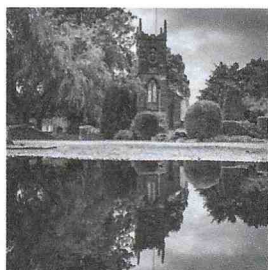
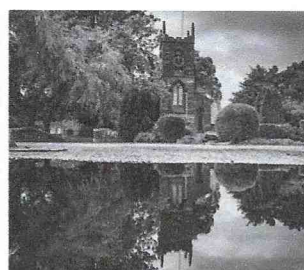


KELBROOK AND SOUGH PARISH COUNCIL



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>



Meeting of Kelbrook and Sough Parish Council 11th September 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 to welcome all to the meeting.

2. Attendance, Apologies and Non-attendance

- 2.1 Welcome Gary Lancaster as a newly co-opted member of the council.
- 2.2 To record attendance, and non-attendance.
- 2.3 To record written apologies for absence.

3. 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.

4. 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.

5. Minutes 10th July 2025 Parish Council Meeting

To accept and approve as an accurate representation, the draft minutes of the meeting held on 10th July 2025.

6. Update of Items and Issues from previous minutes

Items are presented here for information only, no resolutions to arise from such updates, a verbal update from the Cllr's can be received on any matters from the previous minutes and not covered as an item on this agenda.

To receive an update from the Council on progress made against matters dealt with since the previous meeting.

6.1 Notices to Dog Walkers

6.2 Sough Bridge Mill possible environmental issue

Case Number 02402255 – no response to date.

6.3 Telephone Box Door Issue

To note that due to the H&S concern replacements parts have been purchased at a cost of £168.48 inclusive of VAT from X2 Connect. Purchase order 25100764 refers (previously circulated).

6.4 Weeds in Kelbrook and Sough

6.5 Parish Council Facebook Page

7. Reports from Meetings with other Organisations

To receive for information purposes, verbal, or written reports from Councillors on any such meetings they have attended. These should be notified to the Clerk/RFO in advance of the agenda so that they can be listed; and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.

7.1 West Craven Area Committee Meetings 5th August and 2nd September 2025.

8. Matters arising from Correspondence

8.1 Council have received 3 emails from residents objecting to the NHWS grant application.

8.2 Correction of information presented at the last meeting and given as a response to a resident relating to the cost of previous FOI requests. Costs attributable to FOI's were £266.20 not approx. £650 as previously stated. The remaining £314.23 were attributed to AGAR queries and Finance related requests during the Public Rights Notice period for 23/24. The resident has been informed.

9. Planning Matters

Any applications received after the agenda has been published will be tabled at the meeting

Nothing to report.

10. Finance

Clerk/RFO has authority to make payments as required for items included in Direct Debit and Regular Payment Review

RFO to present the financial report, for approval and countersignatures:

10.1 Payments and Receipts with Invoices from 1st July to 31st July and 1st Aug to 31st Aug 2025.

10.2 Cash Book inclusive of Ringfenced Grant Income (Enc)

➤ Balance as of 31st July 2025 - £26,762.12

➤ Balance as of 31st Aug 2025 - £25,189.54

10.3 Cash Book excluding Ringfenced Grant Income

➤ Balance as of 31st July 2025 - £22,236.31

➤ Balance as of 31st Aug 2025 - £20,663.73

10.4 July and August 2025 Bank Reconciliations (Attached)

10.5 July and August Bank Statements (Enc)

10.6 25_26 Budget Analysis for July and August 2025 (Attached)

10.7 Virement. To consider re-allocation of any remaining unspent budgets:

➤ Playground grant money of £49.81

11. Grant Income and Budget

11.1 Grant application received from Kelbrook and Sough Neighbourhood Watch Scheme for £500 deferred from last meeting. (Previously circulated)

11.2 Incoming Grant money summary: (Attached)

➤ Received: £7,500.81

➤ Spent: £4,525.81 (assumes virement proposal 10.7 is resolved)

➤ Remaining: £2,975.00

11.3 Local Delivery Scheme - £1,000

➤ To note: £550 approved for weed control in and around Kelbrook and Sough – ongoing.

➤ Awaiting cost information from Tom Partridge for footpath behind Craven Heifer.

11.4 Biodiversity Projects - £600

➤ To note: Approved for railing planter liners and appropriate planting. Liners on order at a cost of £295.99 inclusive of VAT from Amberol Ltd. Purchase Order 251007114 refers (previously circulated).

