

**POINTON & SEMPRINGHAM PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**Tuesday 6<sup>th</sup> May at 7.30pm in St. Gilberts Primary School**

Dear Councillor

I hereby give you notice the POINTON & SEMPRINGHAM PARISH COUNCIL will be held on Tuesday 6<sup>th</sup> May at 7.30pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden   Dated: 29<sup>th</sup> April 2025

To be noted that the meeting may be recorded for the purpose of transparency.

**AGENDA for the ANNUAL PARISH COUNCIL MEETING.**

1. To elect a Chairman of the Council and sign the Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Council and sign the Declaration of Acceptance of Office
  
3. To receive a report from the County Councillor
4. To receive a report from the District Councillor
5. To receive questions from members of the public
  
6. To receive and accept apologies for absence.
7. To receive Declarations of interest for items within the agenda.
8. To approve the minutes of the meeting held on the 11<sup>th</sup> March 2025 and for the chair to sign.
9. To review the members of the Staffing Committee.
10. To review Standing Orders (Copy sent in Cllr pack but also on website)
11. To review Financial Regulations (Copy sent in Cllr pack but on website)
  
12. Finances 2024/25
  - a) To receive a report of payments, made between meetings, in the financial year 2024/25.
  
13. **AGAR 2024/25:** To finalise the accounts for the year 2024/25
  - a) End of Year: Cash book and bank reconciliation as of 31<sup>st</sup> March 2025
  - b) To receive and consider the Internal Auditors report.

- c) Annual Governance and Accountability Return: Section 1, Governance Statement. To approve and give permission for the Chairman and Clerk to sign.
- d) Annual Governance and Accountability Return: Section 2. To approve and give permission for the Chairman to sign. The Responsible Finance Officer has already signed and dated the document.
- e) Analysis of Variances. To approve the variances.
- f) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. To approve the dates Tuesday 3<sup>rd</sup> June – Friday 14<sup>th</sup> July 2025.

#### **14. Finances 2025/26**

- a) To receive a report of payments, made between meetings, in the financial year 2025/26.  
1/4/25 – 29/4/25 As per cashbook attached
- b) To approve payments as list below:  
9/4/24 Expenses - £19.97
- c) To accept the list of payments received:  
3/4/25 Precept - £18,2700  
17/4/25 Community Cleaner Grant (SKDC) - £463.32  
23/4/25 VE Day Grant (SKDC) - £800.00
- d) To approve the bank reconciliation and for the Vice-Chair to sign. 17/04/25
- e) To consider LALC as the Internal Auditor for financial year 25/26.

#### **15. To adopt policies listed below:**

- a) Privacy notes policy (Copy sent in Cllr pack but to be put on website after adoption)
- b) Security Compliance checklist

#### **16. To approve Insurance for Year 2024/25**

#### **17. Clerk's Report. To receive updates**

**18. To consider the purchase of a lawnmower and strimmer for the use around the play equipment and other areas where needed.**

**19. To consider the use of the playing field for a VJ Day celebration on the 16<sup>th</sup> August, by the Village Hall Committee.**

**20. To consider the creation of informal councillor surgeries to be held between parish council meetings.**

- 21.** To consider the purchase of 100 Aqua Sacs for the Pointon Emergency Group, to be made available to residents in flood prone areas under LGA 1972 s. 137 (as it is considered to be of direct benefit to the community and within the annual limit per elector).
- 22.** To consider the use of the playing field for school sports day on the 10<sup>th</sup> July, with a Portaloo sited day before.
- 23.** Grant Application: To consider a grant of £249 for the VE event being organised by the Village Hall Committee under LGA 1972 S.145
- 24.** To consider moving to bimonthly meetings with date TBC.

