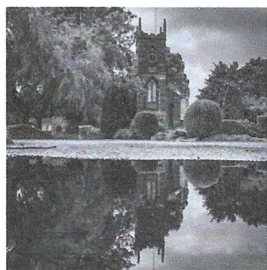
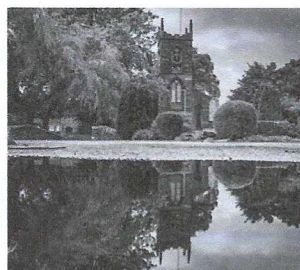


KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley
Kelbrook and Sough Village Hall
Dotcliffe Road
Kelbrook, Barnoldswick, Lancashire BB18 6TQ
Tel: 01282 842718
email: clerk@kelbrookandsough-pc.gov.uk
website: <https://www.kelbrookandsough-pc.gov.uk>



Annual Meeting of Kelbrook and Sough Parish Council 8th May 2025 at 7pm Kelbrook and Sough Village Hall, Kelbrook

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

1. Welcome

The Chair of the Parish Council, Cllr Elley to welcome all to the meeting at 7pm.

2. Election of Parish Council Chair

2.1 To elect a Parish Council Chair for the 2025/2026 municipal year.

2.2 To ask the newly elected Chair to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011.

3. Election of Parish Council Vice-Chair

2.1 To elect a Parish Council Vice-Chair for the 2025/2026 municipal year.

2.2 To ask the newly elected Vice-Chair to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011.

4. Attendance, Apologies and Non-attendance

3.1 To record attendance, and non-attendance.

3.2 To record written apologies for absence.

5. Declarations of Interest

To receive declarations of personal interest in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

6. Public Participation

To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.

Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at clerk@kelbrookandsough-pc.gov.uk at least 24 hours prior to the meeting.

Questions for Council requiring a more detailed answer should be sent via post/email to the Clerk using the Village Hall address or at clerk@kelbrookandsough-pc.gov.uk one week prior to the meeting.

7. Minutes

To accept and approve as an accurate representation, the draft minutes of the last meeting held on 12th May 2024, previously circulated.

8. Review of Representation

To consider the appointment of members to act as representatives on external bodies for 2025-2026. Appointees are required to provide reports to the Council and must not make any decisions on behalf of the Council.

WCAC

9. Review of Standing Orders

To review and adopt Standing Orders updated version issued by NALC March 2025 with amendments to section 14. Code of Conduct Complaints and 18. Financial Controls and Procurement (previously circulated)

10. Review of Financial Regulations

To review and adopt Financial Regulations updated version issued by NALC March 2025 with amendments to section 5. Procurement (previously circulated)

11. First adoption of the following Governance Documents

To adopt (previously circulated)

- Business Continuity Policy
- Risk Management Policy
- Internal Control Policy
- Internal Control Review – to be carried out quarterly
- Asset Register

12. Review of the following Policies

To adopt (previously circulated)

- Asset Register Policy
- Data Protection Policy
- Email Policy
- GDPR Data Protection Policy

13. Review of Bank Mandate with Unity Trust for 2025/2026

12.1 To approve Clerk/RFO as Kelbrook and Sough Parish Council's Internet Banking Administrator.

12.2 Administrator to give the following Banking Permissions:

- Clerk/RFO, Cllrs Elley, Mayers, Ashley, Wright and Galway to be able to VIEW the account and activity.
- Clerk/RFO, Cllrs Mayers, and Ashley to be able to set up payments and/or authorise according to the 2 factor authorisation requirements.

14. Full Year Accounts 1st April 2024 – 31st March 2025

14.1 To approve payments and receipts (Attached) and invoices since the last meeting held 18th March 2025 to 31st March 2025

14.2 To approve full year accounts from 1st April 2024 to 31st March 2025. (Enc)

- Opening balance as at 1st April 2024 - £26,537.35
- Closing balance as at 31st March 2025 - £24,333.15
- Income from 1st April 2024 to 31st March 2025 - £20,444.42
- Gross Expenditure from 1st April to 31st March 2025 - £22,648.62

14.3 To approve full year bank reconciliation from 1st April to 31st March 2025. (Attached)

14.4 To note VAT Claim 126 submission from 1st April to 31st March 2025. (Attached))

- £1,489.51 not yet received.