11.5 Unallocated Grant Money from WCAC

➤ £1,375 originally awarded for Sough Park Footpath Improvements

13. Asset Register

13.1 Update on movement/maintenance/disposal of benches identified during condition monitoring.

13.2 Handyman.

13.2 Railing planter liners on order. Consider plan for future use.

13.3 2 x benches delivered at a cost of £1,248 inclusive of VAT from Broxap. Purchase Order 25100714 refers (previously circulated).

13.4 Lights at Kelbrook and Sough. Options: New lights estimated cost £7-8k. Safe removal of lights estimated at £475 per area.

14. Christmas Trees and Lights

14.1 Kelbrook options: Craven Heifer and/or Car Park. Estimated cost for use of own lights is £300 to fit, remove and store.

14.2 Sough options: Living Tree with an estimated cost of £150. (Report previously circulated). Possibility of using a tree already situated on the green albeit remedial works would be required.

15. Shared Resources

Current Clerk and RFO resource facilitate both Kelbrook and Sough and Salterforth Parish Councils. Consider sharing the financial burden for the following whilst the current Clerk and RFO is employed by both Councils:

- Subscriptions to LALC and NALC - £195.03
- Subscription for Office 365 - £110.00
- ILCA training - £144.00

Cost already incurred by Kelbrook and Sough Parish Council is £449.03.

16. AGAR Conclusion of Audit for 24/25

To note that the External Auditors Report and Certificate dated 23rd July 2025 concluded the following:

- Section 2, Box 4 incorrectly included payroll costs in Staff Costs. Box 4 and 6 figures require re-stating for the 25/26 AGAR.
- Section 1, Assertion 1 deemed not compliant with the requirements of the budgetary process.
- Section 1, Assertion 3 deemed not compliant with the requirements of the Transparency Code for Smaller Authorities.
- Councils' explanations for non-compliance in other areas submitted with the AGAR have been accepted as adequate.

To note that all areas of non-compliance for 24/25 have been addressed except for the budgetary process which will begin in October 25 and meet the necessary requirements.

17. SAPPP Assertion 10 – Digital and Data Compliance and the impact on Parish Councils

17.1 Website Accessibility Statement

17.2 Email addresses for 'the Council' and 'Councillors.'

17.3 Identify a Data Controller within current Policies and Procedures.

17.4 Adopt an IT Policy.

17.5 Adopt a BOYD Policy (Bring Your Own Device).

18. To review and adopt the following policies (previously circulated)

Public Participation

Privacy Notice

Privacy Statement

Filming

19. Clerk & RFO 6 Month Review

To note that the review took place on 5th September 2025 resulting in the offer and acceptance of a permanent contract, terms and conditions remain the same.