# Pointon & Sempringham Parish Council

29 April 2025 (2024-2025)

## PAYMENTS LIST

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Staff wages	01/05/2024 - 31/03/2025				Confidential			5,996.82		5,996.82
1	ICO	02/04/2024		Treasurers Account		ICO	ICO	X	35.00		35.00
4	Grass Cutting	11/04/2024		Treasurers Account		Grass Cutting	R J Flower Contracting	S	150.00	30.00	180.00
2	LALC membership	11/04/2024		Treasurers Account		LALC Annual Subscriptions	LALC	X	177.02		177.02
3	LALC Training	11/04/2024		Treasurers Account		LALC Annual Training Scheme	LALC	X	132.00		132.00
9	Trade Bin	22/04/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
5	LALC Training	23/04/2024		Treasurers Account		Training	LALC	S	12.50	2.50	15.00
6	SLCC Membership	23/04/2024		Treasurers Account		SLCC Membership	SLCC	S	61.67	12.33	74.00
7	Utilities	26/04/2024		Treasurers Account		Electricity	British Gas	L	12.58	0.63	13.21
10	Grass Cutting	01/05/2024		Treasurers Account		Grass Cutting	R J Flower Contracting	S	300.00	60.00	360.00
11	Internal Audit	15/05/2024		Treasurers Account		Internal Audit	LALC	S	150.00	30.00	180.00
17	Signage	17/05/2024		Treasurers Account		Safety Signs	Ebay	X	10.76		10.76
18	Signage	17/05/2024		Treasurers Account		Safety Signs	Ebay	X	5.35		5.35
16	Trade Bin	21/05/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
15	Utilities	28/05/2024		Treasurers Account		Electricity	British Gas	L	12.18	0.61	12.79
14	Scribe	10/06/2024		Treasurers Account		Scribe	Scribe	S	273.60	54.72	328.32
24	Zurich Insurance	12/06/2024		Treasurers Account		Insurance	Zurich	E	473.41		473.41
23	Trade Bin	21/06/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
22	Utilities	26/06/2024		Treasurers Account		Electricity	British Gas	L	12.58	0.63	13.21
21	Clerk's mileage	01/07/2024		Treasurers Account		Clerk's mileage	Pointon & Sempringham PC	X	12.60		12.60
19	Community Speed Watch	01/07/2024		Treasurers Account		Purchase & Installation of Whit	Willow Homes Lincolnshire	S	485.00	97.00	582.00
25	Grass Cutting	03/07/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	610.00		610.00
26	Grass Cutting	03/07/2024		Treasurers Account		Grass Cutting	R J Flower Contracting	S	180.00	36.00	216.00
27	Grass Cutting	03/07/2024		Treasurers Account		Grass Cutting	R J Flower Contracting	S	300.00	60.00	360.00
29	Trade Bin	21/07/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
34	Utilities	26/07/2024		Treasurers Account		Electricity	British Gas	L	12.18	0.61	12.79
31	Grass Cutting	29/07/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	380.00		380.00
30	Trade Bin	21/08/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
35	Utilities	27/08/2024		Treasurers Account		Electricity	British Gas	L	12.21	0.61	12.82
33	Grass Cutting	02/09/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	380.00		380.00
36	PPE	20/09/2024		Treasurers Account		PPE	Rosie Hibbs	S	39.13	7.83	46.96
38	Trade Bin	23/09/2024		Treasurers Account		Trade Waste	SKDC	X	19.00		19.00
37	PPE	23/09/2024		Treasurers Account		PPE	Amazon	S	9.99	2.00	11.99