14.5 To approve year end Bank Statement 31.03.2025 (Enc)

14.6 To note year end Budget position. (Attached)

- Budget - £18,767 using £15,767 precept plus £3,000 from reserves.
- Actual - £20,429.17 resulting in an overspend of £1,662.17 and therefore £4, 662.17 from reserves.
- Actual position taking into account a successful VAT claim of £1,489.51 will mean variance to budget is £172.66.

15. Annual Governance and Accountability Return (AGAR) 1st April 2024 – 31st March 2025

15.1 To note that the Internal Audit for 2024/25 was carried out on 11th April 2025. Full report received including the Internal Control Objective Report duly signed by the auditor.

15.2 To review the Internal Control Objective Report and explanations for non-compliance (previously circulated)

15.3 To review and approve completed assertions for Section 1 – Annual Governance Statement 2024/2025 (previously circulated)

15.4 To review and approve Section 2 - Accounting Statements 2024/25, Bank Reconciliation Proforma and Explanation of Variances proforma (previously circulated)

15.5 To review and approve the Notice of Public Rights for the unaudited AGAR for 2024/25 and to note that notice will commence on Tuesday 3rd June 2025 and end on Monday 14th July 2025 (previously circulated)

16. To note that with a turnover of under £25k, the Council now must adhere to the Transparency Code for Smaller Authorities 2014 which requires more detailed information to be available on the web site. This list is not exhaustive:

- Annually publish by 1st July all expenditure exceeding £100
- Year-end financials
- Draft minutes and all associated papers
- Annual Governance Statement with explanations of negative responses
- A copy of the Internal Audit Report in the format included in the Annual Return with explanations of negative responses explained to the internal auditor.

17. Meeting Schedule for 25/26

To agree the schedule of Parish Council Meetings for the remainder of the civic year and:

- The Annual Parish Meeting 2026
- The Annual Parish Council Meeting 2026

18. Meeting Close

To close the meeting, take a 15-minute comfort break before commencement of an ordinary Parish Council Meeting advertised in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972.

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF
24	03	2025	U 010/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30		29304	2025.18.03.11
31	03	2025	U 010/2025		Clerk/RFO Salary	PAY	Mar 2025 Salary	Bank Transfer	316.63	316.63	-		Payslip 31_03_2025	2025.18.03.11
31	03	2025	U 010/2025		Unity Bank	BSC	Service Charge	Debit	6.00	6.00	-		U 009/2025	2025.18.03.11

KSPC

YEAR END 24_25

BANK RECONCILIATION

MONTH	30.04.24	30.05.24	01.07.24	30.07.24	31.08.24	30.09.24	31.10.24	31.11.24	31.12.24	31.01.25	28.02.25	31.03.2025
BANK STATEMENT BALANCE £	25,581.55	26,479.66	30,411.66	29,825.46	29,158.15	27,897.23	31,245.73	27,483.58	24,049.31	26,006.22	24,896.56	24,333.15
UNPRESENTED CHEQUES	-	280.00	991.02	192.00	639.55	151.54	5,282.75	-	-	16.75	-	-
ADJUSTED BANK BALANCE £	25,581.55	26,199.66	29,420.64	29,633.46	28,518.60	27,745.69	25,962.98	27,483.58	24,049.31	25,989.47	24,896.56	24,333.15
CASH BOOK £	25,581.55	26,199.66	29,420.64	29,633.46	28,518.60	27,745.69	25,962.98	27,483.58	24,049.31	25,989.97	24,896.56	24,333.15

BANK STATEMENT

[S 005/2024](#) [S 006/2024](#) [S 007/2024](#) [S 008/2025](#) [S 009/2024](#) [U 003/2024](#) [U 005/2024](#) [U 006/2024](#) [U 007/2024](#) [U 008/2025](#) [U 009/2025](#) [U 010/2025](#)
[S 010/2024](#) [U 004/2024](#)

EXAMINED, CERTIFIED & VERIFIED BY CLERK/RFO

KAREN SHORROCK Karen Shawlock 6/14/25.