20. Date of next Meeting

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £	C/F £
1	4	2025															24,333.15	24,333.15	-
01	04	2025	U 011/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.04.2025	924 3099 24	24,285.40		
22	04	2025	U 011/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	29589	2025.18.03.11.5	22.04.2025	408549284	24,271.60		
23	04	2025	U 011/2025		NALC/LALC	SUB	Membership	BACS	195.03	195.03	-	-	56087	2025.18.03.11.6	01.04.2025		24,076.57		
23	04	2025	U 011/2025		Internal Audit Yorkshire	AUD	Internal Audit	BACS	480.00	480.00	-	-	24250000223	2025.18.03.11.6	13.04.2025		23,596.57		
28	04	2025	U 011/2025		Clerk & RFO	PAY	Salary April 2025	BACS	316.63	316.63	-	-	Payroll April 2025	2025.18.03.11.6			23,279.94		
28	04	2025	U 011/2025	Pendle Borough Council		PRE	Precept Q1 & Q2	BACS	-	-	-	7,884.00	FIN0349226	2025.08.05.11.7			31,163.94		
28	04	2025	U 011/2025	HMRC		VAT	VAT Refund 2024/25	BACS	-	-	-	1,489.51	XSV126000111842	2025.18.03.11.6			32,653.45		
30	04	2025	U 011/2025		Unity Bank	BCS	Service Charge for March 2025	Debit	6.00	6.00	-	-	Apr-25	2025.18.03.11.6			32,647.45	32,647.45	-
Totals									1,059.21	1,048.95	10.26	9,373.51							
01	05	2025	U 012/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.05.2025	924 3099 24	32,599.70		
06	05	2025	U 012/2025	Pendle Borough Council		PRE	Interest on Precept Payments	BACS	-	-	-	251.96	FIN0349351		29.04.2025		32,851.66		
21	05	2025	U 012/2025		Earby Memorial Bowling Club	GRA	Grant for Fertiliser Equipment	BACS	250.00	-	-	-	U 012/2025	2025.08.05.16	21.05.2025		32,601.66		
22	05	2025	U 012/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	29908	2025.18.03.11.5	22.05.2025	408549284	32,587.86		
29	05	2025	U 012/2025		Clear Council Insurance	INS	Annual Insurance Renewal	BACS	658.28	658.28	-	-	LC003277	2025.08.05.16			31,729.56		
30	05	2025	U 012/2025		Clerk & RFO	PAY	Salary May 2025	BACS	435.23	435.23	-	-	Payroll May 25	2025.18.03.11.6			31,294.35		
31	05	2025	U 012/2025		Unity Bank	BCS	Service Charge for April 2025	Debit	6.00	6.00	-	-	May-25	2025.18.03.11.6			31,288.35	31,288.35	
Totals									1,611.06	1,350.80	10.26	251.96							
02	06	2025	U 013/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.06.2025	924 3099 24	31,240.80		
03	06	2025	U 013/2025		HMRC	PAY	Tax Arrears	BACS	90.45	90.45	-	-	Tax Account	2025.18.03.11.6			31,150.15		
23	06	2025	U 013/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30256	2025.18.03.11.5	22.06.2025	408549284	31,136.35		
23	06	2025	U 013/2025		Bounceback Safety Surfaces Ltd	GRA	Kelbrook Park Surface Repairs	BACS	2,376.00	1,980.00	396.00	-	0340	2025.12.06.7.2	18.06.2025	878876534	28,760.35		
23	06	2025	U 013/2025		Chimney Swept Clean Ltd	REN	Lockup Rent	BACS	330.00	330.00	-	-	BB18 6TP	2025.18.03.11.6	01.06.2025		28,430.35		
23	06	2025	U 013/2025		Councillor	MTN	Re-embursement for Fence Posts	BACS	45.00	45.00	-	-	62561	2025.12.06.11	09.05.2025		28,385.35		
30	06	2025	U 013/2025		Clerk & RFO	PAY	Salary June 2025	BACS	316.43	316.43	-	-	Payroll June 25	2025.18.03.11.6			28,068.92		
30	06	2025	U 013/2025		Hay Farm Plants	MTN	Plants for Kelbrook Planters	BACS	100.00	100.00	-	-	93	2025.12.06.14.2	28.06.2025		27,968.92		
30	06	2025	U 013/2025		Unity Bank	BCS	Service Charge for May 2025	Debit	6.00	6.00	-	-	Jun-25	2025.18.03.11.6			27,962.92	27,962.92	
Totals									3,325.43	2,919.17	406.26	-							
01	07	2025	U 014/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.07.25	924 3099 24	27,915.17		
03	07	2025			HMRC	PAY	Tax Arrears 24/25	BACS	89.24	89.24	-	-	Tax Account	2025.18.03.11.6			27,825.93		
03	07	2025			HMRC	PAY	Interest on Tax Arrears 24/25	BACS	1.80	1.80	-	-	Tax Account	2025.18.03.11.6			27,824.13		
03	07	2025			SLCC	TRA	ILCA Course for Clerk/RFO	BACS	144.00	120.00	24.00	-	QL207536-1	2025.18.03.11.10	03.07.25	891 7527 83	27,680.13		
10	07	2025			Councillor	CON	Re-emburse Anti Virus Software	BACS	14.99	14.99	-	-	NP2113190370	Data Integrity Risk	08.07.25		27,665.14		
22	07	2025			Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30557	2025.18.03.11.5	22.07.2025	408549284	27,651.34		
24	07	2025			HMRC	PAY	Tax	DD	203.18	203.18	-	-		2025.18.03.11.6			27,448.16		
28	07	2025			HMRC	PAY	Interest for late payment	BACS	1.17	1.17	-	-		2025.18.03.11.6			27,446.99		
28	07	2025			HMRC	PAY	Interest for late payment	BACS	1.16	1.16	-	-		2025.18.03.11.6			27,445.83		
29	07	2025			X2 Connect Ltd	MTN	Telephone Box Door Parts	BACS	168.48	140.40	28.08	-	25664	H & S Risk	28.07.2025	895296854	27,277.35		
29	07	2025			PKF Littlejohn	AUD	External Audit Fee	BACS	252.00	210.00	42.00	-	SB20250251	2025.18.03.11.6	25.07.2025	440498250	27,025.35		
31	07	2025			Clerk & RFO	PAY	Salary July 2025	BACS	257.23	257.23	-	-	Payroll July 25	2025.18.03.11.6			26,768.12		
31	07	2025			Unity Bank	BCS	Service Charge for June 2025	Debit	6.00	6.00	-	-	Jul-25	2025.18.03.11.6			26,762.12	26,762.12	
Totals									1,200.80	1,096.46	104.34	-							

