3. Lack of preparation on subjects requiring influence.</p> <p>4. Lack of confidence by Parish Councillors.</p> | <p>Effective use of Notice Boards and "fliers". Create annual plan.</p> <p>Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.</p> <p>Experienced councillors to assist newcomers to establish essential contacts. Delegate responsibility for specific contacts to individual councillors</p> | <p>All councillors</p> <p>Chair</p> |
| <p>4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.</p> | <p>1. Lack of knowledge of possible culpability of councillors.</p> <p>2. Inadequate insurance cover taken out – property, personal liability, employers liability.</p> | <p>Creation of standing orders and familiarisation with those where greatest risk occurs. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. Attend any training courses available.</p> <p>Review risk assessment by including on agenda of PC meetings annually. Delegate responsibility for keeping up-to-date with insurance requirements to an individual councillor.</p> | <p>All councillors Clerk/RFO</p> <p>All councillors Clerk/RFO</p> |
| <p>5. To keep appropriate books of account accurately and up-to-date through out the financial year.</p> | <p>1. Lack of knowledge or commitment to accounting requirements</p> | <p>Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Annually review standing orders. Clerk/RFO to produce financial reports regularly.</p> | <p>All councillors Chair Clerk/RFO</p> |

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

| | | | |
|---|--|--|---|
| | <p>2. Inadequate control of cash receipts and payments.</p> <p>3. Accounts not kept up to date or accurately</p> <p>4. Clerk/RFO taken ill or leaves without replacement</p> | <p>Internal audit reports to be made available to all councillors.</p> <p>Avoid cash payments.</p> <p>Regular checks by Clerk/RFO and internal auditor.</p> <p>Appoint a councillor as Clerk/RFO to be familiar with all aspects of financial matters.</p> | <p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Chair</p> |
| <p>6. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p> | <p>1. Lack of knowledge of wishes of residents.</p> <p>2. Use of funds not giving value for money.</p> <p>3. Fund raising not properly controlled or not in accordance with regulations.</p> | <p>Ensure residents are consulted on all major financial issues.</p> <p>Effective budget planning processes.</p> <p>Creation of annual plan after consultation process.</p> <p>Creation of outline 2/3 year plan.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities.</p> <p>Effective financial management by Clerk/RFO.</p> | <p>All councillors</p> <p>All councillors</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p> |
| <p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.</p> | <p>1. Lack of knowledge or commitment to budgetary process, and Council regulations.</p> <p>2. Inadequate consideration of requirements for annual precept.</p> | <p>Include regulations in Standing Orders issued to all councillors.</p> <p>Involve all councillors in budgetary process not solely the Clerk/RFO.</p> <p>Place item on agenda early in year to remind councillors of budget process and actions required.</p> | <p>All councillors</p> <p>Clerk/RFO</p> <p>Clerk/RFO</p> <p>Chair</p> |

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

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|---|---|--|-----------------------------------|
| | <p>3. Inadequate internal controls with regard to monitoring expenditure.</p> <p>4. Reserves too low.</p> | <p>Start consideration of calculation at least 4 months prior to submission date Create annual plan to assist in process.</p> <p>Checks by Clerk/RFO and Internal Auditor. Financial and budget progress reports to all PC meetings.</p> <p>Checks by Clerk/RFO and Internal Auditor</p> | <p>Clerk/RFO</p> <p>Clerk/RFO</p> |
| <p>8. To explore all possible sources of income, and to ensure that expected income is fully received.</p> | <p>1. Lack of knowledge of possible sources of income e.g. grants, or commitment to pursue possible sources of income.</p> <p>2. VAT claims not made promptly or made incorrectly.</p> | <p>Appoint a councillor as Grants Officer to gain experience of all grants available and application procedures.</p> <p>Ensure Clerk/RFO has appropriate and up-to-date VAT official publications . Internal audit checks.</p> | <p>Chair</p> <p>Clerk/RFO</p> |
| <p>9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.</p> | <p>1. Inappropriate rate of pay to employees or tax and NI arrangements not in accordance with regulations.</p> <p>2. Amounts paid to contractors not in accordance with contract and inadequately monitored.</p> | <p>Ensure employee regulations are available and understood by Clerk/RFO Internal audit checks</p> <p>Internal audit checks</p> | <p>Clerk/RFO</p> <p>Clerk/RFO</p> |
| <p>10. To ensure that year end accounts are</p> | <p>1. Lack of knowledge of Council regulations and procedures.</p> | <p>Include financial regulations in Standing Orders. Attend training seminars where available.</p> | <p>All councillors</p> |

WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

| | | | |
|--|--|---|------------------------------|
| prepared on the correct accounting basis, on time, and supported by an adequate audit trail. | 2. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. | Checks by council Internal audit checks | Chair Clerk/RFO |
| 11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained. | 1. Lack of knowledge of assets of Parish Council. 2. Inadequate or inaccurate valuation of the council's assets. | Ascertain and record all assets for which Parish council is responsible. Create permanent asset register in accordance with Audit Commission requirements Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks. | Clerk/RFO |
| 12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc. | 1. Lack of knowledge or commitment to applicable legislation 2. Lack of public awareness of applicable legislation. | Clerk/RFO to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings. Include, as appropriate, in any public consultations. | All councillors Clerk/RFO |
| 13. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible. | 1. Lack of information on properties, buildings and equipment. 2. Lack of knowledge of safety requirements. | Ensure that all current legislation and advice is held by Clerk/RFO. Ensure that all current legislation and advice is held by Clerk/RFO. | Chair Clerk/RFO |

Part of
Apply for a .gov.uk domain name: step by step
(/apply-for-and-manage-a-gov-uk-domain-name)

Guidance

Benefits of getting a .gov.uk domain

Find out the benefits of getting and using a .gov.uk domain

From: **Government Digital Service**
(/government/organisations/government-digital-service), **Department for Science, Innovation and Technology**
(/government/organisations/department-for-science-innovation-and-technology) and **Central Digital and Data Office**
(/government/organisations/central-digital-and-data-office)

Published 30 June 2022

Last updated 20 January 2023 —

Contents

— Use a .gov.uk domain to help respond to FOI requests

Most public sector organisations must use a .gov.uk or other government domain name for their websites, emails and services. [But there are circumstances when your organisation can get non-government domain names. \(https://www.gov.uk/guidance/get-a-non-government-domain-name\)](https://www.gov.uk/guidance/get-a-non-government-domain-name)

Using a .gov.uk domain is beneficial because it gives your eligible organisations trusted branding, increased security and helps meet any policy and legal obligations.

A .gov.uk domain name used by your organisation:

- shows services, emails and websites are from a trusted UK public sector organisation like a central government department or parish council

- means your website and service could potentially show up higher in search results
- allows staff to join public sector communities which require a .gov.uk email
- is monitored for potential security vulnerabilities, which will be reported to you by the Protecting Public Sector Domains Team at Cabinet Office
- gives your organisation the ability to better control email accounts by removing staff when they leave
- gives your domain better legal protection because it's based in a UK jurisdiction
- means outgoing emails are more likely to be cleared by security filters and delivered to citizens and other public sector organisations
- increases transparency of smaller organisations when public servants use corporate email accounts instead of personal email accounts for official government business
- helps smaller organisations fulfill best practice guidelines as outlined in the [Practitioners' Guide 2025 \(https://www.nalc.gov.uk/resource/practitioners-guide-2025.html\)](https://www.nalc.gov.uk/resource/practitioners-guide-2025.html) from the Smaller Authorities Proper Practices Panel.

Use a .gov.uk domain to help respond to FOI requests

If you are using personal equipment or email addresses for the work of your organisation, you may have to submit them for scrutiny if your organisation receives a freedom of information or data request.

[Anyone can submit a written request for information in line with the Freedom of Information Act 2000 \(https://ico.org.uk/for-organisations/guide-to-freedom-of-information/receiving-a-request/\)](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/receiving-a-request/). This law means your organisation could be asked to disclose a wide range of data, including:

- agendas and minutes
- instant messages
- emails
- handwritten notes
- photos
- plans
- correspondence
- remote meeting recordings

Having a .gov.uk email account that is only used for government business will make it easier to respond to any FOI requests.

To get a .gov.uk domain name follow the [apply for a .gov.uk domain name guidance \(https://www.gov.uk/apply-for-and-manage-a-gov-uk-domain-name\)](https://www.gov.uk/apply-for-and-manage-a-gov-uk-domain-name).

Published 30 June 2022

Last updated 20 January 2023 [+ show all updates](#)



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Westborough and Dry Doddington Parish Council Receipts and Payments over Budget Report

| Actual Year to date | Budget as Approved 30/01/2025 | Current annual Budget | Funds Available | % of Budget spent |
|------------------------|-------------------------------------|--------------------------|--------------------|----------------------|
|------------------------|-------------------------------------|--------------------------|--------------------|----------------------|

Expenditure Detail

| | | | | | |
|--|--------------|---------------|---------------|--------|-----------|
| | | | | 8% | |
| Audit costs | - | 240 | 240 | 240 | 0% |
| Defibrillator maintenance | - | 60 | 60 | 60 | 0% |
| Election costs | - | 0 | 0 | - | No Budget |
| Events (VE80, Christmas) | - | 474 | 474 | 474 | 0% |
| Insurance | 160.64 | 180 | 180 | 19 | 89% |
| Mowing | - | 450 | 450 | 450 | 0% |
| Office expenses incl. WFHA and mileage | 78.00 | 397 | 397 | 319 | 20% |
| Other Projects - Copley Fund Reserve | 721.94 | 0 | 0 | | |
| Project - Churchyard water | - | 5000 | 5000 | 5,000 | 0% |
| Project - -Westborough village hall roof | - | 10000 | 10000 | 10,000 | 0% |
| Room Hire Charges | - | 160 | 160 | 160 | 0% |
| Section 137 allowance - LIVES | - | 0 | 0 | - | No Budget |
| Staff Costs (Salary, NI, PAYE, Pension) | - | 2032 | 2032 | 2,032 | 0% |
| Subs LALC | - | 163 | 163 | 163 | 0% |
| Training and Development | - | 350 | 350 | 350 | 0% |
| Volunteer Mowing, Comm cleaner projects | 315.00 | 1100 | 1100 | 785 | 29% |
| Total Payments | 1,812 | 20,606 | 20,052 | | |