CLERK

CLERK

CHAIR.

D	M	YR	VAT No.	DEBTOR	DESCRIPTION	VAT £	INVOICE
03	04	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
22	04	2024	408549284	Tax Assist	Payroll	4.60	25952
01	05	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
17	05	2024	423013062	Atkinson Cleaning Services Limited	Bus Shelter Cleaning	24.00	616
21	05	2024	895296854	X2 Connect Telecom Soloutions	Recondition Telephone Box	167.24	35937
22	05	2024	408549284	Tax Assist	Payroll	4.60	26248
03	06	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
11	06	2024	444863527	Lanlee	Hammerite Black Metaql Paint and Padlock	5.50	437041
11	06	2024	444863527	Lanlee	Ronseal wood stain & Teak Oil	6.07	437649
11	06	2024	107831677	Zurich PC Insurer	Insurance	26.94	532365503
11	06	2024	375233550	Dewhurst Decorating Supplies	1 x 250ml Gold Metal Paint	1.54	48966
15	06	2024	375233550	Dewhurst Decorating Supplies	Paint, Kettle & Sanding paper for Telephone Box	11.50	48360
24	06	2024	408549284	Tax Assist	Payroll	4.60	26570
01	07	2024	924 3099 24	Easywebsites	Website	6.86	01-440-2024
16	07	2024	GB 226659933	Currys	Printer	34.99	18702302
16	07	2024	GB 226659933	Currys	Printer Ink	9.15	18702301
22	07	2024	408549284	Tax Assist	Payroll	4.60	26855
25	07	2024	423013062	Atkinson Cleaning Services Limited	Cleaning Kelbrook Playground- Deep clean	32.00	648
01	08	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
15	08	2024	GB 805015277	Vista Print	Stamp	5.92	0219928517
18	08	2024	772352428	Willow Group	Livestock Notices_Phone Box Graphics	66.00	3039_3043
19	08	2024	375233550	Dewhurst Decorating Supplies	Decorating Supplies	21.02	49860_50214_50155
22	08	2024	408549284	Tax Assist	Payroll	4.60	27134
03	09	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
23	09	2024	408549284	Tax Assist	Payroll	4.60	27438
01	10	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
16	10	2024	GB 732917133	Pendle Leisure Trust	Free Swimming Service	59.50	0000213555
16	10	2024	175332564	Pendle Borough Council	Annual Playground Inspections	14.00	5145771
22	10	2024	408549284	Tax Assist	Payroll	4.60	27764
01	11	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
10	11	2024	GB 440498250	PKF Littlejohn	External Audit	42.00	SB20241722
22	11	2024	408549284	Tax Assist	Payroll	4.60	28081
02	12	2024	924 3099 24	Easywebsites	Website	8.62	01-440-2024
17	12	2024	213991308	Stately Lighting	Xmas Tree Purchase, Installation, Removal	490.00	1099
23	12	2024	408549284	Tax Assist	Payroll	4.60	28391
02	01	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
15	01	2025	375233550	Dewhurst Decorating Supplies	1 x 750ml Mahogany Stain	2.71	51643
22	01	2025	408549284	Tax Assist	Payroll	4.60	28719
27	01	2025	GB 623757528	Greenbarnes Ltd	Notice Board Keys	3.55	18832
27	01	2025	175332564	Pendle Borough Council	Weekly Playground Inspections	313.04	5148195
03	02	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
05	02	2025	444863527	Lanlee	Green Treated Post and bolts	5.84	445596
24	02	2025	408549284	Tax Assist	Payroll	2.30	29014
03	03	2025	924 3099 24	Easywebsites	Website	8.62	01-440 2025
24	03	2025	408549284	Tax Assist	Payroll	2.30	29304
					01_04_2024 to 31_03_2025 Total £	1,489.51	