MONTH

Jul-25
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

30.06.25	27,962.92
PAYMENTS	1,200.80
RECEIPTS	-
CARRIED FORWARD BALANCE	31.07.25 £ 26,762.12

BANK STATEMENT £

STATEMENT BALANCE	30.06.25	27962.92
PAYMENTS		1200.8
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.07.25	£ 26,762.12

Examined, Certified & Verified by

Clerk/RFO

Varun Shankar 12.8.25.

Chair

Cllr

Cllr

ITEM	CAT	BUDGET £	YTD £	REMAINING £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	- 2,000.00	285.40	- 1,714.60		-	-	145.00	140.40								
Sough Park	PRK	- 4,710.00	-	- 4,710.00		-	-	-	-								
Kelbrook Weekly Playground Inspection	PRK	- 1,700.00	-	- 1,700.00		-	-	-	-								
Kelbrook Annual Playground Inspection	PRK	- 80.00	-	- 80.00		-	-	-	-								
Payroll	PAY	- 3,450.00	1,325.52	- 2,124.48		316.63	435.23	316.43	257.23								
HMRC	PAY	- 864.00	387.00	- 477.00		-	-	90.45	296.55								
Tax Assist	PAY	- 140.00	46.00	- 94.00		11.50	11.50	11.50	11.50								
Internal Audit	AUD	- 480.00	480.00	-	Complete	480.00	-	-	-								
External Audit	AUD	- 250.00	210.00	- 40.00	Complete	-	-	-	210.00								
Website	WEB	- 470.00	159.16	- 310.84		39.79	39.79	39.79	39.79								
Insurance	INS	- 334.97	858.28	- 523.31	Complete	-	858.28	-	-								
Village Hall Rent	REN	- 220.00	-	- 220.00		-	-	-	-								
Lock Up Rent	REN	- 320.00	330.00	- 10.00		-	-	330.00	-								
Subscriptions to LALC & NALC	SUB	- 195.03	195.03	-	Complete	195.03	-	-	-								
Subscription for Office 365	SUB	- 110.00	-	- 110.00	Complete	-	-	-	-								
Subscription for ICO	SUB	- 50.00	-	- 50.00	Complete	-	-	-	-								
Consumables	CON	- 100.00	14.99	- 85.01		-	-	-	14.99								
Training	TRA	- 300.00	120.00	- 180.00		-	-	-	120.00								
Free Swimming	GRA	- 350.00	-	- 350.00		-	-	-	-								
Grants	GRA	- 750.00	250.00	- 500.00		-	250.00	-	-								
Unity Bank Charges	BSC	- 90.00	24.00	- 66.00		6.00	6.00	6.00	6.00								
CONTINGENCY		- 1,000.00	-	- 1,000.00		-	-	-	-								
Total		-17,964.00	4,685.38	- 13,278.62		1,048.95	1,600.80	939.17	1,096.46	-	-	-	-	-	-	-	-

Opening Balance 01.04.2025	24,333.15
Precept	15,767.00
Other Income	-
VAT REFUND 24_25	1,489.51
Budget	<u>17,964.00</u>
Projected Closing Balance 31.03.2026	<u>23,625.66</u>
From Reserves	<u><u>2,197.00</u></u>

Examined, Certified & Verified by:	Date
Clerk/RFO <i>Karen Shawlock</i>	12.08.2025
Chair	
Cllr	
Cllr	