Westborough and Dry Doddington Parish Council Receipts and Payments over Budget Report

| Actual Year to date | Budget as Approved 30/01/2025 | Current annual Budget | Funds Available | % of Budget spent |
|------------------------|-------------------------------------|--------------------------|--------------------|----------------------|
|------------------------|-------------------------------------|--------------------------|--------------------|----------------------|

INCOME

Bank interest
Community cleaner grant - from SKDC
Grant - NTS clerk training bursary
LCC mowing income for 3 cuts
Precept
VAT reclaimed
*Transfer from reserves
TOTAL Income

| Actual Year to date | Budget as Approved 30/01/2025 | Current annual Budget | | % of Budget Received |
|------------------------|-------------------------------------|--------------------------|--|-------------------------|
| 74.01 | 520 | 520 | | 14% |
| 463.32 | 926 | 926 | | 50% |
| - | 0 | - | | No Budget |
| - | 1460 | 1,460 | | 0% |
| 2,700.00 | 2700 | 2,700 | | 100% |
| - | 0 | - | | No Budget |
| - | 15,000 | 15,000 | | 0% |
| - | 20,606 | 20,606 | | 0% |

| | |
|--------------------------|--------------|
| Total Income | 3,237 |
| Total Expenditure | 1,812 |
| Balance | 1,425 |

| | |
|---------------|---------------|
| 20,606 | 20,606 |
| 20,606 | - |
| 0 | 20,606 |

20,052

-

Bank Reconciliation

Westborough and Dry Doddington Parish Council

Financial Year ending: 31 March 2026

Prepared by: B Boyer. Date: 30/06/2025

Transactions for month up to 30/04/2025

Reconciliation date: 30/06/2025

STATEMENT BALANCES

| | | |
|--------------------------|-----------|-----------|
| NatWest Current Account | 2,806.89 | |
| Nat West Reserve Account | 6,100.89 | |
| Nat West 35 Day Notice | 20,000.00 | |
| Melton Building Society | 27,428.98 | |
| | | 56,336.76 |

LEDGERS

| | | |
|------------------|-----------|-----------|
| All | | |
| Opening Balance | 54,911.48 | 54,911.48 |
| Receipts to date | 3,237.33 | |
| Payments to date | 1,812.05 | |
| Running balance | 56,336.76 | |

Sub-total -
Un-banked Receipts

Sub-total -

Un-presented payments:

| | | | |
|--------------------------|------------------|--------------------------|------------------|
| NET BALANCE | 56,336.76 | Cashbook balance | 56,336.76 |
| Statement Balance | 56,336.76 | <u>Difference</u> | <u>-</u> |

Approved by: Date:

Log out



Menu

Hello Belina

Customer number *****1381
Last login **Monday 30 June 2025 at 22:05 (UK time)**

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Sign Up today

- Personal
- Business

[Balance information](#)



WESTBOROUGH CS
Business Reserve Account
36560480 | 54-10-23

£6,100.89
Available: £6,100.89

- [View transactions](#)
- [View account details](#)

+ [Your interest rate](#)



WESTBOROUGH & D CS
Business Current
05954207 | 54-10-23
Account balance: £2,806.89

£2,806.89

- [Make a payment](#)
- [View transactions](#)
- [View account details](#)



WESTBOROUGH & DRY D
Liquidity Manager 35 Day
19536860 | 54-10-23

£20,000.00
Available: £20,000.00

- [View transactions](#)
- [View account details](#)

Quick transfer

Our products



Chat to Cora

From...

Select account

▼

To...

Select account










▼

Amount

£

0.00

Transfer

-  Bank accounts >
-  Savings >
-  Cards >
-  Overdrafts >
-  Loans and finance >
-  Commercial mortgages >
-  Asset finance >
-  Trade finance >
-  Take payments with Tyl >

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Correspondence to July 2025 Meeting

- SKDC - UKSPF - Parish and Community Funding
- SKDC - Invitation to Local Government Reorganisation Briefings by SKDC
- LALC – June E-News 1
- LALC -Annual Report 2024-25
- LALC - LALC AGM 2025 – agenda
- Environment Agency - Reforms to bolster flood protection for communities across the country - Defra consultation
- SKDC - Regulation 18 Local Plan Consultation