ITEM	CAT	BUDGET £	Actual £	v Budget £	Comments	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Maintenance	MTN	5,460.00	1,734.87	3,725.13	Under	-	836.20	235.36	7.71	490.00	-	105.12	-	-	17.74	42.74	-
Repair Bus Shelter Roof	MTN	500.00	-	500.00	Under	-	-	-	-	-	-	-	-	-	-	-	-
Sough Park	PRK	5,199.00	5,198.75	0.25	On budget	-	-	-	-	-	-	-	5,198.75	-	-	-	-
Kelbrook Weekly Playground Inspection	PRK	-	1,565.20	- 1,565.20	Not budgeted	-	-	-	-	-	-	-	-	-	1,565.20	-	-
Kelbrook Annual Playground Inspection	PRK	-	70.00	- 70.00	Not budgeted	-	-	-	-	-	-	-	70.00	-	-	-	-
Payroll	PAY	3,800.00	4,148.65	- 348.65	Over	548.37	571.85	26.00	1,143.68	-	816.53	-	-	408.96	-	316.63	316.63
HMRC	PAY	750.00	1,128.71	- 378.71	Over	370.68	239.60	-	273.00	-	-	-	-	-	-	113.20	132.23
Tax Assist	PAY	276.00	230.00	46.00	Under	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	-	11.50	11.50
Internal Audit	AUD	465.00	465.00	-	On budget	-	465.00	-	-	-	-	-	-	-	-	-	-
External Audit	AUD	300.00	210.00	90.00	Under	-	-	-	-	-	-	-	210.00	-	-	-	-
Website	WEB	516.00	481.88	34.12	Under	34.29	34.29	34.29	34.29	43.09	43.09	43.09	43.09	43.09	43.09	43.09	43.09
Insurance	INS	300.00	224.48	75.52	Under	-	-	224.48	-	-	-	-	-	-	-	-	-
Village Hall Rent	REN	176.00	110.00	66.00	Under	-	110.00	-	-	-	-	-	-	-	-	-	-
Lock Up Rent	REN	-	320.00	- 320.00	Not budgeted	-	-	-	-	-	320.00	-	-	-	-	-	-
Subscriptions to LALC & NALC	SUB	300.00	205.24	94.76	Under	-	-	-	205.24	-	-	-	-	-	-	-	-
Subscription for Office 365	SUB	-	104.99	- 104.99	Not budgeted	-	-	-	-	-	-	-	-	-	-	104.99	-
Subscription for ICO	SUB	-	47.00	- 47.00	Not budgeted	-	-	-	-	-	-	-	-	-	-	-	47.00
Consumables	CON	100.00	221.97	- 121.97	Over	-	-	-	161.08	-	35.49	25.40	-	-	-	-	-
Training	TRA	200.00	-	200.00	Under	-	-	-	-	-	-	-	-	-	-	-	-
Free Swimming	GRA	425.00	297.50	127.50	Under	-	-	-	-	-	-	297.50	-	-	-	-	-
Kelbrook School Allotment	GRA	-	500.00	- 500.00	Not budgeted	-	-	-	500.00	-	-	-	-	-	-	-	-
Unity Bank Charges	BSC	-	44.99	- 44.99	Not budgeted	-	-	-	-	-	9.59	5.40	6.00	6.00	6.00	6.00	6.00
Printer	CPX	-	209.98	- 209.98	Capex	-	-	-	209.98	-	-	-	-	-	-	-	-
Laptop	CPX	-	459.96	- 459.96	Capex	-	-	-	-	-	-	-	-	-	-	459.96	-
Xmas Tree Purchase, Installation, Removal	XMS	-	2,450.00	- 2,450.00	Not budgeted	-	-	-	-	-	-	-	-	2,450.00	-	-	-
Total		18,767.00	20,429.17	- 1,662.17	Overspend	976.34	2,279.94	543.13	2,557.98	556.09	1,247.70	499.51	5,550.84	2,931.05	1,632.03	1,098.11	556.45

Precept	15,767.00	15,767.00
Budget	-18,767.00	- 20,429.17
From Reserves	- 3,000.00	- 4,662.17

EXAMINED, CERTIFIED & VERIFIED BY CLERK/RFO.
 Karen Shonlock 6/14/25
 CLKR
 CLKR
 CHAIR.