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
1	4	2025															24,333.15	24,333.15
01	04	2025	U 011/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.6	01.04.2025	924 3099 24	24,285.40	
22	04	2025	U 011/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	26599	2025.18.03.11.5	22.04.2025	408549284	24,271.60	
23	04	2025	U 011/2025		NALC/LALC	SUB	Members'hip	BACS	185.03	185.03	-	-	56087	2025.18.03.11.6	01.04.2025		24,076.57	
23	04	2025	U 011/2025		Internal Audit Yorkshire	AUD	Internal Audit	BACS	480.00	480.00	-	-	24250000223	2025.18.03.11.6	13.04.2025		23,596.57	
28	04	2025	U 011/2025		Clerk & RFO	PAY	Salary April 2025	BACS	316.63	316.63	-	-	Payroll April 2025	2025.18.03.11.6			23,279.94	
28	04	2025	U 011/2025	Pendle Borough Council		PRE	Precept Q1 & Q2	BACS	-	-	-	7,884.00	FIN0349326	2025.08.05.11.7			31,163.94	
28	04	2025	U 011/2025	HMRC		VAT	VAT Refund 2024/25	BACS	-	-	-	1,499.51	XSV126000111842	2025.18.03.11.6			32,663.45	
30	04	2025	U 011/2025		Unity Bank	BCS	Service Charge for March 2025	Debit	6.00	6.00	-	-	Apr-25	2025.18.03.11.6			32,647.45	32,647.45
Totals									1,059.21	1,048.95	10.26	9,373.51						

01	05	2025	U 012/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.05.2025	924 3099 24	32,599.70	
06	05	2025	U 012/2025	Pendle Borough Council		PRE	Interest on Precept Payments	BACS	-	-	-	251.96	FIN0349351		29.04.2025		32,651.66	
21	05	2025	U 012/2025		Earby Memorial Bowling Club	GRA	Grant for Fertiliser Equipment	BACS	250.00	-	-	-	U 012/2025	2025.08.05.16	21.05.2025		32,601.66	
22	05	2025	U 012/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	26608	2025.18.03.11.5	22.05.2025	408549284	32,587.86	
29	05	2025	U 012/2025		Clear Council Insurance	INS	Annual Insurance Renewal	BACS	858.28	858.28	-	-	LC003277	2025.08.05.16			31,729.58	
30	05	2025	U 012/2025		Clerk & RFO	PAY	Salary May 2025	BACS	435.23	435.23	-	-	Payroll May 25	2025.18.03.11.6			31,294.35	
31	05	2025	U 012/2025		Unity Bank	BCS	Service Charge for April 2025	Debit	6.00	6.00	-	-	May-25	2025.18.03.11.6			31,288.35	31,288.35
Totals									1,611.06	1,350.80	10.26	251.96						

02	06	2025	U 013/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.06.2025	924 3099 24	31,240.60	
03	06	2025	U 013/2025	HMRC		PAY	Tax Arrears	BACS	90.45	90.45	-	-	Tax Account	2025.18.03.11.6			31,150.15	
23	06	2025	U 013/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30256	2025.18.03.11.5	22.06.2025	408549284	31,136.35	
23	06	2025	U 013/2025		Bounceback Safety Surfaces Ltd	GRA	Kelbrook Park Surface Repairs	BACS	2,376.00	1,980.00	396.00	-	0340	2025.12.06.7.2	16.06.2025	878876534	28,760.35	
23	06	2025	U 013/2025		Chimney Sweep Clean Ltd	REN	Lockup Rent	BACS	330.00	330.00	-	-	BB18.6TP	2025.18.03.11.6	01.06.2025		28,430.35	
23	06	2025	U 013/2025		Councillor	MTN	Re-embursement for Fence Posts	BACS	45.00	45.00	-	-	62561	2025.12.06.11	09.05.2025		28,385.35	
30	06	2025	U 013/2025		Clerk & RFO	PAY	Salary June 2025	BACS	316.43	316.43	-	-	Payroll June 25	2025.18.03.11.6			28,068.92	
30	06	2025	U 013/2025		Hav Farm Plants	MTN	Plants for Kelbrook Planters	BACS	100.00	100.00	-	-	63	2025.12.06.14.2	28.06.2025		27,968.92	
30	06	2025	U 013/2025		Unity Bank	BCS	Service Charge for May 2025	Debit	6.00	6.00	-	-	June-25	2025.18.03.11.6			27,962.92	27,962.92
Totals									3,325.43	2,919.17	406.26	-						