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
41	Clerk's mileage	25/09/2024		Treasurers Account		Clerk's mileage	Pointon & Sempringham PC	X	75.60		75.60
39	Utilities	26/09/2024		Treasurers Account		Electricity	British Gas	L	14.75	0.74	15.49
43	Grass Cutting	01/10/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	190.00		190.00
44	UKSPF Grant SKDC	17/10/2024		Treasurers Account		Grass Mats	GCL Products Limited	S	1,716.05	343.21	2,059.26
45	Trade Bin	21/10/2024		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
46	Utilities	28/10/2024		Treasurers Account		Electricity	British Gas	L	65.33	3.27	68.60
48	Clerk's mileage	01/11/2024		Treasurers Account		Clerk's mileage	Pointon & Sempringham PC	X	43.20		43.20
50	Grass Cutting	01/11/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	190.00		190.00
54	Trade Bin	21/11/2024		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
51	Grass Cutting	21/11/2024		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	190.00		190.00
52	LALC Training	21/11/2024		Treasurers Account		Training	LALC	X	24.00		24.00
53	LALC Training	21/11/2024		Treasurers Account		Training	LALC	X	87.00		87.00
55	Utilities	26/11/2024		Treasurers Account		Electricity	British Gas	L	35.59	1.78	37.37
57	Website Maintenance	02/12/2024		Treasurers Account		Website Maintenance	LALC	X	64.80		64.80
60	Cllr Mileage	18/12/2024		Treasurers Account		Cllr Mileage	Pointon & Sempringham PC	X	71.55		71.55
61	Clerk's mileage	18/12/2024		Treasurers Account		Clerk's mileage	Pointon & Sempringham PC	X	43.20		43.20
62	Playground equipment refurb	18/12/2024		Treasurers Account		Climbing Wall	Finding Fitness	S	3,950.00	790.00	4,740.00
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	6,084.75	1,216.95	7,301.70
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	7,472.00	1,494.40	8,966.40
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	13,613.00	2,722.60	16,335.60
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	9,353.00	1,870.60	11,223.60
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	-8,035.01	-1,607.00	-9,642.01
63	Playground equipment refurb	18/12/2024		Treasurers Account		Wicksteed Equipment	Wicksteed	S	1,630.19	326.04	1,956.23
64	Trade Bin	23/12/2024		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
65	Security	24/12/2024	25005	Treasurers Account		Locks	C + J Supplies Ltd	S	89.98	18.00	107.98
68	Utilities	27/12/2024		Treasurers Account		Electricity	British Gas	L	12.15	0.61	12.76
69	ROSPA	07/01/2025		Treasurers Account		ROSPA Inspection	The Play Inspection Compe	S	115.50	23.10	138.60
70	Trade Bin	21/01/2025		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
71	Utilities	27/01/2025		Treasurers Account		Electricity	British Gas	L	12.57	0.63	13.20
74	Utilities	26/02/2025		Treasurers Account		Electricity	British Gas	L	12.47	0.62	13.09
78	Trade Bin	03/03/2025		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
79	Grass Cutting	03/03/2025		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	190.00		190.00
75	CILCA Training	03/03/2025		Treasurers Account		Training	LALC	S	275.00	55.00	330.00
81	Zurich Insurance	20/03/2025		Treasurers Account		Insurance	Zurich	E	72.34		72.34
80	Trade Bin	20/03/2025		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50

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84	Internal Audit	25/03/2025		Treasurers Account		Internal Audit	LALC	S	165.00	33.00	198.00
82	SKDC Community Fund	25/03/2025		Treasurers Account		Picnic tables	No Butts Bin Compay Ltd	S	1,942.00	388.40	2,330.40
87	Utilities	25/03/2025		Treasurers Account		Electricity	British Gas	L	11.20	0.56	11.76
83	SKDC Community Fund	25/03/2025		Treasurers Account		Community Signage - Playgrou	Seated Furniture	S	187.33	37.47	224.80
Total									50,450.12	8,115.45	58,565.57

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29 April 2025 (2025-2026)

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Staff wages	29/04/2025 - 29/04/2025				Confidential			495.11		495.11
1	ICO	02/04/2025		Treasurers Account		ICO	ICO	X	47.00		47.00
2	Grass Cutting	09/04/2025		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	360.00		360.00
5	LALC membership	11/04/2025		Treasurers Account		LALC Annual Subscriptions	LALC	X	177.02		177.02
3	SLCC Membership	11/04/2025		Treasurers Account		SLCC Membership	SLCC	X	450.00		450.00
4	LALC Training	11/04/2025		Treasurers Account		LALC Annual Training Scheme	LALC	S	120.00	24.00	144.00
6	Trade Bin	22/04/2025		Treasurers Account		Trade Waste	SKDC	X	22.50		22.50
7	LALC membership	22/04/2025		Treasurers Account		LALC Annual Subscriptions	LALC	X	5.04		5.04
8	VE Day	22/04/2025		Treasurers Account		VE Day Celebration	Sweet V's	X	235.00		235.00
9	VE Day	24/04/2025		Treasurers Account		VE Day Celebration	Amazon	X	169.84		169.84
10	Utilities	25/04/2025		Treasurers Account		Electricity	British Gas	L	12.00	0.60	12.60
14	Grass Cutting	29/04/2025		Treasurers Account		Grass Cutting	Tidy Gardens & Grounds	X	380.00		380.00
13	Post Inspection	29/04/2025		Treasurers Account		Post Installation Inspection	Seagrave Inspection Servic	S	325.00	65.00	390.00
<b>Total</b>									<b>2,798.51</b>	<b>89.60</b>	<b>2,888.11</b>