01	07	2025	U 014/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.07.25	924 3099 24	27,615.17	
03	07	2025		HMRC		PAY	Tax Arrears 24/25	BACS	89.24	89.24	-	-	Tax Account	2025.18.03.11.6			27,825.93	
03	07	2025		HMRC		PAY	Interest on Tax Arrears 24/25	BACS	1.80	1.80	-	-	Tax Account	2025.18.03.11.6			27,824.13	
03	07	2025		SLCC		TRA	ILCA Course for Clerk/RFO	BACS	144.00	120.00	24.00	-	GL207536-1	2025.18.03.11.10	03.07.25	891 7527 83	27,680.13	
10	07	2025		Councillor		CON	Re-emburse Anti Virus Software	BACS	14.99	14.99	-	-	NP2113190370	Data Integrity Risk	08.07.25		27,665.14	
22	07	2025		Tax Assist		PAY	Payroll	DD	13.80	11.50	2.30	-	30557	2025.18.03.11.5	22.07.2025	408549284	27,651.34	
24	07	2025		HMRC		PAY	Tax	DD	203.18	203.18	-	-		2025.18.03.11.6			27,448.16	
28	07	2025		HMRC		PAY	Interest for late payment	BACS	1.17	1.17	-	-		2025.18.03.11.6			27,446.99	
28	07	2025		HMRC		PAY	Interest for late payment	BACS	1.16	1.16	-	-		2025.18.03.11.6			27,445.83	
29	07	2025		X2 Connect Ltd		MTN	Telephone Box Door Parts	BACS	188.48	140.40	28.08	-	25664	H & S Risk	28.07.2025	895298854	27,277.35	
29	07	2025		PKF Littlejohn		AUD	External Audit Fee	BACS	252.00	210.00	42.00	-	SB20250251	2025.18.03.11.6	25.07.2025	440498250	27,025.35	
31	07	2025		Clerk & RFO		PAY	Salary July 2025	BACS	257.23	257.23	-	-	Payroll July 25	2025.18.03.11.6			26,768.12	
31	07	2025		Unity Bank		BCS	Service Charge for June 2025	Debit	6.00	6.00	-	-	Jul-25	2025.18.03.11.6			26,762.12	26,762.12
Totals									1,200.80	1,096.46	104.34	-						

01	08	2025	U 015/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.08.2025	924 3099 24	26,714.37	
22	08	2025			Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30860	2025.18.03.11.5	22.08.2025	408549284	26,700.57	
29	08	2025			Clerk & RFO	PAY	Salary August 2025	BACS	257.03	257.03	-	-	Payroll August 2025	2025.18.03.11.6			26,443.54	
29	08	2025			Stowap Ltd	MTN	2 x Benches	BACS	1,248.00	1,040.00	208.00	-	336660	2025.10.07.14	14.06.2025	GB592526420	25,195.54	
31	08	2025			Unity Bank	BCS	Service Charge for July 2025	Debit	6.00	6.00	-	-	Aug-25	2025.18.03.11.6			25,189.54	25,189.54
Totals									1,572.58	1,354.32	218.26	-						

MONTH

Aug-25
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.07.2025	26,762.12
PAYMENTS		1,572.58
RECEIPTS		-
CARRIED FORWARD BALANCE	31.08.2025	£ 25,189.54

BANK STATEMENT £

STATEMENT BALANCE	31.07.2025	26,762.12
PAYMENTS		1,572.58
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.08.2025	£ 25,189.54

Examined, Certified
& Verified By:
Clerk & RFO

Kieran Shawlock

Date: 4/9/2025

ITEM	CAT	BUDGET £	YTD £	REMAINING £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	- 2,000.00	1,325.40	- 674.60		-	-	145.00	140.40	1,040.00							
Sough Park	PRK	- 4,710.00	-	- 4,710.00		-	-	-	-	-							
Kelbrook Weekly Playground Inspection	PRK	- 1,700.00	-	- 1,700.00		-	-	-	-	-							
Kelbrook Annual Playground Inspection	PRK	- 80.00	-	- 80.00		-	-	-	-	-							
Payroll	PAY	- 3,450.00	1,582.55	- 1,867.45		316.63	435.23	316.43	257.23	257.03							
HMRC	PAY	- 864.00	387.00	- 477.00		-	-	90.45	296.55	-							
Tax Assist	PAY	- 140.00	57.50	- 82.50		11.50	11.50	11.50	11.50	11.50							
Internal Audit	AUD	- 480.00	480.00	-	Complete	480.00	-	-	-	-							
External Audit	AUD	- 250.00	210.00	- 40.00	Complete	-	-	-	210.00	-							
Website	WEB	- 470.00	198.95	- 271.05		39.79	39.79	39.79	39.79	39.79							
Insurance	INS	- 334.97	858.28	- 523.31	Complete	-	858.28	-	-	-							
Village Hall Rent	REN	- 220.00	-	- 220.00		-	-	-	-	-							
Lock Up Rent	REN	- 320.00	330.00	10.00		-	-	330.00	-	-							
Subscriptions to LALC & NALC	SUB	- 195.03	195.03	-	Complete	195.03	-	-	-	-							
Subscription for Office 365	SUB	- 110.00	-	- 110.00	Complete	-	-	-	-	-							
Subscription for ICO	SUB	- 50.00	-	- 50.00	Complete	-	-	-	-	-							
Consumables	CON	- 100.00	14.99	- 85.01		-	-	-	14.99	-							
Training	TRA	- 300.00	120.00	- 180.00		-	-	-	120.00	-							
Free Swimming	GRA	- 350.00	-	- 350.00		-	-	-	-	-							
Grants	GRA	- 750.00	250.00	- 500.00		-	250.00	-	-	-							
Unity Bank Charges	BSC	- 90.00	30.00	- 60.00		6.00	6.00	6.00	6.00	6.00							
CONTINGENCY		- 1,000.00	-	- 1,000.00		-	-	-									
Total		-17,964.00	6,039.70	- 11,924.30		1,048.95	1,600.80	939.17	1,096.46	1,354.32	-	-	-	-	-	-	-

Opening Balance 01.04.2025	24,333.15
Precept	15,767.00
Other Income	-
VAT REFUND 24_25	1,489.51
Budget	17,964.00
Projected Closing Balance 31.03.2026	23,625.66
From Reserves	<u>2,197.00</u>

Examined, Certified & Verified by:	Date
Clerk/RFO <i>Karen Shonwick</i>	04.09.2025
Chair	
Cllr	
Cllr	

Granted on	Received	Provider	Description	Remittance	Statement	Amount £	Spent £	Remaining	Date Spent	Description of Expenditure	Minute Ref.
01.08.23	11.09.23	WCAC	For Kelbrook Pheonix FC	HEH0336315		£1,600.00	£1,600.00	£0.00	25.10.23	Cheque given to Kelbrook Pheonix FC for facility reburbsiment	
	19.02.24	LCC	Community Orchard	OPS0339368		£500.00	£500.00	£0.00	18.05.24	Fruit Trees and Compost	
06.02.24	26.02.24	WCAC	Improvements to Kelbrook Park	ECO0339611		£567.90	£567.90	£0.00	16.06.25	Repairs to Soft Pour Edging provided by Bounceback Ltd	2025.10.07.6.2
05.11.24	25.11.24	WCAC	Soft Pour Repair for Kelbrook Park	ECO0345571		£1,857.91	£1,857.91	£0.00	16.06.25	Repairs to Soft Pour Edging provided bu Bounceback Ltd	2025.10.07.6.2
	20.11.23	LCC	Biodiversity Payment 2023/24	3237228		£300.00	£0.00	£300.00		Approved to spend on Railing Planter Liners and Plants	25.10.07.11.4
	13.06.24	LCC	Biodiversity Payment 2024/25	100836161		£300.00	£0.00	£300.00		Approved to spend on Railing Planter Liners and Plants	25.10.07.11.4
	20.11.23	LCC	Local Delivery Scheme 2023/24	3237228		£500.00	£0.00	£500.00		Approved to spend on Footpath improvement	25.12.06.11.8
	13.06.24	LCC	Local Delivery Scheme 2024/25	100836160		£500.00	£0.00	£500.00		Approved to spend on Weed control	25.10.07.6.5
06.02.24	26.02.24	WCAC	Sough Park Footpath Improvements	ECO0339610		£1,375.00	£0.00	£1,375.00			

Received **£7,500.81**

Spent **£4,525.81**

Remaining **£2,975.00**

Approved to spend **£1,600.00**

Un-allocated **£1,375.00**